

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: Unadilla Housing Authority PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: 10/2010 PHA Code: GA217				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 154 Number of HCV units: 0				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <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
	PHA 2:				HCV
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. Note: See Attachment ga217a01 for information regarding Section 5.0 through 10.0.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: See page 3 of Attachment ga217a01.				
5.2	Goals and Objectives. 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 ga217a01.				
6.0	PHA Plan Update (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 4 - 33 of Attachment ga217a01.				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> See pages 33 - 34 of Attachment ga217a01.				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. See page 34 of Attachment ga217a01.				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. 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 34 of Attachment ga217a01.				
8.2	Capital Fund Program Five-Year Action Plan. 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 34 of Attachment ga217a01.				

8.3	<p>Capital Fund Financing Program (CFFP). <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 34 of Attachment ga217a01.</p>
9.0	<p>Housing Needs. 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 35 of Attachment ga217a01.</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>See page 36 of Attachment ga217a01.</p>
10.0	<p>Additional Information. 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 36 - 37 of Attachment ga217a01.</p>
11.0	<p>Required Submission for HUD Field Office Review. 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. Note: 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
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.

UNADILLA 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 mission of the **Housing Authority of the City of Unadilla** is to be a leader in the housing industry by making existing housing stock more marketable through modernization and by maintaining its status as the primary landlord provider in Dooly County to serve the needs of low, very low, and moderate income families and those with special housing needs.

5.2 Goals and Objectives

Goal: Improve the quality of assisted housing

Objectives

- Increase customer satisfaction
- Renovate or modernize public housing units
- Regain High Performer Status

Goal: Provide an improved living environment

Objective

- Implement public housing security improvements:

Goal: Ensure equal opportunity and affirmatively further fair housing

Objective

- Continue to follow HUD prescribed regulations pertaining to the admittance 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 elements have been revised since the last submission.

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

The FY2010 Agency Plan will be available for review during the 45-day Public Hearing Notice period at the Unadilla Housing Authority's Main Office which is located at 282 2nd Street in Unadilla, 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 by HUD 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.
 - 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 from 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 exist.
- 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. QHWRA further stipulates that individuals convicted of manufacturing or producing methamphetamine (speed) will be permanently denied admission to public housing and a current resident's tenancy will be immediately and permanently terminated if convicted of manufacturing or producing methamphetamine.

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 of 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 that 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/her 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 five (5) 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 the PHA 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), and Section 428 of the FY 1999 HUD Appropriations Act).

- 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 could provide interpreters, Braille or taped versions of leases, recertifications and other legal documents, whatever is appropriate.
 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.

Admission

1. Under section 575 of the Quality Housing and Work Responsibility Act of 1998, the Housing Authority may require, as a condition of providing admission to the Housing Authority, that each adult member of the household provide a signed, written, authorization for the Housing Authority to obtain records regarding such member of the household from the National Crime Information Center, police department, and other law enforcement agencies.
2. Under section 578 of the Quality Housing and Work Responsibility Act of 1998, the Housing Authority may require, as a condition of providing admission to the Housing Authority, that each adult member of the household provide a signed, written, authorization for the Housing Authority to obtain records from state and local agencies to determine whether an applicant is subject to a lifetime registration requirement under a state sex offender registration program.

Before an adverse action is taken with respect to an applicant for occupancy on the basis that an individual is subject to a lifetime registration requirement under a state sex offender registration program, the Housing Authority shall provide the

applicant with a copy of the registration information and an opportunity to dispute the accuracy and relevance of that information.

3. Under section 575 of the Quality Housing and Work Responsibility Act of 1998, the Housing Authority, notwithstanding any other provision of law other than the Public Health Service Act (42 USC 201 et seq), may require each person who applies for admission to the Housing Authority to sign one or more forms of written consent authorizing the Housing Authority to receive information from a drug abuse treatment facility that is solely related to whether the applicant is currently engaging in the illegal use of controlled substances. In a formal written consent, the Housing Authority shall request only whether the drug abuse treatment facility has reasonable cause to believe that the applicant is currently engaging in the illegal use of a controlled substance.
 - The Housing Authority shall make an inquiry to a drug treatment facility if the Housing Authority receives information from the criminal record of the applicant that indicates evidence of prior arrest or conviction or the Housing Authority receives information from the records of prior tenancy of the applicant that demonstrates that the applicant engaged in the destruction of property, engaged in violent activity against another person, or interfered with the right of peaceful enjoyment of the premises of another tenant.
4. The applicant's signed written consent shall expire automatically after the Housing Authority has made a final decision to either approve or deny the applicant's application for admittance to public housing.
5. The term "currently engaging in the illegal use of a controlled substance" means the illegal use of a controlled substance that occurred recently enough to justify a reasonable belief that an applicant's illegal use of a controlled substance is current or that continuing illegal use of a controlled substance by the applicant is a real and ongoing problem.
6. Conditions for Denial
 - a. The applicant or resident currently owes rent or other amounts to PHA or to another agency in connection with Section 8 or Public Housing Program.
 - b. The applicant has committed any fraud in connection with any federal housing assistance program.
 - c. The applicant has violated any Family obligation under any Section 8 Existing Program as stated on the Certificate of Family Participation or Housing Voucher.
 - d. The applicant has breached an "Agreement to Repay" any monies due the Housing Authority. If the applicant owes money as a prior participant, the applicant will not be accepted, nor placed on the waiting list, until payment in full has been received.

e. The applicant has an unacceptable Police Record wherein the applicant or any member of the household who has attained the age of 18 has within the past five years been convicted of a crime or has a history of criminal activity that would jeopardize the health, safety, and welfare of the community. Examples of unacceptable behavior include, but are not limited to violent behavior, confirmed drug or alcohol addiction or abuse, grossly unsanitary or hazardous housekeeping, history of disturbance of neighbors, destruction of property, or other disruptive or dangerous behavior of any family member regardless of age.

f. INS Denial

Assistance to applicant shall be denied in accordance with the procedures for any of the following events:

(i) Evidence of citizenship (i.e. the Declaration) and eligible immigration status is not submitted by the date specified or by the expiration of any extension granted; or,

(ii) Evidence of citizenship and eligible immigration status is submitted on a timely basis, but INS primary and secondary verification does not verify eligible immigration status of all family members; and,

(a) The family does not pursue INS appeal or Housing Authority informal hearing rights; or,

(b) INS appeal and Housing Authority informal hearing rights are pursued, but the final appeal or hearing decisions are decided against the family member.

Tenant Selection

1. As soon as possible after receipt of an application, the Housing Authority will determine the applicant family's eligibility for public housing in accordance with the provisions of this policy, and will determine whether a preference exists. In the event an applicant family is determined to be eligible, the family shall be placed on the waiting list, and informed of the time estimated before an offer of a dwelling unit will be made. If this period is estimated to be longer than one year, the applicant family shall be informed of this fact.

2. Apparently eligible applicant families will be notified that its eligibility determination is tentative in nature, being largely based on declarations made by the applicant family, and is subject to further reviews prior to admission.

3. In the event an applicant family is determined to be ineligible, it shall also be informed in writing of the basis for this determination. An applicant family does not have the right to use the Tenant Grievance Procedure, but will be given, upon request, the opportunity for an informal hearing to present such facts as it wishes.

The applicant family will be advised that should an informal review be desired, a written request to this effect must be received by PHA within ten (10) working days of the date of the notification of ineligibility.

4. Thorough investigation of each application will be conducted during the Tenant Interview. Eligibility will be verified by the PHA staff within the provisions of this policy. The Tenant Interview will be conducted at the time that the application is submitted for review.
5. Applicants denied a preference shall be notified in writing about the denial. The notice shall contain a brief statement of the reason(s) for the determination and state that the applicant has a right to meet with a representative of the Housing Authority to review the determination.
6. In all cases, the Housing Authority reserves the right to withdraw any determination of eligibility, tentative or otherwise, when additional information indicates that the prior determination was inappropriate.
7. Informal Review
 - a. If a request for a review is received within the specified ten (10) day period, PHA will notify the applicant, in writing, of the scheduled time and date of review.
 - b. The PHA will appoint a Review Officer to conduct the informal review. The Review Officer shall be a Housing Authority employee or other designated individual who did not participate in the original determination of denial. The Review Officer shall not be a subordinate of the party who made the original decision to deny.
 - c. The applicant will be apprised that they may be represented by legal counsel or other representative at his/her own expense.
 - d. The PHA will present factual or other basis for its decision. The applicant may also present his/her position. Subject to the direction of the Review Officer, the applicant and the Housing Authority may offer and examine evidence and question any witnesses.
 - e. The Review Officer will issue a written decision, stating the facts and/or other basis for the decision. The decision or any other issue of fact will be based solely upon evidence presented at the hearing. A copy of the decision will be furnished to the applicant.
 - f. The PHA will not be bound by a decision of the Review Officer where it is determined that the Officer exceeded his/her authority or has made a determination which is inconsistent with HUD regulations, federal statute, or state or local law that imposes obligations on applicants or residents.
 - g. The record of such review/determination will be maintained by the Housing Authority's Central Office.

Tenant Selection (cont.)

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. 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 in drug related criminal activity; 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 date and time of application.

4. Waiting List Skipping

The Housing Authority may skip a higher-income eligible applicant family to the top of the waiting list 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.

The Housing Authority may also skip a lower-income eligible applicant family to the top of the waiting list 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.

5. Updating of the Waiting List

The Housing Authority shall update the waiting list every twelve (12) months 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 regulations and applicable Fair Housing and Equal Opportunity Requirements.

7. Special Use Dwelling Units

a. When a unit that meets a 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.

8. Dwelling Unit Offers

➤ Two offers: If the PHA has three or more developments, the PHA can make an offer in the development with the highest number of vacancies, or can make an offer that will satisfy the authority's deconcentration goals. If this unit is rejected, the PHA can make one other offer to the applicant. If both units are rejected, the applicant goes to the bottom of the waiting list. However, the PHA can define "bottom of the waiting list" by denying preferences to those applicants who reject an offer.

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 applicant 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.

9. Unit Refusals

- a. Applicants 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.
- 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.

Waitlist

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 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.
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 every 12 to 18 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" public housing. 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.

Section 8

The Unadilla Housing Authority does not operate a Section 8 Tenant-Based Program.

2. Financial Resources

The table below lists the Unadilla Housing Authority’s anticipated financial resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Agency, as well as tenant rents and other income available to support the public housing program in Fiscal Year 2010.

Funding Source	Amount	Use
FY2010 PH Operating Fund	\$387,725	PH Oper.
FY2010 Capital Fund Program	\$226,653	PH Mod.
Housing Choice Voucher Program	N/A	HCV Oper.
Public Housing Dwelling Rent	\$207,564	PH Operations
Interest	\$9,825	PH Operations
Other Income	\$5,000	PH Operations
Total	\$836,767	

3. Rent Determination

Public Housing

Determining the Total Tenant Payment is a two-step process. Total Tenant Payment shall be the highest of the following rounded to the nearest dollar:

- a. 30 percent of monthly Adjusted Income; or
- b. 10 percent of Monthly Income;
- c. The welfare rent, if applicable;
- d. A minimum rent amount of \$25.00.

After the highest amount has been determined above, that number is compared to the ceiling rent or flat rent of the unit size that is or will be occupied by the family, and the lower of the amount determined above or the ceiling/flat rent is the Total Tenant Payment.

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

Section 8

The Unadilla Housing Authority does not operate a Section 8 Program.

4. Operation and Management

The Housing Authority has a maintenance staff which provides general maintenance services to help ensure the units are kept in good working order. If a resident needs an item repaired, they are asked to call the office and place a work order. Once the work order is entered, a maintenance person will go to the unit to repair the item. If the need for repair was not caused by the resident, then the Authority does not charge the resident. If the resident caused the repair, then they are charged according to the Maintenance Charge List on file at the office.

The Authority also has a preventative maintenance schedule in which items such as filters for the HVAC systems are changed out on a regular basis.

The Authority also has a pest control plan in which each unit is sprayed once a month to help control pest infestation.

There are many policies which help management to operate the Housing Authority in a efficient and effective manner. These policies include:

- Admissions and Continued Occupancy Policy
- Housekeeping Policy
- One Strike Policy
- Pet Policy
- Personnel Policy
- Procurement Policy
- Insurance Policy
- Investment Policy

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 Housing Authority of the City of Unadilla (HACU).

Governing Law

The law governing this Grievance Procedure is section 6(k) of the U.S. Housing Act of 1937 (42 U.S.C. sec. 1437d (k) and subpart B of 24 CFR part 966 (24 CFR secs. 966.50 - 966.57).

Applicability

In accordance with applicable federal regulations, this Grievance Procedure shall be applicable to all individual grievances (as defined in Section IV below) between resident and HA with the following two (2) exceptions:

- A. This Grievance Procedure is not applicable to disputes between residents not involving HA, or to class grievances involving groups of residents. Also, this

Grievance Procedure is not intended as a forum for initiating or negotiating policy changes between residents, or groups of residents, and HA's Board of Commissioners.

- B. HUD has issued a due process determination that the law of the State of Georgia requires that residents be given the opportunity for a hearing in court that provides the basic elements of due process (as defined in Section IV below) before eviction from a dwelling unit. Therefore, HA has elected to determine that this Grievance Procedure shall not be applicable to any termination of tenancy or eviction that involves:
- (1) Any activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of HA; or
 - (2) Any drug-related criminal activity on or off such premises.

Definitions

The following definitions of terms shall be applicable to this Grievance Procedure:

- A. **Grievance:** Any dispute which a resident may have with respect to an action or a failure to act by HA in accordance with the individual resident's lease or HA regulations, which adversely affects the individual resident's rights, duties, welfare, or status.
- B. **CFR:** The code of federal regulations that contains the federal regulation governing this Grievance Procedure.
- C. **Complainant:** Any resident (as defined in this section below) whose grievance is presented to the Central Office of HA, P.O. Box 447, Unadilla, Georgia 31091, in accordance with the requirements set forth in this procedure.
- D. **Drug-related criminal activity:** The illegal manufacture, sale, distribution, use or 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. **HA or "Authority":** The Housing Authority, a body corporate organized and existing under the laws of the State of Georgia.
- F. **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:
 - (1) Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
 - (2) Right of the resident to be represented by counsel;

- (3) Opportunity for the resident to refute the evidence presented by HA, including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have;
 - (4) A decision on the merits.
- G. **Hearing Officer:** 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.
 - H. **Hearing Panel:** 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.
 - I. **HUD:** The United States Department of Housing and Urban Development.
 - J. **Notice:** As used herein, the term notice shall, unless otherwise specifically provided, mean written notice.
 - K. **The “Regulations”:** The HUD regulations contained in subpart B of 24 CFR part 966.
 - L. **Resident Organization:** An organization of residents, which includes any resident management corporation and specifically includes the Resident Organization.
 - M. **Resident:** The adult person (or persons) other than a live-in aid:
 - (1) Who resides in the unit and who executed the lease with HA as lessee of the dwelling unit, or, if no such person resides in the unit;
 - (2) 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.
 - N. **Business Days:** Monday through Friday of each week, except for legal holidays recognized by the federal government.

Incorporation in Leases

This Grievance Procedure shall be incorporated by reference in all public housing dwelling leases between residents and HA, whether or not so specifically provided in such leases.

Informal Settlement of grievances

- A. **Initial Presentation.** Any grievance must be presented, in writing to the HA's main office, P.O. Box 447, Unadilla, Georgia 31091, within five (5) business days after the occurrence of the event giving rise to the grievance.
- B. **Informal Settlement Conference.** If the grievance is not determined by HA to fall within one of the two exclusions mentioned in Section III B (1 and 2) above, then HA shall, within five (5) 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 shall be promptly notified in writing of the time and place for the informal settlement conference.
- C. **Written Summary.** Within five (5) business days after the informal settlement conference, a summary of the informal discussion shall be prepared by HA and a copy thereof shall be provided to the complainant. The summary shall be in writing and shall 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 shall 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 file.

Formal Grievance Hearing

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

- A. **Request for Hearing:** 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 HA's Central Office, P.O. Box 447, Unadilla, Georgia 31091, 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:

- (1) The reasons for the grievance;
- (2) The action or relief sought by the complainant; and
- (3) If the complainant so desires, a statement setting forth the times at which the complainant shall be available for a hearing during the next ten (10) business days;
- (4) Complainant's preference, if any, concerning whether the grievance should be heard by a single hearing officer or by a hearing panel;

- (5) If the complainant has failed to attend an informal discussion conference, a request that the hearing officer or panel waive this requirement.

B. **Failure to Request Hearing:** If the complainant fails to request a hearing within five (5) business days after receiving the written summary of the informal settlement conference, HA's decision rendered at the informal hearing becomes final and HA is not thereafter obligated to offer the complainant a formal hearing.

Selection of Hearing Officer or Panel

All grievance hearings shall be conducted by an impartial person or persons appointed by HA after consultation with resident organizations, in the manner described below:

A. The permanent appointments of persons who shall serve as hearing officers and hearing panel members shall be governed by the following procedures:

- (1) HA shall nominate a slate of persons to sit as permanent hearing officers or hearing panel members. These persons may include, but shall not be necessarily limited to, members of the HA Board of Commissioners, HA staff members, residents, or other responsible persons in the community. No persons shall be listed on the slate of members unless such person has consented to serve as a hearing officer or on a hearing panel.
- (2) The slate of potential appointees shall be submitted to the Resident Organization for written comments. Written comments from the resident organization shall be considered by HA before appointments are finally made. Objection to the appointment of a person as a hearing officer or panelist must be considered but is not dispositive as to the proposed appointment with respect to which objection is made.
- (3) On final appointment, the persons appointed and the Resident Organization shall be informed in writing of the appointments. A list of all qualified hearing officers and panelists shall be kept at the Central Office of HA and be made available for public inspection at any time.

The persons who have agreed to serve as hearing panelists for grievances brought under this procedure are listed on Exhibit I attached hereto and hereby incorporated herein by reference. Additional appointments shall be made in the manner set forth in this section.

B. The designation of hearing officers or panel members for particular grievance hearing shall be governed by the following provisions:

- (1) All hearings shall be held before a single hearing officer unless the complainant (at the time of the initial request for the hearing) or HA requests that the grievance should be heard by a hearing panel.

- (2) Appointments to serve as a hearing officer or panelist with respect to a particular grievance shall be made by HA in random order, subject to availability of the hearing officer or panelist to serve in each such case. HA may employ any reasonable system for random order choice.
- (3) No member of the HA Board of Commissioners or staff may be appointed as hearing officer or panelist in connection with the grievance contesting an action which was either made or approved by proposed appointee, or which was made or approved by a person under whom the proposed appointee works or serves as a subordinate.
- (4) No person shall accept an appointment, or retain an appointment, once selected as a hearing officer or hearing panelist, if it becomes apparent that such person is not fully capable of impartiality. Persons who are designated to serve as hearing officers or panelists must disqualify themselves from hearing grievances that involve personal friends, relatives, persons with whom they have any business relationship, or grievances in which they have some personal interest. Further, such persons are expected to disqualify themselves if the circumstances are such that a significant perception of partiality exists and is reasonable under the circumstances. If a complainant fails to object to the designation of the hearing officer or panelists on the grounds of partiality, at the commencement or before the hearing, such objection is deemed to be waived, and may not thereafter be made.

In the event that a hearing officer or panel member fails to disqualify himself or herself as required in this Grievance Procedure, HA shall remove the panel member or officer from the list of persons appointed for such purposes, invalidate the results of the grievance hearing in which such person should have, but did not, disqualify himself or herself, and schedule a new hearing with a new hearing panel or officer.

Scheduling of Hearings

A. **Hearing Prerequisites:** A complainant does not have a right to a grievance hearing unless the complainant has satisfied the following prerequisites to such a hearing:

- (1) The complainant has requested a hearing in writing.
- (2) The complainant has completed the informal settlement conference procedure or has requested a waiver for good cause.
- (3) If the matter involves the amount of rent which HA claims is due under the complainant's lease, the complainant shall have paid to

HA 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 or hearing panel. Unless waived by HA in writing, no waiver shall be given by HA except in cases of extreme and undue hardship to the complainant, determined in the sole and absolute discretion of HA.

B. Time, Place, Notice

- (1) Upon complainant's compliance with the prerequisites to hearing set forth above, a hearing shall be scheduled by the hearing officer or hearing panel promptly for a time and place reasonably convenient to both the complainant and HA, no later than the tenth (10th) business day after complainant has completed such compliance. (In the case of a panel, if all three appointed members of the panel are not able to agree upon a date and time convenient to all panelists, on or before the last date before the hearing permitted under this procedure, they shall immediately so inform HA. If two panelists can agree upon a date and time, HA shall reappoint a third panelist who shall be available at the time agreed upon by two who can agree. If none of the panelists can agree upon a time, a new panel shall be appointed).
- (2) A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the complainant and the appropriate HA official, who, unless otherwise designated, shall be the Executive Director.

Procedures Governing Hearings

A. Fair Hearings

The hearings shall be held before a hearing officer or hearing panel as directed above in Section VIII. The complainant shall be afforded a fair hearing, which shall include:

- (1) The opportunity to examine before the hearing any HA documents, including records and regulations that are directly relevant to the hearing.

The complainant shall be allowed to copy any such document at the complainant's expense. If HA does not make the document available for examination upon request by the complainant, HA may not rely on such document at the grievance hearing.

- (2) The right to be represented by counsel or other person chosen as the complainant's representative and to have such person make statements on the complainant's behalf.

- (3) 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 HA and to confront and cross examine all witnesses upon whose testimony or information the HA or its management relies.
- (4) A decision solely and exclusively upon the facts presented at the hearing.

B. Prior Decision in Same Matter

The hearing panel or officer may render a decision without proceeding with the hearing if they determine that the issue has been previously decided in another proceeding.

C. Failure to Appear

If the complainant or HA fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination to postpone the hearing for a period not to exceed five (5) business days or may make a determination that the party failing to attend has waived the right to a hearing. In such event, the hearing officer or hearing panel shall notify the complainant and HA of the determination.

The failure to attend a grievance hearing shall not constitute a waiver of any right for which the complainant may have to contest HA's disposition of the grievance in an appropriate judicial proceeding.

D. Required Showing of Entitlement to Relief

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter HA must sustain the burden of justifying HA's action or failure to act against which the complainant is directed.

E. Informality of Hearing

The hearing shall be conducted informally by the hearing officer or hearing panel, 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. Orderly Conduct Required

The hearing officer or hearing panel shall require HA, 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 or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

G. Transcript of Hearing

The complainant or the HA 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. Accommodation to Handicapped Persons

HA 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 or Hearing Panel

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

A. Written Decision

The hearing panel or officer shall prepare a written decision, together with the reasons for the decision within ten (10) business days after the completion of hearing

- (1) A copy of the decision shall be sent to the complainant and HA. HA shall retain a copy of the decision in the complainant's file.
- (2) A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by HA and made available for inspection by any prospective complainant, his representative, or the hearing panel or hearing officer.

B. Binding Effect

The written decision of the hearing officer or hearing panel shall be binding upon HA, which shall take all actions, or refrain from any actions, necessary to carry out the decision unless HA's Board of Commissioners determines, within ten (10) business days, and properly notifies the complainant of its determination, that:

- (1) the grievance does not concern HA action or failure to act in accordance or involving the complainant's lease, or HA's regulations, which adversely affect the complainant's rights, duties, welfare or status, or
- (2) the decision of the hearing officer or hearing panel is contrary to applicable Federal, State, or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and HA.

C. Continuing Right of Complainant to Judicial Proceedings

A decision by the hearing panel or officer or Board of Commissioners in favor of HA 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:

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

If a resident is visually impaired, any notice hereunder delivered to such resident shall be in an accessible format.

Modification

This Grievance Procedure may not be amended or modified except by approval of a majority of the Board of Commissioners of HA, 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 HA, before final adoption of any amendments hereto.

Miscellaneous

- A. **Captions:** Captions or paragraph headings set forth in this Grievance Procedure are for convenience of reference only and shall not be construed or interpreted to affect the substance of the paragraphs or sections so captioned.
- B. **Concurrent Notice:** If a resident has filed a request for grievance hearing hereunder in a case involving HA's notice of termination of tenancy, the complainant should be aware that the state law notice to vacate and the notice of termination of tenancy required under Federal law run concurrently. Therefore, if the hearing officer or hearing panel upholds HA's action to terminate the tenancy, HA 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 hearing officer or panel to the complainant.

6. Designated Housing for Elderly and Disabled Families

The Authority does not anticipate designating any units for elderly and/or disabled housing in the upcoming Fiscal Year.

7. Community Service and Self-Sufficiency

Due to the small staff size, the Authority does not offer any economic self-sufficiency programs to residents at this time.

The Authority has adopted a flat rent schedule which enhances the economic self-sufficiency of employed residents. This schedule allows employed residents to pay a flat rent instead of an income-based rent. Because the flat rent is lower than their income-based rent, tenants can save money to put toward moving to an unsubsidized unit. The flat rents are based on the current market rents and are adjusted for the condition and amenities of the public housing units as compared to the private market.

To comply with Federal Regulations, the Unadilla Housing Authority has adopted a Community Service Requirement for those public housing residents who are able to work but are not currently employed.

8. Safety and Crime Prevention

Currently, the public housing developments are relatively safe and there is not a need to introduce safety measures outside of what the Authority is currently doing. Housing Authority management has a good working relationship with local law enforcement. On the rare occurrence that police are called to one of the properties, the Executive Director is alerted by law enforcement and given a report of the situation.

9. Pets

The Unadilla Housing Authority has adopted a Pet Policy which covers the ownership of pets by public housing residents. The Pet Policy is attached as an attachment to the Agency Plan (ga217d01).

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 September 30, 2008 is attached to the Agency Plan as attachment ga217e01. The Fiscal Audit for the Year ended September 30, 2009 is in the process of being completed.

12. Asset Management

With less than 450 units of public housing, the Housing Authority is not required to convert to Asset Management. Management will continue to assess the properties on an annual basis to determine what physical needs to be addressed with the Capital Funds.

13. Violence Against Women Act

The Unadilla Housing Authority is striving to fully comply with all requirements of the Violence Against Women Act (VAWA).

First, the Authority will not deny admission to an applicant who has been a victim of domestic violence, dating violence, or stalking. The applicant must comply with all other admission requirements.

Also, the Authority will not terminate the assistance 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 victim 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 Housing Authority will not apply for HOPE VI or Mixed Finance Modernization or Development in the upcoming Fiscal Year.

(b) Demolition and/or Disposition

The Housing Authority does not plan to submit a Demolition and/or Disposition Application to HUD in the upcoming Fiscal Year.

(c) Conversion of Public Housing

The Housing Authority is not required and does not plan to convert any units to tenant-based assistance in the upcoming Fiscal Year.

(d) Homeownership

Public Housing

The Housing Authority does not currently have nor plans to administer a Homeownership Program in the upcoming Fiscal Year.

(e) Project-Based Vouchers

The Unadilla Housing Authority does not operate a Section 8 Program.

8.0 Capital Improvements

8.1 Capital Fund Annual Statement/Performance and Evaluation Report

See attachments:

ga217b01 – FY2010 CFP Annual Statement

8.2 Capital Fund Program Five-Year Plan

See attachment:

ga217c01 – FY2010-2014 CFP Five-Year Plan

8.3 Capital Fund Financing Program (CFFP)

The Unadilla Housing Authority does not plan to use the Capital Fund Financing Program in the upcoming Fiscal Year.

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	336	5	5	5	3	4	4
Income >30% but <=50% of AMI	69	4	4	4	3	3	3
Income >50% but <80% of AMI	82	3	3	3	3	2	3
Elderly	98	3	3	3	4	2	3
Families with Disabilities	140	3	4	4	5	4	4
White	110	3	3	3	3	3	3
Black	399	3	3	3	3	3	3
Hispanic	8	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

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

Reasons for Selecting Strategies

- Funding constraints
- Staffing constraints

10.0 Additional Information

(a) Progress in Meeting Goals and Objectives

On an ongoing basis, the Capital Fund Program is used to make physical improvements to the housing stock. The projected work items expected to be completed over the next few years are included with this Plan.

The Authority has maintained an occupancy rate of at least 95% over the last year.

The Authority continues to follow all Federal Regulations pertaining to the admissions and occupancy of public housing.

(b) Significant Amendment and Substantial Deviation/Modification

Substantial Deviation from the 5-year Plan:

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.

Significant Amendment or Modification to the Annual Plan:

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 over \$30,000 (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 Unadilla Housing Authority has not entered into a Memorandum of Agreement (MOA) with HUD.

(d) Resident Advisory Board Comments

The Resident Advisory Board had no comments on the FY2010-FY2014 Five-Year Agency Plan.

(e) Challenged Elements

No elements of the Agency Plan have been challenged.

Part I: Summary						
PHA Name: Unadilla Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P21750110 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 ¹		
		Original	Revised ²	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) ³	\$1,000.00				
3	1408 Management Improvements	\$15,000.00				
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	\$168,981.00				
11	1465.1 Dwelling Equipment - Nonexpendable	\$10,000.00				
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	\$30,000.00				
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities ⁴					
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)	\$224,981.00				
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					

Part I: Summary					
PHA Name: Unadilla Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P21750110 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 ¹	
		Original	Revised ²	Obligated	Expended
	Signature of Executive Director	Date		Signature of Public Housing Director	Date

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

Part II: Supporting Pages								
PHA Name: Unadilla Housing Authority			Grant Type and Number Capital Fund Program Grant No: GA06P21750110 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 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 ¹	Funds Obligated ²	Funds Expended ²	
	<u>Operations</u>							
PHA-Wide	Operations	1406	LS	\$1,000.00				
	Subtotal 1406			\$1,000.00				
	<u>Management Improvements</u>							
PHA-Wide	Part-time administrative salary	1408	LS	\$15,000.00				
	Subtotal 1460			\$15,000.00				
	<u>Dwelling Structures</u>							
GA217-001	Kitchen modernization including cabinet refacing, new hardware, countertops, sinks, faucets, and plumbing	1460	22 units	\$44,000.00				
GA217-002	Kitchen modernization including cabinet refacing, new hardware, countertops, sinks, faucets, and plumbing	1460	23 units	\$46,000.00				
GA217-003	Kitchen modernization including cabinet refacing, new hardware, countertops, sinks, faucets, and plumbing	1460	10 units	\$20,000.00				
	(continued on the next page)							

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Unadilla Housing Authority			Grant Type and Number Capital Fund Program Grant No: GA06P21750110 CFFP (Yes/No): Replacement Housing Factor Grant No:			Federal FY of Grant: 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 ¹	Funds Obligated ²	Funds Expended ²	
GA217-004	Kitchen modernization including cabinet refacing, new hardware, countertops, sinks, faucets, and plumbing	1460	24 units	\$48,000.00				
GA217-005	Kitchen modernization including cabinet refacing, new hardware, countertops, sinks, faucets, and plumbing (Phase 1)	1460	5 units	\$10,981.00				
	Subtotal 1460			\$168,981.00				
	<u>Dwelling Equipment</u>							
PHA-Wide	Appliances	1465.1	30	\$10,000.00				
	Subtotal 1465.1			\$10,000.00				
	<u>Non-Dwelling Equipment</u>							
PHA-Wide	Purchase maintenance vehicle	1475	1	\$30,000.00				
	Subtotal 1460			\$30,000.00				
	CFP Total			\$224,981.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² 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

Part I: Summary						
PHA Name/Number: Unadilla, GA/GA217		Locality (Unadilla/Dooly 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	\$208,981.00	\$204,981.00	\$204,981.00	\$209,981.00
C.	Management Improvements		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$0.00	\$0.00	\$0.00
E.	Administration		\$0.00	\$0.00	\$0.00	\$0.00
F.	Other		\$0.00	\$0.00	\$0.00	\$0.00
G.	Operations		\$1,000.00	\$5,000.00	\$5,000.00	\$0.00
H.	Demolition		\$0.00	\$0.00	\$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		\$224,981.00	\$224,981.00	\$224,981.00	\$224,981.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$224,981.00	\$224,981.00	\$224,981.00	\$224,981.00

Part I: Summary (Continuation)						
PHA Name/Number: Unadilla, GA/GA217		Locality (Unadilla/Dooly 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	Annual Statement	\$56,000.00	\$63,981.00	\$30,000.00	\$25,000.00
	GA217-001		\$0.00	\$0.00	\$88,000.00	\$0.00
	GA217-002		\$35,000.00	\$0.00	\$92,000.00	\$0.00
	GA217-003		\$15,000.00	\$0.00	\$14,981.00	\$24,000.00
	GA217-004		\$36,000.00	\$0.00	\$0.00	\$96,000.00
	GA217-005		\$40,500.00	\$0.00	\$0.00	\$60,000.00
	GA217-006		\$42,481.00	\$161,000.00	\$0.00	\$19,981.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011			Work Statement for Year 3 FFY 2012		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<u>Operations/PHA-Wide</u>			<u>Operations/PHA-Wide</u>		
	Operations	LS	\$1,000.00	Operations	LS	\$5,000.00
	Subtotal 1406		\$1,000.00	Subtotal 1406		\$5,000.00
See						
Annual Statement	<u>Management Improvements/PHA-Wide</u>			<u>Management Improvements/PHA-Wide</u>		
	Part-time administrative salary	LS	\$15,000.00	Part-time administrative salary	LS	\$15,000.00
	Subtotal 1408		\$15,000.00	Subtotal 1408		\$15,000.00
	<u>Dwelling Structures</u>			<u>Site Improvements</u>		
	Replace flooring at GA217-002	23 units	\$35,000.00	Install ADA compliant ramps and handrails	LS	\$10,000.00
	Replace flooring at GA217-003	10 units	\$15,000.00	Subtotal 1450		\$10,000.00
	Replace flooring at GA217-004	24 units	\$36,000.00			
	Replace flooring at GA217-005	15 units	\$22,500.00	<u>Dwelling Structures</u>		
	Kitchen modernization including cabinet refacing, new hardware, countertops, sinks, faucets, and plumbing at GA217-005 (Phase 2)	9 units	\$18,000.00	Kitchen modernization including cabinet refacing, new hardware, countertops, sinks, faucets, and plumbing at GA217-006(Phase 2)	38 units	76,000.00
	Kitchen modernization including cabinet refacing, new hardware, countertops, sinks, faucets, and plumbing at GA217-006(Phase 1)	22 units	\$42,481.00	Replace flooring at GA217-006	60 units	\$85,000.00
	Subtotal 1460		\$168,981.00	Interior renovations to meet ADA compliance	1 unit	\$23,981.00
				Subtotal 1460		\$184,981.00
	<u>Dwelling Equipment/PHA-Wide</u>					
	Replace appliances	30	\$10,000.00	<u>Dwelling Equipment/PHA-Wide</u>		
	Subtotal 1475		\$10,000.00	Replace appliances	30	\$10,000.00
				Subtotal 1475		\$10,000.00
	<u>Non-Dwelling Equipment/PHA-Wide</u>					
	Purchase maintenance vehicle	1	\$30,000.00			
	Subtotal 1475		\$30,000.00			
	Subtotal of Estimated Cost		\$224,981.00	Subtotal of Estimated Cost		\$224,981.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2010	Work Statement for Year 4 FFY 2013			Work Statement for Year 5 FFY 2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<u>Operations/PHA-Wide</u>			<u>Management Improvements/PHA-Wide</u>		
	Operations	LS	\$5,000.00	Part-time administrative salary	LS	\$15,000.00
	Subtotal 1406		\$5,000.00	Subtotal 1408		\$15,000.00
See						
Annual Statement	<u>Management Improvements/PHA-Wide</u>			<u>Dwelling Structures</u>		
	Part-time administrative salary	LS	\$15,000.00	Replace HVAC systems at GA217-003 (Phase 2)	6 units	\$24,000.00
	Subtotal 1408		\$15,000.00	Replace HVAC systems at GA217-004	24 units	\$96,000.00
				Replace HVAC systems at GA217-005	15 units	\$60,000.00
	<u>Dwelling Structures</u>			Replace HVAC systems at GA217-006 (Phase 1)	5 units	\$19,981.00
	Replace HVAC system at GA217-001	22 units	\$88,000.00	Subtotal 1460		\$199,981.00
	Replace HVAC systems at GA217-002	23 units	\$92,000.00			
	Replace HVAC systems at GA217-003 (Phase 1)	4 units	\$14,981.00	<u>Dwelling Equipment/PHA-Wide</u>		
	Subtotal 1460		\$194,981.00	Replace appliances	30	\$10,000.00
				Subtotal 1475		\$10,000.00
	<u>Dwelling Equipment/PHA-Wide</u>					
	Replace appliances	30	\$10,000.00			
	Subtotal 1475		\$10,000.00			
	Subtotal of Estimated Cost		\$224,981.00	Subtotal of Estimated Cost		\$224,981.00

HOUSING AUTHORITY
P.O BOX 447
UNADILLA, GA. 31091

NOTICE OF THE HOUSING AUTHORITY PET POLICY FOR ALL RESIDENTS

In accordance with The Quality Housing and Work Responsibility Act of 1998, notice is hereby given to all Residents of the Housing Authority of the City of Unadilla, GA. that effective October 1, 1999 that they are allowed to have a common household Pet present in the dwelling unit of Resident. This is subject to the following requirements of the Housing Authority. Section 526 of this Act of Congress is the legal basis for the pet ownership provision as it relates to Public Housing. All Residents who desire a pet will be required to submit an application to the Housing Authority Management for approval before a pet can be obtained within the dwelling unit.

PET RULES FOR ALL RESIDENTS OF THE HOUSING AUTHORITY OF THE
CITY OF UNADILLA:

(These rules do not apply to animals required to aid the handicapped.)

1. Common Household pets shall be confined to:
 - 1.) Dogs under 20 pounds when fully grown.
 - 2.) Domestic house cats
 - 3.) Fish commonly kept as pets
 - 4.) Caged birds (NOT domestic fowl-chickens, ducks, geese, etc.)
 - 5.) Other pets approved by the Housing Authority
2. Only one (1) Pet per household will be permitted.
3. Each pet owner shall register his/her pet with the Unadilla Housing Authority, prior to moving into the apartment except in cases where Residents already reside in a Housing Authority apartment at the effective date of this regulation. A registration form will be provided by the Housing Authority.

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

- A. The name, address and phone number of the pet Owner.
- B. The name, address and phone number of one (1) Adult who agree to assume full responsibility for the pet in the event of the Owner's death or incapacity to care for the pet.
- C. A complete description of the pet stating pet's age, type, size, color and name.
- D. The name, address and phone number of the licensed veterinarian, or other State or local authority empowered to inoculate animals who has on file the pet's inoculation records.

HOUSING AUTHORITY

P.O BOX 447

UNADILLA, GA. 31091

E. A Statement that the Pet Owner has read the pet rules and requirements of the Unadilla Housing Authority and agrees to comply with them.

4. The Pet Owner is responsible for removing pet waste and properly disposing of all waste in a bag, paper or other sanitary container and placing the waste in the garbage container.

A \$ 25.00 charge shall be assessed each Pet Owner when it becomes necessary for the Unadilla Housing Authority to remove the pet waste. Repeated violations shall be cause for removal of the pet, termination of the Lease, or both.

Litter boxes (where applicable) shall be changed at least twice each week. Pet waste shall be removed from the litter box at least once per day. Litter boxes shall be reasonably odor free at all times. The litter boxes shall be constructed of a permanent material such as plastic.

The area designated for pet exercise and deposit of waste shall be within the Resident's own front or rear yard.

5. Cats and dogs shall be on a leash not longer than six (6) feet and fully in the Owner's control or other responsible Adult while in common areas of the development.
6. Each animal shall wear a collar bearing the name and address of the pet's owner and evidence of the current inoculations required by State and local laws.
7. A current certificate signed by a registered veterinarian, or other State or local authority empowered to inoculate animals stating that the animal has received all inoculations required by State or local laws. Inoculations shall be updated as prescribed by State and local laws.
- Evidence of current inoculations shall be displayed on appropriate tags attached to a pet collar worn by the pet at all times.
8. Pet Owners shall demonstrate the physical, mental and financial capability to care for a pet.
9. No pet shall be raised, bred, kept, or trained for any commercial purpose.
10. If it becomes necessary for the Housing Authority to treat an apartment for fleas, the pet owner shall bear the cost of such treatment. Repeated flea problems shall be cause for removal of the pet, termination of the Dwelling Lease, or both.

HOUSING AUTHORITY

P.O BOX 447

UNADILLA, GA. 31091

11. Cats and dogs shall be exercised daily within the pet owner's personal yard area. The deposit of animal waste will also be confined to the pet owner's own yard area. Playground and play areas cannot be used for animal waste deposit.
12. Pet Owners shall assume full responsibility for any vicious or destructive act by the pet. 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.
13. Pet Owners agrees to immediately remove any animal which has been determined to be vicious by the Housing Authority or by the local authority until such time as a decision may be reached by agreement or by a grievance hearing. The PHA Grievance Procedure shall govern the removal.
14. Pets may be removed when:
 - A. A pet becomes vicious. Includes threatening behavior.
 - B. A pet becomes a nuisance.
 - C. The pet's owner becomes unable or unwilling to care for or control the pet.
 - D. Federal, State and local laws and/or regulations are not met
 - E. A pet shows symptoms of severe illness.
15. No pet owner shall own and keep in the apartment more than one (1) pet animal or more than one (1) aquarium larger than 20 gallons, or more than one bird cage no larger than 18"x18"x30".
16. The pet owner shall not install any fence, barriers or alter their apartment, patio or any other area in order to create an enclosure for any pet.
17. No pet shall be chained or tied on the Housing Authority property.
18. Pet owners shall not permit their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The terms "disturb", "interfere" and "diminish" shall include but not limited to barking, howling, yelping, biting, scratching or similar activities.
19. If pets are left unattended for a period of twenty-four (24) hours or more, the Housing Authority may enter the apartment and remove the pet transfer it to the proper authorities. The Housing Authority accepts no responsibility for the pet under such circumstances.
20. Pet Owners are responsible for any damages caused by their pets, including any costs necessary for cleaning exterior and/or interior areas of their apartment.

HOUSING AUTHORITY

P.O BOX 447

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21. The Housing Authority will not charge Pet Owners any additional Deposit for pet ownership as of the date that this Pet Policy is adopted/implemented (10/1/99.) Based on future experience with pet ownership, this policy may be amended to include a pet deposit as a requirement for ownership.
22. Pet rules and/or policies may be amended by following the procedures utilized in "Notice to Residents."

Adopted this 22nd day of July, 1999 by the Board of Commissioners of the Housing Authority of the City of Unadilla, GA.

Effective date of this policy will be October 1, 1999 as prescribed by Federal Law.

Signed: _____

Robert B. Lemmon
Executive Director

HOUSING AUTHORITY
P.O BOX 447
UNADILLA, GA. 31091

RESIDENT APPLICATION FOR PET OWNERSHIP

DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE #: _____

CONTACT PERSON OTHER THAN APPLICANT: _____

CONTACT PERSON ADDRESS: _____

CONTACT PERSON TELEPHONE #: _____

DESCRIPTION OF PET: _____

PET'S AGE: _____ TYPE/BREED: _____

SIZE: _____ WEIGHT: _____

COLOR: _____ NAME: _____

SOURCE OF PET'S MEDICAL RECORDS: _____

CERTIFICATION that Resident has read the approved PET POLICY and agrees to fully comply with the rules of pet ownership. The Resident further certifies that they understand all rules as stated in this PET POLICY.

SIGNED: _____

RESIDENT'S NAME

SIGNED: _____

HOUSING AUTHORITY

APPLICATION: APPROVED _____ DISAPPROVED _____

REASON FOR DISAPPROVAL: _____

THIS APPLICATION FOR PET OWNERSHIP BECOMES A PART OF THE PERMANENT RECORD

HOUSING AUTHORITY OF THE CITY OF UNADILLA
Unadilla, Georgia

AUDIT REPORT

For the Year Ended September 30, 2008

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Kendall L. Davis, P.C.

Certified Public Accountant

39 N. Tallahassee Street

• Hazlehurst, Georgia 31539 •

(Ph 912-375-6077 Fax 912-375-6078)

Independent Auditor's Report

Board of Commissioners
Housing Authority of the City of Unadilla
Unadilla, Georgia

I have audited the accompanying basic financial statements of the Housing Authority of the City of Unadilla as of and for the year ended September 30, 2008, as listed in the table of contents. These financial statements are the responsibility of the Housing Authority of the City of Unadilla's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my 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. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Housing Authority of the City of Unadilla as of September 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, I have also issued my report dated May 6, 2009 on my consideration of the Housing Authority of the City of Unadilla's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of my 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 my audit.

The management's discussion and analysis on pages 3 through 6 are not a required part of the financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information and express no opinion on it.

My audit was performed for the purpose of forming an opinion on the financial statements of Housing Authority of the City of Unadilla, taken as a whole. The accompanying financial information listed in the Table of Contents as Supplementary Information and the Financial Data Schedule are presented for purposes of additional analysis and are not a required part of the financial statements. Also, the accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is not a required part of the financial statements. Such Supplementary Information and schedules have been subjected to the auditing procedures applied in the audit of the financial statements and, in my opinion, are fairly stated, in all material respects, in relation to the financial statements taken as a whole.



Kendall L. Davis, P.C.
Certified Public Accountant

Hazlehurst, Georgia
May 6, 2009

Unadilla Housing Authority
MANAGEMENT'S DISCUSSION & ANALYSIS
September 30, 2008

Management's Discussion and Analysis

The Management's Discussion and Analysis (the MDA) is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of Unadilla Housing Authority, (the Authority) financial activity, (c) identify changes in the Authority financial position (its ability to address the next and subsequent year challenges), and (d) identify issues or concerns. This will now be presented at the front of each year's financial statements

Since the MDA is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the financial statements, which follow this section.

Financial Highlights

- Net assets at September 30, 2008, increased to \$2,237,715. Since the Authority engages only in business-type activities, the decrease is all in the category of business-type net assets. Net assets were \$2,124,802 for 2007.
- The business-type activities operating revenue at September 30, 2008, amounted to \$860,009. Total operating revenue was \$636,119 for 2007.
- The total operating expenses of all programs for September 30, 2008, increased to \$748,104. Total operating expenses were \$670,490 for 2007.
- Total capital grant contributions at September 30, 2008, increased to \$220,952. Total capital grant contributions were \$126,003 for 2007.

Overview of the Financial Statements

The financial statements included in this annual report are those of a special-purpose government engaged in a business-type activity.

This MD&A is intended to serve as an introduction to the Authority's basic financial statements.

The following statements are included:

- Statement of Net Assets – reports current financial resources (short-term expendable resources) with capital assets and long-term obligations.
- Statement of Revenue, Expenses, and Changes in Fund Net Assets – reports operating and nonoperating revenue, by major source along with operating and nonoperating expenses and capital contributions.
- 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.

Programs

Conventional Public Housing – Under the Conventional Public Housing Program, the Authority rents units that it owns to low-income households. The Conventional Public Housing Program is operated under an Annual Contributions Contract (ACC) with HUD, and HUD provides Operating Subsidy and Capital Grant funding to enable the PHA to provide the housing at a rent that is based upon 30% of household income (as defined in the HUD regulations).

Capital Fund Grants – The Authority’s capital funds are received from the Federal Government through a formula driven computation. These funds are used to upgrade our facilities at various developments to give our residents the decent and safe living environment they need. Each year’s grant funds must be entirely obligated within two years of inception of the grant, and entirely expended within four years.

FINANCIAL ANALYSIS

Statement of Net Assets

The following table focuses on the net assets and the change in net assets of the primary government as a whole.

TABLE 1 – STATEMENT OF NET ASSETS

	<u>2008</u>	<u>2007</u>	<u>Variance</u>	<u>% Change</u>
Current Assets	\$ 291,102	\$ 220,685	\$ 70,417	31.91%
Capital Assets, Net	1,971,051	1,943,763	27,288	1.40%
Total Assets	<u>\$ 2,262,153</u>	<u>\$ 2,164,448</u>	<u>\$ 97,705</u>	4.51%
Current Liabilities	\$ 24,438	\$ 39,646	\$ (15,208)	-38.36%
Noncurrent Liabilities	-	-	-	
Total Liabilities	<u>24,438</u>	<u>39,646</u>	<u>(15,208)</u>	-38.36%
Net Assets:				
Invested in Capital Assets	1,971,051	1,943,763	27,288	1.40%
Restricted	-	-	-	
Unrestricted	266,664	181,039	85,625	47.30%
Total Liabilities & Net Assets	<u>\$ 2,262,153</u>	<u>\$ 2,164,448</u>	<u>\$ 97,705</u>	4.51%

Major Factors Affecting the Statement of Net Assets

Current assets increased by \$70,417 primarily due to an increase in cash and investments.

Capital assets increased by \$27,288, net of depreciation, due to capital expenditures of \$225,815 exceeding depreciation expense for the current year.

Current liabilities decreased by \$15,208 due to a decrease of the accounts payable of \$15,159, increase in tenant security deposits of \$5,128, and decrease in PILOT taxes of \$5,177.

TABLE 2 – STATEMENTS OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS

The following schedule compares the revenue and expenses for the current and previous fiscal years. The Housing Authority is engaged only in a Business-Type Activity.

	<u>2008</u>	<u>2007</u>	<u>Variance</u>	<u>% Change</u>
Operating Revenues:				
Rental Income	\$ 200,207	\$ 177,747	\$ 22,460	12.64%
Federal Grants	420,785	313,598	107,187	34.18%
Other	7,158	5,272	1,886	35.77%
Total Operating Revenues	<u>628,150</u>	<u>496,617</u>	<u>131,533</u>	26.49%
Operating Expenses:				
Administration	173,026	172,871	155	0.09%
Utilities	8,117	7,366	751	10.20%
Maintenance	303,112	227,052	76,060	33.50%
General	64,314	73,040	(8,726)	-11.95%
Depreciation	199,535	190,161	9,374	4.93%
Total Operating Expenses	<u>748,104</u>	<u>670,490</u>	<u>77,614</u>	11.58%
Operating Income (Loss)	<u>(119,954)</u>	<u>(173,873)</u>	<u>53,919</u>	-31.01%
Nonoperating Revenues (Expenses):				
Interest Expense/Income	10,907	13,499	(2,592)	-19.20%
Extraordinary Item	-	-	-	
Special Items	-	-	-	
Capital Contributions	220,952	126,003	94,949	75.35%
Total Nonoperating Activity	<u>231,859</u>	<u>139,502</u>	<u>92,357</u>	66.20%
Change in Net Assets	111,905	(34,371)	146,276	-425.58%
Prior Period Adjustments	1,008	(7,478)	8,486	-113.48%
Beginning Net Assets	2,124,802	2,166,651	(41,849)	-1.93%
Ending Net Assets	<u>\$ 2,237,715</u>	<u>\$ 2,124,802</u>	<u>\$ 112,913</u>	5.31%

MAJOR FACTORS AFFECTING THE STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS

Current net assets increased by \$111,905, as opposed to decreasing by \$34,371 in the prior year due to an increase in income and capital grant funds.

The Housing Authority had an operating loss of \$119,954 including non-cash depreciation expense of \$199,535 versus an operating loss of \$173,873 and depreciation expense of \$190,161 in the prior year.

Total operating revenue increased by \$131,533 to \$628,150 due to an increase in rental income and Federal Grants.

Total operating expenses increased by \$77,614 to \$748,104 due to an overall increase in all areas.

Total operating expenses increased by \$77,614 to \$748,104 due to an overall increase in all areas.

CAPITAL ASSETS

As of September 30, 2008, investment in capital assets for its business-type activities was \$1,971,051 net of accumulated depreciation. Capital additions were \$225,815. Depreciation expense was \$199,535. This investment in capital assets includes land, buildings, improvements, equipment and construction in progress.

Major capital asset purchases during the current fiscal year included the following:

- Capital fund improvements, water lines replaced & HVAC.

Major capital asset disposals during the current fiscal year included the following:

- There were none.

ECONOMIC FACTORS

Significant economic factors affecting the Housing Authority are as follows:

- Federal funding of the Department of Housing and Urban Development.
- Local labor supply and demand, which can affect salary and wage rates.
- Local inflation, recession and employment trends, which can affect resident incomes and therefore the amount of rental income.
- Inflationary pressure on utility rates, supplies and other costs.

FINANCIAL CONTACT

This financial report is designed to provide a general overview of the finances for all those with an interest in the Housing Authority finances. Questions concerning any of the information provided in this report or request for additional information should be addressed to Mr. Robert Lemmon, Executive Director; Unadilla Housing Authority; P O Box 447; Unadilla, GA 31091 Phone 478.627.3572.

HOUSING AUTHORITY OF THE CITY OF UNADILLA
Unadilla, Georgia

STATEMENT OF NET ASSETS – PROPRIETARY FUND TYPE

As of September 30, 2008

ASSETS

Current Assets:

Cash and cash equivalents	\$	47,887
Investments		214,400
Accounts receivable		194
Prepaid expenses		28,621
Total current assets		<u>291,102</u>

Noncurrent Assets:

Capital Assets:

Nondepreciable capital assets-land		107,002
Depreciable capital assets, net		1,643,097
Construction in progress		220,952
Total noncurrent assets		<u>1,971,051</u>
Total assets		<u>2,262,153</u>

LIABILITIES

Current Liabilities:

Accounts payable		3,365
Tenant security deposits		13,100
Due to other governments		7,973
Total current liabilities		<u>24,438</u>

Noncurrent Liabilities

Total liabilities	-	<u>24,438</u>
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NET ASSETS

Invested in capital assets		1,971,051
Unrestricted net assets		266,664
Total net assets	\$	<u>2,237,715</u>

See auditor's report.

The notes to the financial statements are an integral part of this statement.

HOUSING AUTHORITY OF THE CITY OF UNADILLA
Unadilla, Georgia

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN
FUND NET ASSETS – PROPRIETARY FUND TYPE**

For the year ended September 30, 2008

Operating revenues:	
Tenant rental revenue	\$ 200,207
HUD PHA grants	420,785
Other revenue	7,158
	<hr/>
Total operating revenues	628,150
	<hr/>
Operating expenses:	
Administration	168,158
Utilities	8,117
Ordinary maintenance	303,112
Other general expenses	14,933
Depreciation	199,535
Insurance	49,381
Tenant services	4,868
	<hr/>
Total operating expenses	748,104
	<hr/>
Operating income (loss)	(119,954)
	<hr/>
Nonoperating revenue (expenses):	
Interest income	10,907
	<hr/>
Total nonoperating revenue (expenses)	10,907
	<hr/>
Net income (Loss) before contributions	(109,047)
	<hr/>
Contributions – capital grants	220,952
	<hr/>
Increase (decrease) in net assets	111,905
	<hr/>
Net assets, beginning of year, as restated	2,125,810
	<hr/>
Net assets, end of year	\$ 2,237,715
	<hr/> <hr/>

See auditor's report.

The notes to the financial statements are an integral part of this statement.

HOUSING AUTHORITY OF THE CITY OF UNADILLA
Unadilla, Georgia

STATEMENT OF CASH FLOWS – PROPRIETARY FUND TYPE

For the year ended September 30, 2008

<hr/> <hr/>	
Cash flows provided from operating activities:	
Cash received from tenants/others	\$ 207,459
Cash paid for goods and services	(347,300)
Cash paid to employees for services	(215,110)
HUD PHA grants	420,785
Net cash provided from operating activities	<u>65,834</u>
Cash flows used by capital and related financing activities:	
Proceeds from capital grants	220,952
Acquisition of capital assets	(225,815)
Net cash used by capital and related financing activities	<u>(4,863)</u>
Cash flows used by investing activities:	
Interest on investments	10,907
Proceeds from maturity of investments	158,000
Purchase of investments	(214,400)
Net cash flows used by investing activities	<u>(45,493)</u>
Net increase (decrease) in cash and cash equivalents	15,478
Cash and cash equivalents at beginning of year	<u>32,409</u>
Cash and cash equivalents at end of year	<u>\$ 47,887</u>
Reconciliation of operating income (loss) to net cash provided from operating activities:	
Operating income (loss)	<u>\$ (119,954)</u>
Adjustments to reconcile operating income (loss) to net cash provided from operating activities:	
Depreciation	199,535
(Increase) decrease in accounts receivable	94
(Increase) decrease in prepaid insurance	1,367
Increase (decrease) in accounts payable, accrued liabilities, security deposits	(15,208)
Total adjustments	<u>185,788</u>
Net cash provided from operating activities	<u>\$ 65,834</u>

See auditor's report.

The notes to the financial statements are an integral part of this statement.

HOUSING AUTHORITY OF THE CITY OF UNADILLA
Unadilla, Georgia

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

NOTE 1: Summary of Significant Accounting Policies:

A. Reporting Entity

The Housing Authority of the City of Unadilla is a public body created under the General Statutes of Georgia. The Authority was created for the purpose of providing safe and sanitary housing for the low-income citizens of Unadilla, Georgia.

The Board of Commissioners of the Housing Authority is appointed by the Mayor of the City of Unadilla but the Authority designates its own management. The City of Unadilla provides no financial support to the Authority and is not responsible for the debts or entitled to the surpluses of the Authority. The Authority has the power to approve its own budget and maintains its own accounting system. Although the Board is appointed by the City of Unadilla, no other criteria established by Section 2100 and 2600 of the Codification of Governmental Accounting Standards Board, the Financial Accounting Standards Board, and Governmental Accounting Standards Board Statement No. 39 for inclusion of the Authority in the City of Unadilla's financial statements are met. Therefore, a separate financial report is prepared for the Authority. All of the operations of the Authority are included in the audited financial statements and there are no operations or activities which have been excluded.

Included within the reporting entity:

<u>MANAGEMENT</u>	<u>UNITS</u>
Low-income housing	<u>154</u>

<u>OTHER ACTIVITIES</u>
Capital Fund Program

B. Description of a Public Housing Authority

Funding for public housing authorities is received from the United States Department of Housing and Urban Development (HUD) and from participants in public housing programs. Under the Low Rent Housing Assistance Program, low income tenants pay monthly rents which are determined by their need for assistance. HUD pays the annual debt service contributions directly to a fiscal or paying agent under the terms of the annual contributions contract. HUD also pays operating subsidies to the housing authority to enable the authority to maintain the low-income character of the neighborhood while providing adequate services and maintaining adequate reserves.

The Authority had 154 units in management and was administering a capital fund program.

<u>Management</u>	<u>Contract</u>	<u>Units</u>
Owned Housing	A-3483	<u>154</u>

Other
Capital Fund Program – 2007, 2008

HOUSING AUTHORITY OF THE CITY OF UNADILLA
Unadilla, Georgia

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

NOTE 1: Summary of Significant Accounting Policies: (Continued)

C. Basis of Presentation

The accounts of the Authority are organized and operated on a fund basis. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts recording its assets, liabilities, net assets, revenues, and expenses.

The Authority accounts for its operation in one fund type, the enterprise fund that reflects all activities of the Authority. An enterprise fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The Housing Authority of the City of Unadilla maintains one enterprise fund which includes the following programs: Low Rent Housing Program and Capital Fund Program.

D. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The enterprise fund is accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of this fund are included on the statement of net assets. Enterprise fund type equity (i.e., net total assets) is segregated into investment in capital assets (net of related debt) and unrestricted net asset components. Operating activities for this fund present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

The fund of the Authority is maintained on the modified accrual basis during the year. The financial statements for the Authority have been presented on the accrual basis. Under this basis, revenues are recorded when earned and expenses are recorded when incurred. The converting from the modified accrual basis to the full accrual basis, the changes required are adjustments for unpaid interest, depreciation, prepaid tenant rents, payments of principal on outstanding debt, and capital outlay. Payments of outstanding debt and accrued interest by HUD which have been earned by the Authority, but not yet realized, are recorded as revenue. Operating income reported includes rental income, other tenant charges, operating grants, and other revenue for the continuing operations of the fund. Operating expenses are the costs of providing goods and services. Other revenues and expenses are classified as non-operating in the financial statements.

As permitted, the Housing Authority of the City of Unadilla has elected to apply only the applicable FASB Statements and Interpretations issued before November 30, 1989 in its accounting and reporting practices for its operations.

HOUSING AUTHORITY OF THE CITY OF UNADILLA
Unadilla, Georgia

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

NOTE 1: Summary of Significant Accounting Policies: (Continued)

E. Budgetary Data

The Authority maintains budgetary controls over its fund, as required by the terms of the Authority's annual contributions contract with HUD. An annual budget is adopted for the enterprise fund. It was determined that all revenues and expenses were in accordance with the program budgets. Expenses may not legally exceed appropriations at the departmental level for the enterprise fund. All increases in appropriation to administration and capital expenditures must be approved by the Board. The budget was prepared on the modified accrual basis of accounting.

F. Assets, Liabilities, and Net Assets or Equity

Deposits and Investments

All deposits of the Authority are made in board-designated official depositories and are secured as required by HUD regulations. The Authority may designate as an official depository any bank or savings and loan association whose principal office is located in Georgia. Also, the Authority may establish time deposit accounts such as NOW and Super NOW accounts, money accounts and certificates of deposit. Section 401(e) of the annual contribution contract authorize the Authority to invest in the following types of securities:

1. Obligations of the Federal Government which are backed by the full faith and credit of the Federal Government.
2. Obligations of any agency or instrumentality of the Federal Government if the payment of interest and principal on such obligations is fully guaranteed by the Federal Government.
3. Obligations of the Federal Intermediate Credit Banks, the Federal Home Loan Banks, the Federal National Mortgage Association, the Banks for Cooperatives, and the Federal Land Banks which mature no later than 18 months after the date of purchase.

As required by the annual contributions contract, the Authority prepares cash forecasts for each program to determine the amount of funds available for investment and to maximize investment earnings. During the fiscal year and at year-end, all cash was held in the form of interest bearing accounts. The deposits and the above described investments with an original maturity of ninety days or less are considered cash and cash equivalents for the Statement of Cash Flows.

HOUSING AUTHORITY OF THE CITY OF UNADILLA
Unadilla, Georgia

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

NOTE 1: Summary of Significant Accounting Policies: (Continued)

G. Assets, Liabilities, and Net Assets or Equity

Fair value of financial instruments

The carrying amount of the Authority's financial instruments at September 30, 2008, including cash, accounts receivable and accounts payable closely approximates fair value.

Capital Assets

Capital assets are recorded at historical cost at the date of acquisition. Assets are depreciated on a straight-line basis over the following years:

Dwelling structures	30 years
Non-dwelling structures	30 years
Dwelling structures improvements	30 years
Dwelling equipment	30 years
Office furniture and equipment	5-7 years
Maintenance equipment	5-7 years
Automobiles and vehicles	5-7 years

Capital assets are items that exceed an initial cost of \$5,000 and have a useful life greater than one year.

Deferred Revenue

Deferred revenues consist of rental payments made by tenants in advance of their due date.

Net Assets

Invested in Capital Assets (net of related debt)

Invested in capital assets represents funds received for development and modernization of the Authority's dwelling units. In addition, this amount represents capital assets purchased through operations and grant programs. The Authority has no related debt.

Net Assets

Net assets include assets remaining after deducting liabilities and net assets invested in capital assets and provides a basis of assessing the liquidity and financial flexibility of the Authority.

Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

HOUSING AUTHORITY OF THE CITY OF UNADILLA
Unadilla, Georgia

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

NOTE 2: Stewardship, Compliance, and Accountability

The Authority appeared to have met its responsibilities regarding stewardship, compliance, and accountability for its fund.

NOTE 3: Detail Notes on All Programs

A. ASSETS

Deposits

The Authority's deposits include deposits with financial institutions. The carrying amount of the Authority's deposits for cash and investments was \$262,287. The total amount of bank balances and certificates of deposit were \$268,980. The funds held in the security deposit account have no legal restriction on them. All deposits and certificates of deposit were adequately secured by the Authority's financial institutions.

The Authority's cash and investments consist of checking, money market, and certificates of deposit. The Authority's checking and money market accounts are short-term highly liquid investments that are considered cash and cash equivalents. The Authority considers all highly liquid investments with a maturity of three months or less when purchased to be cash and cash equivalents.

The Authority's investments consist of certificates of deposit from FDIC insured state banks with an original maturity in excess of ninety days. Investments are stated at cost, which approximates fair value.

Interest rate risk – the Authority's formal investment policy does not specifically address the exposure to this risk.

Credit risk – the Authority's formal investment policy does not specifically address credit risk. Credit risk is generally evaluated based on the credit ratings issued by nationally recognized statistical rating organizations.

Custodial credit risk – investments – For an investment, this is the risk that, in the event of the failure of a counterparty, the authority would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

Custodial credit risk – deposits – For deposits, this is the risk that, in the event of a bank failure, the Authority's deposits may not be returned to it. The Authority has no policy on custodial credit risk for deposits.

Concentration of credit risk – the Authority's investment policy does not restrict the amount that the Authority may invest in any one issuer.

HOUSING AUTHORITY OF THE CITY OF UNADILLA
Unadilla, Georgia

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

NOTE 3: Detail Notes on All Programs

Inventories

Inventories are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. The costs of inventories are recorded as expenses when consumed rather than when purchased.

Capital Assets

The capital assets (at cost) of the Housing Authority of the City of Unadilla at September 30, 2008 consisted of the following:

	Balance at Sept. 30, 2007	Additions	Deletions	Transfers	Balance at Sept. 30, 2008
Nondepreciable Capital Assets:					
Land (nondepreciable)	\$ 107,002	-	-	-	\$ 107,002
Construction in progress	141,453	225,815	-	(146,316)	220,952
Total Nondepreciable Assets	248,455	225,815	-	(146,316)	327,954
Depreciable capital assets:					
Buildings and improvements	4,635,850	-	-	146,316	4,782,166
Furniture, equip., vehicles	141,356	-	-	-	141,356
Total Depreciable Assets	4,777,206	-	-	146,316	4,923,522
Less accumulated depreciation for:					
Buildings and improvements	2,983,642	176,125	(1,008)	-	3,158,759
Furniture, equip., vehicles	98,256	23,410	-	-	121,666
Total Accumulated Depreciation	3,081,898	199,535	(1,008)	-	3,280,425
Total Depreciable Assets, net	1,695,308	(199,535)	1,008	146,316	1,643,097
Total Capital Assets, Net	\$ 1,943,763	\$ 26,280	\$ 1,008	-	\$ 1,971,051

B. NET ASSETS

Pension Plan Obligation

The Authority provides a defined contribution pension plan through the Variable Annuity Life Insurance Plan for eligible full-time employees. The Board of Commissioners authorized participation in the pension plan. The Authority contributes an amount equal to 14.5% of each employee's annual compensation to the plan. Employees are not required to contribute to the plan. Pension expense totaled \$31,191 for the year ended September 30, 2008.

HOUSING AUTHORITY OF THE CITY OF UNADILLA
Unadilla, Georgia

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

NOTE 3: Detail Notes on All Programs (continued)

C. NET ASSETS

Schedule of Restatement of Net Assets:

	Invested In Capital Assets	Unrestricted Net Assets	Total
Balance - beginning of year	\$ 1,943,763	\$ 181,039	\$ 2,124,802
*Adjustments to restate beginning balance	1,008	-	1,008
Balance - beginning of year, restated	1,944,771	181,039	2,125,810
Increase in net assets	-	111,905	111,905
Changes in invested in capital assets	26,280	(26,280)	-
Balance - end of year	<u>\$ 1,971,051</u>	<u>\$ 266,664</u>	<u>\$ 2,237,715</u>

*Adjustments to restate beginning balance:

To adjust accumulated depreciation to correct amount \$ 1,008

The effect of the adjustment is to increase beginning balance – amount of increase in change in net assets for the year ended September 30, 2007

NOTE 4: Related Party Transactions

There were no related party transactions for the year ended September 30, 2008.

NOTE 5: Claims and Judgments

At September 30, 2008, the Authority was not a defendant to any lawsuit whose outcome would be material to the financial statements. No provision was made in the audited financial statements for any contingent liabilities. In the opinion of management, there is no legal matter that will have a materially adverse affect on the Authority's financial position.

NOTE 6: Risk Management

The Authority carries commercial insurance against all risks of loss, including property and general liability, auto, worker's comp, fidelity, and public officials liability insurance. There have been no significant reductions in insurance coverage in the prior year, and settled claims from these risks have not exceeded commercial insurance coverage in any of the last three fiscal years.

NOTE 7: Conduit Type Debt

Debt related to the original acquisition and early modernization of the public housing developments is funded, guaranteed and serviced by the United States Department of HUD. There is no debt or pledge of faith and credit on part of the Authority. Accordingly, this debt has not been recorded in the financial statements of the Housing Authority.

HUD no longer provides the Authority with debt service information since the Authority has no obligation for the debt.

Housing Authority of the City of Unadilla
Unadilla, Georgia

STATEMENT OF CAPITAL FUND PROGRAM COSTS – UNCOMPLETED

September 30, 2008

Annual Contributions Contract A – 3483

1. The capital fund program costs of GA 217-501 (2007) are as follows:

	<u>GA 217-501 (2007)</u>
Funds approved	\$ 227,316
Funds expended	<u>215,687</u>
Excess (deficiency) of funds approved	<u>\$ 11,629</u>
Funds advanced	\$ 215,687
Funds expended	<u>215,687</u>
Excess (deficiency) of funds advanced	<u>\$ -</u>

2. Costs incurred during the current audit period totaled \$215,687.

See auditor's report.

Housing Authority of the City of Unadilla
Unadilla, Georgia

STATEMENT OF CAPITAL FUND PROGRAM COSTS – UNCOMPLETED

September 30, 2008

Annual Contributions Contract A – 3483

-
-
1. The capital fund program costs of GA 217-501 (2008) are as follows:

	<u>GA 217-501 (2008)</u>
Funds approved	\$ 226,640
Funds expended	<u>93,100</u>
Excess (deficiency) of funds approved	<u>\$ 133,540</u>
Funds advanced	\$ 93,100
Funds expended	<u>93,100</u>
Excess (deficiency) of funds advanced	<u>\$ -</u>

2. Costs incurred during the current audit period totaled \$93,100.

See auditor's report.

Kendall L. Davis, P.C.

Certified Public Accountant

39 N. Tallahassee Street

Hazlehurst, Georgia 31539

(Ph 912-375-6077 Fax 912-375-6078)

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Commissioners
Housing Authority of the City of Unadilla
Unadilla, Georgia

I have audited the financial statements of the Housing Authority of the City of Unadilla as of and for the year ended September 30, 2008, and have issued my report thereon dated May 6, 2009. I conducted my 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 my audit, I considered the Housing Authority of the City of Unadilla's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the 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 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 Authority's financial statements that is more than inconsequential will not be prevented or detected by the 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 Authority's internal control.

My consideration of internal control over financial reporting 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. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

Compliance and other matters

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

I also noted certain matters involving the internal control structure and its operation that I have reported to the management/Board of Commissioners of the Housing Authority of the City of Unadilla in a separate letter dated May 6, 2009.

This report is intended for the information and use of the management of the Housing Authority of the City of Unadilla, the U.S. Department of Housing and Urban Development, and REAC and is not intended to be and should not be used by anyone other than these specified parties.


Kendall L. Davis, P.C.
Certified Public Accountant

Hazlehurst, Georgia
May 6, 2009

Kendall L. Davis, P.C.

Certified Public Accountant

39 N. Tallahassee Street

Hazlehurst, Georgia 31539

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REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Commissioners
Housing Authority of the City of Unadilla
Unadilla, Georgia

Compliance

I have audited the compliance of the Housing Authority of the City of Unadilla with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that are applicable to its major federal program for the year ended September 30, 2008. The Housing Authority of the City of Unadilla's major program is identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to its major federal programs is the responsibility of the Authority's management. My responsibility is to express an opinion on the Authority's compliance based on my audit.

I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on major federal programs occurred. An audit includes examining, on a test basis, evidence about the Housing Authority of the City of Unadilla's compliance with those requirements and performing such other procedures as I consider necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination of the Authority's compliance with those requirements.

As described in item 2008-1 in the accompanying Schedule of Findings and Questioned Costs, the Housing Authority of the City of Unadilla did not comply with requirements regarding cash management that is applicable to its Low-rent Housing Program. Compliance with this requirement is necessary, in my opinion, for the Housing Authority of the City of Unadilla to comply with the requirements applicable to that program.

In my opinion, except for the noncompliance described in the preceding paragraph, the Housing Authority of the City of Unadilla complied, in all material respects, with the requirements referred to above that are applicable to its major federal program for the year ended September 30, 2008.

Internal Control Over Compliance

The management of the Housing Authority of the City of Unadilla is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal program. In planning and performing my audit, I considered the Authority's internal control over compliance with the requirements that could have a direct and material effect on its major federal program in order to determine my auditing procedures for the purpose of expressing my opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of the Authority's internal control over compliance.

My consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in the Authority's internal control that might be significant deficiencies or material weaknesses as defined below. However, as discussed below, I identified a certain deficiency in internal control over compliance that I consider to be a significant deficiency and that I consider to be a material weakness.

A *control deficiency* in the Authority's internal control over compliance 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 noncompliance with a type of compliance requirement of a federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the Authority's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the Authority's internal control. I consider the deficiency in internal control over compliance described in the accompanying Schedule of Findings and Questioned Costs as finding 2008-1 to be a significant deficiency.

A *material weakness* is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the Authority's internal control. Of the significant deficiency in internal control over compliance described in the accompanying Schedule of Findings and Questioned Costs, I consider finding 2008-1 to be a material weakness.

The Housing Authority of the City of Unadilla's response to the finding identified in my audit is described in the accompanying Schedule of Findings and Questioned Costs. I did not audit the Housing Authority of the City of Unadilla's response and, accordingly, I express no opinion on it.

This report is intended for the information and use of the management of the Housing Authority of the City of Unadilla, the U.S. Department of Housing and Urban Development, and REAC and is not intended to be and should not be used by anyone other than these specified parties.


Kendall L. Davis, P.C.
Certified Public Accountant

Hazlehurst, Georgia
May 6, 2009

Housing Authority of the City of Unadilla
Unadilla, Georgia

September 30, 2008

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Section I – Summary of Auditor's Results:

Financial Statements

Type of report issued on the financial statements:	Unqualified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiencies identified not considered to be material weaknesses?	None Reported
Noncompliance material to the financial statements noted?	No

Federal Awards

Internal controls over major programs:	
Material weakness(es) identified?	Yes
Significant deficiencies identified not considered to be material weaknesses?	No
Type of report issued on the compliance for major programs:	Qualified
Any audit findings disclosed that are required to be reported In accordance with Circular A-133, Section .510(a)?	Yes
Identification of major programs:	14.850 Low-rent Housing
Dollar threshold used to distinguish between Type A and Type B programs:	\$300,000
Did the Authority qualify as a low-risk auditee?	No

Section II – Financial Statement Findings:

There were no audit findings disclosed relating to this area for the period ended September 30, 2008.

Housing Authority of the City of Unadilla
Unadilla, Georgia

September 30, 2008

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Section II – Federal Awards Finding:

The following audit finding was disclosed relating to this area for the period ending September 30, 2008:

Finding <u>No.</u>	<u>U.S. Department of HUD: Low-rent Housing Program (CFDA 14.850)</u>
2008-1	<u>Pledged securities not adequate</u>
Criteria:	The Authority is required to ensure that deposits are secured in excess of F.D.I.C. coverage.
Condition:	The Authority's deposits were not entirely secured. The amount of \$19,704 was unsecured.
Questioned Costs:	None.
Effect:	The amount of \$19,704 of the Authority's funds were not secured thereby causing a risk of loss should the financial institution fail.
Cause:	The Authority did not verify that its financial institutions met its obligation to secure funds in excess of F.D.I.C. coverage. It did not compare funds on deposit with collateral pledged.
Recommendation:	The Authority should ensure that its financial institutions adequately secure all funds in excess of the F.D.I.C. coverage.
Management Response:	We will monitor all funds on deposit to ensure that the financial institutions properly secure all deposits that exceed F.D.I.C. coverage.

Housing Authority of the City of Unadilla
Unadilla, Georgia

September 30, 2008

STATUS OF PRIOR AUDIT FINDINGS

The prior audit report for the year ended September 30, 2007 contained the following audit finding:

Finding
No.

U.S. Department of HUD: Low-rent Housing Program (CFDA 14.850)

2007-1

Deposits and investments not collateralized as required by U.S. Department of HUD
Notices PIH 96-33, PIH 2002-13
See current audit finding 2008-1.

Housing Authority of the City of Unadilla
Unadilla, Georgia

September 30, 2008

CORRECTIVE ACTION PLAN

The following is the corrective action planned by the Authority regarding the current audit finding:

Audit
Finding

No.
2008-1

Pledged securities not adequate

The Authority's deposits are now less than the new F.D.I.C. insured amount of \$250,000. Controls will be established to ensure that this condition no longer exists.

Effective Date: June 1, 2009

Contact Information

Robert Lemmon, Executive Director
Housing Authority of the City of Unadilla
P.O. Box 447
Unadilla, GA 31091
(478) 627 - 3572

Housing Authority of the City of Unadilla
Unadilla, Georgia

Schedule of Expenditures of Federal Awards

For the twelve months ended September 30, 2008

FEDERAL GRANTOR U. S. Department of HUD	Federal CFDA Number	Program or Award Amount	Beginning Balance	Receipts	Disbursements or Expenditures	Ending Balance
Low-rent Housing Program	*14.850	\$ 332,950	\$ -	\$ 332,950	+ \$ 332,950	\$ -
Capital Fund Programs	*14.872	\$ 453,956	-	308,787	308,787	-
TOTAL			<u>\$ -</u>	<u>\$ 641,737</u>	<u>\$ 641,737</u>	<u>\$ -</u>

This schedule includes the federal grant activity of the Housing Authority of the City of Unadilla and is presented on the full accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

- * - Type A program
- ** - Type B program
- + - Major program

See auditor's report.

Kendall L. Davis, P.C.

Georgia Society of CPA's

CERTIFIED PUBLIC ACCOUNTANT

39 N. Tallahassee Street

Hazlehurst, Georgia 31539

(912-375-6077)

Management Letter

May 6, 2009

Robert Lemmon, Executive Director
Housing Authority of the City of Unadilla
Post Office Box 447
Unadilla, GA 31091

Dear Mr. Lemmon and Board of Commissioners:

The purpose of this letter is to let you know of conditions that came to our attention during the conduct of your September 30, 2008 annual audit. These conditions were not mentioned in the audit report but should be given adequate consideration.

1. Update procurement policy

The audit fieldwork disclosed that the Authority's procurement policy had not been updated over the past several years. The Authority should review its procurement policy and update it with appropriate terminology.

2. Employees did not sign fraud policy

The audit fieldwork disclosed that the Authority's employees should sign the fraud policy to acknowledge receipt and understanding of the elements contained in the fraud policy. This will place employees on notice that any fraudulent activities will not be tolerated.

No other conditions came to our attention that should be disclosed.

Sincerely,



Kendall L. Davis, P.C.

Certified Public Accountant

FINANCIAL DATA SCHEDULE

PHA: GA217 - Unadilla

Line Item No.	Description	Project Totals	Program Totals	Subtotal	Total
	Balance Sheet				
111	Cash-unrestricted	34,787	-	34,787	34,787
114	Cash-tenant security deposits	13,100	-	13,100	13,100
100	Total Cash	47,887	-	47,887	47,887
126	Accounts receivable - tenants	344	-	344	344
126.1	Allowance for doubtful accounts - tenants	(150)	-	(150)	(150)
120	Total receivables, net of allowance for doubtful accounts	194	-	194	194
131	Investments - unrestricted	214,400	-	214,400	214,400
142	Prepaid expenses and other assets	28,621	-	28,621	28,621
150	Total Current Assets	291,102	-	291,102	291,102
161	Land	107,002	-	107,002	107,002
162	Buildings	4,778,741	-	4,778,741	4,778,741
164	Furniture, equipment and machinery - administration	141,356	-	141,356	141,356
165	Leasehold improvements	3,425	-	3,425	3,425
166	Accumulated depreciation	(3,280,425)	-	(3,280,425)	(3,280,425)
167	Construction in progress	220,952	-	220,952	220,952
160	Total capital assets, net of accumulated depreciation	1,971,051	-	1,971,051	1,971,051
180	Total Non-current Assets	1,971,051	-	1,971,051	1,971,051
190	Total Assets	2,262,153	-	2,262,153	2,262,153
312	Accounts payable <= 90 days	3,365	-	3,365	3,365
333	Accounts payable - other government	7,973	-	7,973	7,973
341	Tenant security deposits	13,100	-	13,100	13,100
310	Total Current Liabilities	24,438	-	24,438	24,438
300	Total Liabilities	24,438	-	24,438	24,438
508.1	Invested in capital assets, net of related debt	1,971,051	-	1,971,051	1,971,051
512.1	Unrestricted Net Assets	266,664	-	266,664	266,664
513	Total Equity/Net Assets	2,237,715	-	2,237,715	2,237,715
600	Total Liabilities and Equity/Net assets	2,262,153	-	2,262,153	2,262,153
70300	Net tenant rental revenue	200,207	-	200,207	200,207
70500	Total Tenant Revenue	200,207	-	200,207	200,207

70600	HUD PHA operating grants	420,785	-	420,785	420,785
70610	Capital grants	220,952	-	220,952	220,952
71100	Investment income - unrestricted	10,907	-	10,907	10,907
71500	Other revenue	7,158	-	7,158	7,158
70000	Total Revenue	860,009	-	860,009	860,009
91100	Administrative salaries	93,000	-	93,000	93,000
91200	Auditing fees	5,800	-	5,800	5,800
91500	Employee benefit contributions - administrative	39,619	-	39,619	39,619
91600	Office Expenses	21,465	-	21,465	21,465
91800	Travel	714	-	714	714
91900	Other	7,560	-	7,560	7,560
91000	Total Operating-Administrative	168,158	-	168,158	168,158
92100	Tenant services - salaries	2,444	-	2,444	2,444
92300	Employee benefit contributions - tenant services	1,041	-	1,041	1,041
92400	Tenant services - other	1,383	-	1,383	1,383
92500	Total Tenant Services	4,868	-	4,868	4,868
93100	Water	682	-	682	682
93200	Electricity	6,452	-	6,452	6,452
93300	Gas	409	-	409	409
93600	Sewer	574	-	574	574
93000	Total Utilities	8,117	-	8,117	8,117
94100	Ordinary maintenance and operations - labor	119,666	-	119,666	119,666
94200	Ordinary maintenance and operations - materials and other	34,654	-	34,654	34,654
94300-010	Ordinary Maintenance and Operations Contracts - Garbage and Trash	4,692	-	4,692	4,692
94300-050	Ordinary Maintenance and Operations Contracts - Landscape	35,500	-	35,500	35,500
94300-060	Ordinary Maintenance and Operations Contracts - Unit Turnaround Contracts	33,325	-	33,325	33,325
94300-070	Ordinary Maintenance and Operations Contracts - Electrical Contracts	4,825	-	4,825	4,825
94300-090	Ordinary Maintenance and Operations Contracts - Extermination Contracts	3,255	-	3,255	3,255
94300-120	Ordinary Maintenance and Operations Contracts - Misc Contracts	16,217	-	16,217	16,217
94300	Ordinary Maintenance and Operations Contracts	97,814	-	97,814	97,814
94500	Employee benefit contribution - ordinary maintenance	50,978	-	50,978	50,978
94000	Total Maintenance	303,112	-	303,112	303,112
96110	Property Insurance	24,593	-	24,593	24,593
96120	Liability Insurance	9,043	-	9,043	9,043
96130	Workmen's Compensation	9,111	-	9,111	9,111
96140	All other Insurance	6,634	-	6,634	6,634
96100	Total Insurance Premiums	49,381	-	49,381	49,381
96200	Other general expenses	6,519	-	6,519	6,519

96300	Payments in lieu of taxes	7,973	-	7,973	7,973
96400	Bad debt - tenant rents	441	-	441	441
96000	Total Other General Expenses	14,933	-	14,933	14,933
96900	Total Operating Expenses	548,569	-	548,569	548,569
97000	Excess Revenue Over Operating Expenses	311,440	-	311,440	311,440
97400	Depreciation expense	199,535	-	199,535	199,535
90000	Total Expenses	748,104	-	748,104	748,104
10010	Operating transfer in	81,316	-	81,316	81,316
10020	Operating transfer out	(81,316)	-	(81,316)	(81,316)
10000	Excess (Deficiency) of Revenue Over (Under) Expenses	111,905	-	111,905	111,905
11030	Beginning equity	2,124,802	-	2,124,802	2,124,802
11040-010	Prior period adjustments and correction of errors - Editable	1,008	-	1,008	1,008
11040-070	Equity Transfers	141,453	-	141,453	141,453
11040-080	Equity Transfers	(141,453)	-	(141,453)	(141,453)
11040	Prior period adjustments, equity transfers, and correction of errors	1,008	-	1,008	1,008
11190	Unit Months Available	1,844	-	1,844	1,844
11210	Unit Months Leased	1,841	-	1,841	1,841
11270	Excess Cash	238,043	-	238,043	238,043