

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 36 of Attachment ga239a01.</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 36 of Attachment ga239a01.</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 38 of Attachment ga239a01.</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 39 - 40 of Attachment ga239a01.</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.

HOUSING AUTHORITY OF THE CITY OF SOPERTON
Soperton, Georgia

AUDIT REPORT

For the Year Ended March 31, 2008

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditor's Report	1
Management's Discussion and Analysis (MD&A)	3
 BASIC FINANCIAL STATEMENTS	
Statement of Net Assets - Proprietary Fund Type	8
Statement of Revenues, Expenses, and Changes in Fund Net Assets - Proprietary Fund Type.....	9
Statement of Cash Flows - Proprietary Fund Type	10
Notes to Financial Statements	11
 SINGLE AUDIT SECTION	
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	18
Schedule of Findings and Responses	20
Summary Schedule of Prior Year Findings	21
CORRECTIVE ACTION PLAN	22
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS.....	23
SCHEDULE OF ADJUSTMENTS MADE	24
MANAGEMENT LETTER.....	25
FINANCIAL DATA SCHEDULE	26

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 Soperton
Soperton, Georgia

I have audited the accompanying basic financial statements of the Housing Authority of the City of Soperton as of and for the year ended March 31, 2008, as listed in the table of contents. These financial statements are the responsibility of the Housing Authority of the City of Soperton'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 Soperton as of March 31, 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 November 20, 2008 on my consideration of the Housing Authority of the City of Soperton'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 7 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 Soperton, 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 and Schedule of Adjustments Made are presented for purposes of additional analysis and are 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

November 20, 2008

HOUSING AUTHORITY OF THE CITY OF SOPERTON

Soperton, Georgia

Management's Discussion and Analysis For the Year Ended March 31, 2008

As Management of the Housing Authority of the City of Soperton ("the Authority"), we offer readers of the Authority's basic financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended March 31, 2008. We encourage readers to consider the information presented here in conjunction with the Authority's basic financial statements elsewhere in this report.

Financial Highlights

1. The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$2,722,974 (net assets) as opposed to \$2,663,661 as reported in the prior fiscal year.
2. The Authority's cash and cash equivalents at March 31, 2008 were \$16,303 representing a decrease of \$13,524 from the prior fiscal year.
3. The Authority had total revenues of \$694,528 and total expenses of \$635,215 for the year ended March 31, 2008.
4. The Authority's expenditures of federal awards amounted to \$497,410 for the fiscal year.

Using the Annual Report

1. **Management's Discussion and Analysis** – The "Management's Discussion and Analysis" is intended to serve as an introduction to the basic financial statements. The Basic Financial Statements and Notes to Basic Financial Statements included in this Audit Report were prepared in accordance with GAAP applicable to governmental entities in the United States of America for Proprietary Fund types and in compliance with the regulations set forth in GASB 34.
2. **Basic Financial Statements** – The Basic Financial Statements are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private-sector business. They consist of the Statement of Net Assets, Statement of Revenues, Expenses and Changes in Net Assets and Statement of Cash Flows.
 - a. The **Statement of Net Assets** presents information on all the Authority's assets and liabilities, with the difference between the two reported as net assets. Increases or decreases in net assets will serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

- b. The **Statement of Revenues, Expenses and Changes in Fund Net Assets** presents information showing how the Authority's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of unrelated cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., depreciation and earned but unused vacation leave).
- c. The **Statement of Cash Flows** is included, which discloses net cash provided by, or used for operating activities: non capital financing activities; from capital and related financing activities; and from investing activities.
3. **Notes to Basic Financial Statements** – The Notes to Basic Financial Statements provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The Notes to Basic Financial Statements can be found in the audit report.
4. **Supplemental Information** – The supplemental schedules including the Financial Data Schedule (FDS), are presented for purposes of additional analysis and are not a required part of the basic financial statements. HUD has established Uniform Financial Reporting Standards that require the Authority to submit financial information electronically to HUD using the FDS format. This financial information has been electronically transmitted to the Real Estate Assessment Center (REAC) for the year ended March 31, 2008 .

The Authority as a Whole

By far, the largest portion of the Authority's net assets reflects its investment in capital assets (e.g., land, buildings, equipment, and construction in progress). The Authority uses these capital assets to provide housing services to its tenants; consequently, these assets are not available for future spending. The unrestricted net assets of the Authority are available for future use to provide program services.

Comparative Statement of Net Assets are as follows:

	<u>March 31, 2008</u>	<u>March 31, 2007</u>	Increase (Decrease)
Assets:			
Current Assets	\$ 410,239	\$ 440,799	\$ (30,560)
Capital assets – net	<u>2,374,203</u>	<u>2,270,030</u>	<u>104,173</u>
Total Assets	<u>2,784,442</u>	<u>2,710,829</u>	<u>73,613</u>
Liabilities:			
Current liabilities	<u>61,468</u>	<u>47,168</u>	<u>14,300</u>
Net Assets:			
Invested in capital assets	2,374,203	2,270,030	104,173
Unrestricted net assets	<u>348,771</u>	<u>393,631</u>	<u>(44,860)</u>
TOTAL NET ASSETS	<u><u>\$2,722,974</u></u>	<u><u>\$ 2,663,661</u></u>	<u><u>\$ 59,313</u></u>

Major Factors Affecting the Statement of Net Assets:

The Authority's net assets increased by \$59,313 from last year as detailed above. Current assets decreased \$30,560 primarily due to decrease in cash and investments. Capital assets increased by \$104,173 due to capital additions exceeding depreciation expense. Total assets increased by \$73,613. Total liabilities increased by \$14,300 primarily due to increase in payables from year 2007.

Comparative Statement of Revenues, Expenses and Changes in Fund Net Assets are as follows:

	<u>March 31, 2008</u>	<u>March 31, 2007</u>	<u>Increase (Decrease)</u>
Operating revenues	\$ 464,070	\$ 403,974	\$ 60,096
Operating expenses	<u>635,215</u>	<u>612,585</u>	<u>22,630</u>
Operating loss	(171,145)	(208,611)	32,466
Non-operating revenues	<u>16,822</u>	<u>20,756</u>	<u>(3,934)</u>
Loss before capital contributions	(154,323)	(187,855)	33,532
Capital contributions	<u>213,636</u>	<u>283,504</u>	<u>(69,868)</u>
Increase(decrease) in net assets	59,313	95,649	(36,336)
Net Assets – Beginning of year	<u>2,663,661</u>	<u>2,568,012</u>	<u>95,649</u>
Net Assets – End of year	<u>\$2,722,974</u>	<u>\$ 2,663,661</u>	<u>\$59,313</u>

Major Factors Affecting the Statement of Revenue, Expenses and Changes in Fund Net Assets:

The Authority's net assets increased by \$59,313 during the fiscal year as detailed above. The Authority's revenues are primarily subsidies and grants received from HUD. The Authority receives operating subsidies each month based on a pre-approved amount by HUD. Capital grants are drawn down based on need against a pre-authorized funding level. Capital contributions during 2008 were due to modernization activities (primarily building improvements) that were down when compared to 2007.

The Authority's capital outlays for year 2008 were \$277,000. \$213,636 of this was funded by HUD capital contributions. Operating revenues increased by \$60,096 and capital contributions increased by \$69,868, which factored in the decrease in net assets of \$36,336 over year 2007.

Operating expenses remained relatively stable from the prior year, except for certain repairs and maintenance costs increasing by \$24,945 from the prior year. The Authority's revenues were sufficient to cover all expenses, excluding depreciation during the fiscal year.

Budgetary Highlights

For the year ended March 31, 2008, individual program or grant budgets were prepared by the Authority and were approved by the Board of Commissioners. The budgets were primarily used as a management tool and have no legal stature. Also, the Authority adopted a comprehensive annual budget for the proprietary fund. The budgets were prepared in accordance with the accounting procedures prescribed by the applicable funding agency.

As indicated by the excess of revenues over expenses, when adjusted by depreciation expense, the Authority's net assets increased during the fiscal year. This increase is indicative of the Authority operating within its budgetary limitations in total, for all its programs.

Capital Assets and Debt Administration

1. **Capital Assets** - As of March 31, 2008, the Authority's investment in capital assets for its proprietary fund was \$2,374,203 (net of accumulated depreciation). This investment in capital assets includes land, buildings, and equipment.

The following summarizes the change in capital assets between fiscal year ended March 31, 2008 and March 31, 2007:

	<u>March 31, 2008</u>	<u>March 31, 2007</u>	<u>Increase (Decrease)</u>
Non-depreciable:			
Land and improvements	<u>\$ 99,934</u>	<u>\$ 99,933</u>	<u>\$ 1</u>
Depreciable:			
Buildings	4,350,691	4,113,365	237,326
Equipment – Dwelling & Administration	<u>345,504</u>	<u>337,037</u>	<u>8,467</u>
Total	4,696,195	4,450,402	245,793
Accumulated Depreciation	<u>2,421,926</u>	<u>2,280,305</u>	<u>141,621</u>
Total	<u>2,274,269</u>	<u>2,170,097</u>	<u>104,172</u>
Capital Assets, Net	<u>\$ 2,374,203</u>	<u>\$2,270,030</u>	<u>\$ 104,173</u>

Net capital assets increased \$104,173. Major capital assets of \$213,636 purchased from grants during the fiscal year pertained to expenditures made in accordance with the Authority's capital fund programs. Depreciation expense of \$172,827 represents expiration of capitalized costs over their useful lives. These activities are funded by grants from HUD. At March 31, 2008, there was no construction in progress.

Additional information on the Authority's capital assets can be found in the Notes to Basic Financial Statements, which is included in this report.

2. **Long-term Debt** – The Authority does not have any long-term debt at this time.

Economic Factors and Next Year's Budgets and Rates

1. Federal funding of the Department of Housing and Urban Development.
2. Local inflationary, reversionary and employment trends, which can affect resident incomes; and, therefore, the amount of rental income.
3. The Authority's unrestricted net assets of \$348,771 to fund any shortfalls rising from a possible economic turndown and reduced subsidies and grants. The Authority's unrestricted net assets appear sufficient to cover any short-term shortfall.

Contacting the Authority's Financial Management

The financial report is designed to provide a general overview of the Authority's finances for all with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Mr. Floyd Brantley, Executive Director, Housing Authority of the City of Soperton, 700 Eastman Road, Soperton, Georgia 30457 or they may call telephone number (912) 529-4596.

HOUSING AUTHORITY OF THE CITY OF SOPERTON
Soperton, Georgia

STATEMENT OF NET ASSETS – PROPRIETARY FUND TYPE

As of March 31, 2008

ASSETS

Current Assets:

Cash and cash equivalents	\$ 16,303
Investments	334,221
Tenant rents receivable (net)	3,941
Supplies inventory	3,590
Due from HUD	16,278
Prepaid insurance	35,906
Total current assets	<u>410,239</u>

Noncurrent Assets:

Capital Assets:

Nondepreciable capital assets	99,934
Depreciable capital assets, net	<u>2,274,269</u>
Total noncurrent assets	<u>2,374,203</u>
Total assets	<u>2,784,442</u>

LIABILITIES

Current Liabilities:

Accounts payable and accrued liabilities	41,714
Tenant security deposits	14,675
Due to other governments	4,128
Deferred revenues	951
Total current liabilities	<u>61,468</u>

Noncurrent Liabilities

Total liabilities	<u>61,468</u>
-------------------	---------------

NET ASSETS

Invested in capital assets	2,374,203
Unrestricted net assets	<u>348,771</u>
Total net assets	<u>\$ 2,722,974</u>

See auditor's report.

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

HOUSING AUTHORITY OF THE CITY OF SOPERTON
Soperton, Georgia

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

For the year ended March 31, 2008

Operating revenues:		
Tenant rental revenue (net)	\$	178,496
HUD PHA grants		283,774
Other revenue		1,800
Total operating revenues		<u>464,070</u>
Operating expenses:		
Administration		154,209
Utilities		60,195
Ordinary maintenance		200,388
General expenses		47,596
Depreciation		172,827
Total operating expenses		<u>635,215</u>
Operating income (loss)		<u>(171,145)</u>
Nonoperating revenue (expenses):		
Interest income		<u>16,822</u>
Total nonoperating revenue (expenses)		<u>16,822</u>
Net income (loss) before contributions		(154,323)
Contributions – capital grants		<u>213,636</u>
Increase (decrease) in net assets		59,313
Net assets, beginning of year		<u>2,663,661</u>
Net assets, end of year	\$	<u><u>2,722,974</u></u>

See auditor's report.

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

HOUSING AUTHORITY OF THE CITY OF SOPERTON
Soperton, Georgia

STATEMENT OF CASH FLOWS – PROPRIETARY FUND TYPE
For the year ended March 31, 2008

<hr/> <hr/>	
Cash flows provided from operating activities:	
Cash received from tenants/others	\$ 179,962
Cash paid for goods and services	(280,433)
Cash paid to employees for services	(170,488)
HUD operating grants	283,774
Net cash provided from operating activities	<u>12,815</u>
Cash flows from noncapital financing activities	<u>-</u>
Cash flows used by capital and related financing activities:	
Proceeds from capital grants	211,141
Acquisition of capital assets	(277,000)
Net cash used by capital and related financing activities	<u>(65,859)</u>
Cash flows provided from investing activities:	
Interest on investments	16,822
Purchase of investments	(334,221)
Proceeds from maturities of investments	356,919
Net cash flows provided from investing activities	<u>39,520</u>
Net increase (decrease) in cash and cash equivalents	(13,524)
Cash and cash equivalents, beginning of year	29,827
Cash and cash equivalents, end of year	<u>\$ 16,303</u>
Reconciliation of operating income (loss) to net cash provided from operating activities:	
Operating income (loss)	<u>\$ (171,145)</u>
Adjustments to reconcile operating income (loss) to net cash provided from operating activities:	
Depreciation	172,827
Changes in assets and liabilities:	
(Increase) decrease in accounts receivable	(334)
(Increase) decrease in inventory and prepaid insurance	(2,833)
Increase (decrease) in accounts payable, accrued liabilities, security deposits	14,300
Total adjustments	<u>183,960</u>
Net cash provided from operating activities	<u>\$ 12,815</u>

See auditor's report.

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

HOUSING AUTHORITY OF THE CITY OF SOPERTON
Soperton, Georgia

NOTES TO FINANCIAL STATEMENTS

March 31, 2008

NOTE 1: Summary of Significant Accounting Policies:

A. Reporting Entity

The Housing Authority of the City of Soperton 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 Soperton, Georgia.

The Board of Commissioners of the Housing Authority is appointed by the Mayor of the City of Soperton but the Authority designates its own management. The City of Soperton 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 Soperton 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 Soperton'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.

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 120 units in management and was administering a capital fund program.

<u>GOVERNMENTAL FUNDS</u>	<u>Contract</u>	<u>Units</u>
Authority Owned Housing Projects GA 239-1, 2, 3, and 4	A-3908	<u>120</u>

HOUSING AUTHORITY OF THE CITY OF SOPERTON
Soperton, Georgia

NOTES TO FINANCIAL STATEMENTS

March 31, 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 a 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 Soperton 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 accrued interest, prepaid insurance, depreciation, prepaid tenant rents, accounts payable, and capital outlay. 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 Soperton 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 SOPERTON
Soperton, Georgia

NOTES TO FINANCIAL STATEMENTS

March 31, 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 authorizes 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.

HOUSING AUTHORITY OF THE CITY OF SOPERTON
Soperton, Georgia

NOTES TO FINANCIAL STATEMENTS

March 31, 2008

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

G. Assets, Liabilities, and Net Assets or Equity

Deposits and Investments

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.

Fair value of financial instruments

The carrying amount of the Authority's financial instruments at March 31, 2008, including cash, investments, accounts receivable and accounts payable closely approximates fair value.

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

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	20 years
Site improvements	20 years
Dwelling equipment	5-7 years
Office furniture and equipment	5-7 years
Maintenance equipment	5-7 years
Automobiles and vehicles	5-7 years

Capital assets are items that cost \$500 or more and have a useful life greater than one year.

Deferred Revenues

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

HOUSING AUTHORITY OF THE CITY OF SOPERTON
Soperton, Georgia

NOTES TO FINANCIAL STATEMENTS

March 31, 2008

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

Vacation and Sick Leave Compensation

The Housing Authority of the City of Soperton allows its full time employees to accumulate vacation leave. Sick leave does not vest but unused sick leave accumulated at the time of retirement may be used in determination of length of service for retirement benefits purposes. Since the Authority has no obligation for the accumulated sick leave until it is actually taken, no accrual for sick leave has been made. The current portion of accumulated vacation pay and salary related payments are not considered to be material.

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, net assets invested in capital assets, and provides a basis of assessing the liquidity and financial flexibility of the Authority.

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 and Investments

The Authority's deposits include deposits with financial institutions. The carrying amount of the Authority's deposits for cash and investments was \$350,524. The total amount of bank balances and certificates of deposit were \$343,669. All deposits and certificates of deposit were adequately secured by the Authority's financial institutions with F.D.I.C. coverage and securities pledged in the entity's name.

HOUSING AUTHORITY OF THE CITY OF SOPERTON
Soperton, Georgia

NOTES TO FINANCIAL STATEMENTS
March 31, 2008

NOTE 3: Detail Notes on All Programs

Deposits and Investments (continued)

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.

Capital Assets

The capital assets (at cost) of the Housing Authority of the City of Soperton at March 31, 2008 consisted of the following:

	Balance at March 31, 2007	Additions	Deletions	Balance at March 31, 2008
Nondepreciable Capital Assets:				
Land (nondepreciable)	\$ 99,933	\$ 1	-	\$ 99,934
Total Nondepreciable Assets	99,933	1	-	99,934
Depreciable capital assets:				
Buildings and improvements	4,113,365	237,326	-	4,350,691
Furniture, equip., vehicles	337,037	39,673	(31,206)	345,504
Total Depreciable Assets	4,450,402	276,999	(31,206)	4,696,195
Less accumulated depreciation for:				
Buildings and improvements	1,961,452	142,046	-	2,103,498
Furniture, equip., vehicles	318,853	30,781	(31,206)	318,428
Total Accumulated Depreciation	2,280,305	172,827	(31,206)	2,421,926
Total Depreciable Assets, net	2,170,097	104,172	-	2,274,269
Total Capital Assets, Net	\$ 2,270,030	\$ 104,173	-	\$ 2,374,203

B. LIABILITIES

Pension Plan Obligation

The Authority provides a defined contribution pension plan through Southwestern Life for eligible full-time employees. The Authority makes contributions for eligible employees to the plan. The Board of Commissioners authorized participation in the pension plan. The Authority contributes 11% of the employee's compensation to the plan. Employees are not required to contribute to the plan. Pension expense totaled \$18,754 for the year ended March 31, 2008.

HOUSING AUTHORITY OF THE CITY OF SOPERTON
Soperton, Georgia

NOTES TO FINANCIAL STATEMENTS

March 31, 2008

NOTE 3: Detail Notes on All Programs

C. NET ASSETS

Schedule of Changes in Net Assets:

	Invested In Capital Assets	Unrestricted Net Assets	Total
Balance - beginning of year	\$ 2,270,030	\$ 393,631	\$ 2,663,661
Increase in net assets	-	59,313	59,313
Changes in invested in capital assets	104,173	(104,173)	-
Balance - end of year	<u>\$ 2,374,203</u>	<u>\$ 348,771</u>	<u>\$ 2,722,974</u>

NOTE 4: Related Party Transactions

There were no related party transactions for the year ended March 31, 2008.

NOTE 5: Claims and Judgments

At March 31, 2008, the Authority was not a defendant to any lawsuits 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.

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 Soperton
Soperton, Georgia

I have audited the financial statements of the Housing Authority of the City of Soperton as of and for the year ended March 31, 2008, and have issued my report thereon dated November 20, 2008. 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 Soperton'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 Housing Authority of the City of Soperton'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.

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

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. I consider the deficiency described in the accompanying Schedule of Findings and Responses as finding 2008-1 to be a significant deficiency in internal control over financial reporting.

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 the 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 the internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, I believe that the significant deficiency described above is a material weakness.

Compliance and other matters

As a part of obtaining reasonable assurance about whether the Housing Authority of the City of Soperton'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 an instance of noncompliance that is required to be reported under *Government Auditing Standards* and which is described in the accompanying Schedule of Findings and Responses as finding 2008-1.

The Housing Authority of the City of Soperton's response to the finding identified in my audit is described in the accompanying Schedule of Findings and Responses as finding 2008-1. I did not audit the Housing Authority of the City of Soperton's response and, accordingly, I express no opinion on it.

I also noted another certain matter that I reported to management of the Housing Authority of the City of Soperton in a separate letter dated November 20, 2008.

This report is intended for the information and use of the management of the Housing Authority of the City of Soperton, 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
November 20, 2008

Housing Authority of the City of Soperton
Soperton, Georgia

March 31, 2008

SCHEDULE OF FINDINGS AND RESPONSES

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?	Yes
Significant deficiencies identified not considered to be material weaknesses?	No
Noncompliance material to the financial statements noted?	No

Section II – Financial Statement Findings:

The following audit finding was disclosed relating to this area for the period ended March 31, 2008:

Finding

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

2008-1 Tenant files documentation not adequate

The audit fieldwork disclosed that the Authority was not maintaining all of the required documentation in tenant files. One of five files examined disclosed that there was not a recertification form (Application for Continued Occupancy) prepared. Also, two of five files examined disclosed that the Authority did not obtain signed HUD-9886 forms (Federal Privacy Act) from tenants.

Recertification forms and HUD-9886 forms are required by HUD regulations so that only eligible tenants are admitted for occupancy.

It is recommended that the Authority implement controls to ensure that all required forms are maintained in the tenant files.

Housing Authority of the City of Soperton
Soperton, Georgia

March 31, 2008

SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

The prior audit report for the year ended March 31, 2007 contained the following audit finding:

Finding
Number
2007-1

U.S. Department of HUD: Low-rent Housing Program (CFDA 14.850)
Violation of ACC Section 19: Subsection (B)(1)
The audit fieldwork disclosed that this condition no longer exists.

Housing Authority of the City of Soperton
Soperton, Georgia

March 31, 2008

CORRECTIVE ACTION PLAN

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

Audit
Finding
Number
2008-1

Tenant files documentation not adequate

During our yearly financial audit, we were advised of a finding in which a tenant had not signed the yearly recertification form or privacy form. The tenant had been recertified in our system but had failed to come in and sign the form. Several letters were sent to the tenant requesting her to come in and sign the form. These letters were sent and unfortunately the tenant failed to respond. During the month of June 2008, our administrative assistant began twelve weeks of medical treatment for a life threatening condition. During this time, she worked when she was able and unfortunately did not follow up properly with the tenant. The administrative assistant is still undergoing treatment for her condition and has been placed on medical leave and will probably not return to work until 2009. In the interim, we have hired someone else to function as temporary assistant and to help perform her duties.

The corrective action we have taken was to have the tenant sign the recertification forms including her privacy form. Further action to be taken includes reviewing all tenant files in order to make sure all forms are current and up to date. We will do this by using a check off sheet that will become a part of each tenant file.

Effective Date: December 1, 2008

Contact person

Mr. Floyd Brantley, Executive Director
Housing Authority of the City of Soperton
700 Eastman Road
Soperton, Georgia 30457
(912) 529-4596

HOUSING AUTHORITY OF THE CITY OF SOPERTON
Soperton, Georgia

Schedule of Expenditures of Federal Awards

For the twelve months ended March 31, 2008

	<u>Federal CFDA Number</u>	<u>Program or Award Amount</u>	<u>Disbursements or Expenditures</u>
FEDERAL GRANTOR			
U. S. Department of HUD			
Direct Programs:			
Public Housing:			
Low-rent Housing Program	14.850	\$ 262,954	<u>\$ 262,954</u>
Capital Fund Program	14.872	\$ 729,092	<u>234,456</u>
			<u><u>\$ 497,410</u></u>

This schedule includes the federal grant activity of the Housing Authority of the City of Soperton and is presented on the full accrual basis of accounting.

See auditor's report.

HOUSING AUTHORITY OF THE CITY OF SOPERTON
Soperton, Georgia

SCHEDULE OF ADJUSTMENTS MADE

March 31, 2008

FDS Line <u>#</u>	<u>Low-rent Housing Program</u>	<u>Debit</u>	<u>Credit</u>
	(1)		
311	Overdraft	16,278	
144	Interprogram		16,278
	To properly record check prepared for CFP in March, 2008, and issued April, 2008, that was deducted from LRHP. (This entry is for FDS purposes only.)		
	(2)		
142	Prepaid expenses	6,000	
174	Other assets		6,000
	To reclassify insurance deposit for GAHHRP. (This entry is for FDS purposes only.)		
	<u>Capital Fund Program</u>		
	(1)		
347	Interprogram	16,278	
311	Bank overdraft		16,278
	To reclassify checks written for capital fund program. (This entry is for FDS purposes only.)		

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

November 20, 2008

Mr. Floyd Brantley, Executive Director
and Board of Commissioners
Housing Authority of the City of Soperton
700 Eastman Road
Soperton, Georgia 30457

Dear Mr. Brantley and Board of Commissioners:

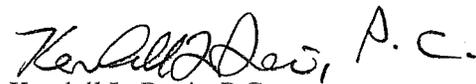
The purpose of this letter is to let you know of a condition that came to our attention during the conduct of your March 31, 2008 annual audit. This condition was not mentioned in the audit report but should be given adequate consideration.

Cash account

The audit fieldwork disclosed that a check written in March, 2008 in the amount of \$16,278 resulted in a negative cash balance for the capital fund program. It was determined that the funds were not requisitioned until April, 2008. The Authority should implement controls whereby capital fund program funds are requested from HUD before payments are made to the contractors.

No other conditions came to our attention that should be disclosed. It appears that management makes every effort to ensure that financial data is reliable and that the Authority's assets are safeguarded against fraud and abuse.

Sincerely,



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

FINANCIAL DATA SCHEDULE

PHA: GA239 FYED: 03/31/2008

Line Item No.	Account Description	Low Rent Public Housing	Public Housing Capital Fund Program	Total
111	Cash - Unrestricted	\$1,628	\$0	\$1,628
114	Cash - Tenant Security Deposits	\$14,675	\$0	\$14,675
100	Total Cash	\$16,303	\$0	\$16,303
122	Accounts Receivable - HUD Other Projects	\$0	\$16,278	\$16,278
125	Accounts Receivable - Miscellaneous	\$14,538	\$0	\$14,538
126	Accounts Receivable - Tenants - Dwelling Rents	\$4,273	\$0	\$4,273
126.1	Allowance for Doubtful Accounts - Dwelling Rents	\$-332	\$0	\$-332
126.2	Allowance for Doubtful Accounts - Other	\$-14,538	\$0	\$-14,538
120	Total Receivables, net of allowances for doubtful accounts	\$3,941	\$16,278	\$20,219
131	Investments - Unrestricted	\$334,221	\$0	\$334,221
142	Prepaid Expenses and Other Assets	\$35,906	\$0	\$35,906
143	Inventories	\$3,590	\$0	\$3,590
143.1	Allowance for Obsolete Inventories	\$0	\$0	\$0
150	Total Current Assets	\$393,961	\$16,278	\$410,239
161	Land	\$99,934	\$0	\$99,934
162	Buildings	\$3,859,539	\$491,152	\$4,350,691
163	Furniture, Equipment & Machinery - Dwellings	\$143,871	\$2,681	\$146,552
164	Furniture, Equipment & Machinery - Administration	\$185,697	\$13,255	\$198,952
165	Leasehold Improvements	\$0	\$0	\$0
166	Accumulated Depreciation	\$-2,390,977	\$-30,949	\$-2,421,926
160	Total Fixed Assets, Net of Accumulated Depreciation	\$1,898,064	\$476,139	\$2,374,203
180	Total Non-Current Assets	\$1,898,064	\$476,139	\$2,374,203
190	Total Assets	\$2,292,025	\$492,417	\$2,784,442

PHA: GA239 FYED: 03/31/2008

Line Item No.	Account Description	Low Rent Public Housing	Public Housing Capital Fund Program	Total
311	Bank Overdraft	\$8,248	\$16,278	\$24,526
312	Accounts Payable <= 90 Days	\$11,975	\$0	\$11,975
321	Accrued Wage/Payroll Taxes Payable	\$5,213	\$0	\$5,213
333	Accounts Payable - Other Government	\$4,128	\$0	\$4,128
341	Tenant Security Deposits	\$14,675	\$0	\$14,675
342	Deferred Revenues	\$951	\$0	\$951
310	Total Current Liabilities	\$45,190	\$16,278	\$61,468
350	Total Noncurrent Liabilities	\$0	\$0	\$0
300	Total Liabilities	\$45,190	\$16,278	\$61,468
508	Total Contributed Capital	\$0	\$0	\$0
508.1	Invested in Capital Assets, Net of Related Debt	\$1,898,064	\$476,139	\$2,374,203
511	Total Reserved Fund Balance	\$0	\$0	\$0

511.1	Restricted Net Assets	\$0	\$0	\$0
512.1	Unrestricted Net Assets	\$348,771	\$0	\$348,771
513	Total Equity/Net Assets	\$2,246,835	\$476,139	\$2,722,974
600	Total Liabilities and Equity/Net Assets	\$2,292,025	\$492,417	\$2,784,442

PHA: GA239 FYED: 03/31/2008

Line Item No.	Account Description	Low Rent Public Housing	Public Housing Capital Fund Program	Total
703	Net Tenant Rental Revenue	\$160,821	\$0	\$160,821
704	Tenant Revenue - Other	\$17,675	\$0	\$17,675
705	Total Tenant Revenue	\$178,496	\$0	\$178,496
706	HUD PHA Operating Grants	\$262,954	\$20,820	\$283,774
706.1	Capital Grants	\$0	\$213,636	\$213,636
711	Investment Income - Unrestricted	\$16,822	\$0	\$16,822
715	Other Revenue	\$1,800	\$0	\$1,800
700	Total Revenue	\$460,072	\$234,456	\$694,528

PHA: GA239 FYED: 03/31/2008

Line Item No.	Account Description	Low Rent Public Housing	Public Housing Capital Fund Program	Total
911	Administrative Salaries	\$82,056	\$0	\$82,056
912	Auditing Fees	\$5,470	\$0	\$5,470
915	Employee Benefit Contributions - Administrative	\$32,071	\$0	\$32,071
916	Other Operating - Administrative	\$34,612	\$0	\$34,612
931	Water	\$19,026	\$0	\$19,026
932	Electricity	\$5,409	\$0	\$5,409
933	Gas	\$3,815	\$0	\$3,815
938	Other Utilities Expense	\$31,945	\$0	\$31,945
941	Ordinary Maintenance and Operations - Labor	\$88,432	\$0	\$88,432
942	Ordinary Maintenance and Operations - Materials and Other	\$42,439	\$0	\$42,439
943	Ordinary Maintenance and Operations - Contract Costs	\$34,954	\$0	\$34,954
945	Employee Benefit Contributions - Ordinary Maintenance	\$34,563	\$0	\$34,563
961	Insurance Premiums	\$38,347	\$0	\$38,347
963	Payments in Lieu of Taxes	\$4,128	\$0	\$4,128
964	Bad Debt - Tenant Rents	\$5,121	\$0	\$5,121
969	Total Operating Expenses	\$462,388	\$0	\$462,388
970	Excess Operating Revenue over Operating Expenses	\$-2,316	\$234,456	\$232,140
974	Depreciation Expense	\$152,731	\$20,096	\$172,827
900	Total Expenses	\$615,119	\$20,096	\$635,215
1001	Operating Transfers In	\$20,820	\$0	\$20,820
1002	Operating Transfers Out	\$0	\$-20,820	\$-20,820
1010	Total Other Financing Sources (Uses)	\$20,820	\$-20,820	\$0
1000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$-134,227	\$193,540	\$59,313

PHA: GA239 FYED: 03/31/2008

Line Item No.	Account Description	Low Rent Public Housing	Public Housing Capital Fund Program	Total
1102	Debt Principal Payments - Enterprise Funds	\$0	\$0	\$0
1103	Beginning Equity	\$2,127,682	\$535,979	\$2,663,661
1104	Prior Period Adjustments, Equity Transfers and Correction of Errors	\$253,380	\$-253,380	\$0
1120	Unit Months Available	1,440	0	1,440
1121	Number of Unit Months Leased	1,387	0	1,387

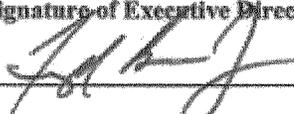
Report Generated: 12/22/2008 08:29:58
Date Submission Created: 12/10/2008

| [Top of Page](#) |

Part I: Summary					
PHA Name: Soperton Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06S23950109 Replacement Housing Factor			FFY of Grant: 2009
		Grant No:			FFY of Grant Approval: 2009
		Date of CFFP: _____:			
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/09		<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				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$2,000.00		\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$19,059.00		\$0.00	\$0.00
10	1460 Dwelling Structures	\$192,000.00		\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities 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)	\$213,059.00		\$0.00	\$0.00
20	Amount of Annual Grant: (sum of line 2- 19)				
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				

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Soperton Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06S23950109 Replacement Housing Factor Grant No: Date of CFFP: _____		FFY of Grant: 2009 FFY of Grant Approval: 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/09 <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	
		12-28-09			

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: Soperton Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06S23950109 CFFP (Yes/No): N Replacement Housing Factor Grant No:				Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Fees and Costs							
GA239-001	A and E Fees related to complete renovation of unit including upgrade to total electric	1430	LS	\$2,000.00		\$0.00	\$0.00	2009 CFP
	Subtotal 1430			\$2,000.00		\$0.00	\$0.00	
	Site Improvements							
PHA-Wide	Landscaping	1450	LS	\$19,059.00		\$0.00	\$0.00	2010 CFP
	Subtotal 1450			\$19,059.00		\$0.00	\$0.00	
	Dwelling Structures							
GA239-001	Complete remodel of units including upgrade to total electric (Phase 1)	1460	7 units	\$192,000.00		\$0.00	\$0.00	2009 CFP
	Subtotal 1460			\$192,000.00		\$0.00	\$0.00	
	Total ARRA Funds			\$213,059.00		\$0.00	\$0.00	

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

Part I: Summary					
PHA Name: Soperton Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P23950109 Replacement Housing Factor			FFY of Grant: 2009
		Grant No:			FFY of Grant Approval: 2009
		Date of CFFP: _____:			
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/09		<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	\$35,000.00		\$0.00	\$0.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$2,500.00		\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$155,844.00		\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities 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)	\$193,344.00		\$0.00	\$0.00
20	Amount of Annual Grant: (sum of line 2- 19)				
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: Soperton Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P23950109 Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2009 FFY of Grant Approval: 2009
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/09 <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 12/28-09		Signature of Public Housing Director 	
				Date 	

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⁴ RHF funds shall be included here.

Part II: Supporting Pages		Grant Type and Number				Federal FY of Grant: 2009		
PHA Name: Soperton Housing Authority		Capital Fund Program Grant No: GA06P23950109 CFFP (Yes/No): N Replacement Housing Factor Grant No:						
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	
	Operations							
PHA-Wide	Operations	1406	LS	\$35,000.00		\$0.00	\$0.00	
	Subtotal 1406			\$35,000.00		\$0.00	\$0.00	
	Fees and Costs							
GA239-001	Fees and Cost related to modernization	1430	LS	\$2,500.00		\$0.00	\$0.00	
	Subtotal 1430			\$2,500.00		\$0.00	\$0.00	
	Dwelling Structures							
GA239-001	Replace roofing (Phase 2)	1460	10 units	\$40,000.00		\$0.00	\$0.00	
GA239-001	Complete remodel of units including upgrade to total electric (Phase 2)	1460	3 units	\$75,844.00		\$0.00	\$0.00	
GA239-004	Replace roofing	1460	10 units	\$40,000.00		\$0.00	\$0.00	
	Subtotal 1460			\$155,844.00		\$0.00	\$0.00	
	Total CFP Amount			\$193,344.00		\$0.00	\$0.00	

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² To be completed for the Performance and Evaluation Report

Capital Fund Program—Five-Year Action Plan

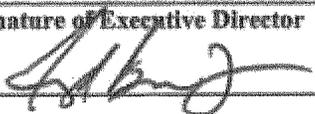
U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary						
PHA Name/Number: Soperton/GA239		Locality (Soperton/Treutlen 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	\$160,844.00	\$160,844.00	\$160,844.00	\$160,844.00
C.	Management Improvements		\$0.00	\$0.00	\$0.00	\$0.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$0.00	\$0.00	\$0.00
E.	Administration		\$0.00	\$0.00	\$0.00	\$0.00
F.	Other		\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
G.	Operations		\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
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		\$0.00	\$0.00	\$0.00	\$0.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$193,344.00	\$193,344.00	\$193,344.00	\$193,344.00

Part I: Summary (Continuation)						
PHA Name/Number: Soperton/GA239		Locality (Soperton/Treutlen 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	\$42,500.00	\$42,500.00	\$42,500.00	\$42,500.00
	GA239-001		\$150,844.00	\$150,844.00	\$150,844.00	\$30,000.00
	GA239-002		\$0.00	\$0.00	\$0.00	\$120,844.00
	GA239-003		\$0.00	\$0.00	\$0.00	\$0.00
	GA239-004		\$0.00	\$0.00	\$0.00	\$0.00

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>Operations/PHA-Wide</u>		
	Operations	LS	\$30,000.00	Operations	LS	\$30,000.00
	Subtotal 1406		\$30,000.00	Subtotal 1406		\$30,000.00
See						
Annual Statement	<u>Fees and Costs/PHA-Wide</u>			<u>Fees and Costs/PHA-Wide</u>		
	Fees and Costs	LS	\$2,500.00	Fees and Costs	LS	\$2,500.00
	Subtotal 1430		\$2,500.00	Subtotal 1430		\$2,500.00
	<u>Site Improvements/PHA-Wide</u>			<u>Site Improvements/PHA-Wide</u>		
	Landscaping	LS	\$10,000.00	Landscaping	LS	\$10,000.00
	Subtotal 1450		\$10,000.00	Resurface parking lot at GA239-003	LS	\$25,000.00
				Subtotal 1450		\$35,000.00
	<u>Dwelling Structures</u>			<u>Dwelling Structures</u>		
	Complete remodel of units and convert to total electric at GA239-001(Phase 6)	5 units	\$150,844.00			
	Subtotal 1460		\$150,844.00	Complete remodel of units and convert to total electric at GA239-001(Phase 7)	2 units	\$30,000.00
				Replace kitchen cabinets at GA239-003	30 units	\$95,844.00
				Subtotal 1460		\$125,844.00
	Subtotal of Estimated Cost		\$193,344.00	Subtotal of Estimated Cost		\$193,344.00

Part I: Summary					
PHA Name: Soperton Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P23950110 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	\$30,000.00			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$2,500.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$10,000.00			
10	1460 Dwelling Structures	\$150,844.00			
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities 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)	\$193,344.00			
20	Amount of Annual Grant: (sum of line 2- 19)				
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: Soperton Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P23950110 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 12-28-09		Signature of Public Housing Director Date	

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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 CFF Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Soperton Housing Authority			Grant Type and Number Capital Fund Program Grant No: GA06P23950110 CFFP (Yes/No): N 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	
	Operations							
PHA-Wide	Operations	1406	LS	\$30,000.00				
	Subtotal 1406			\$30,000.00				
	Fess and Costs							
GA239-01	A and E Fees related to complete renovation of unit including upgrade to total electric	1430	LS	\$2,500.00				
	Subtotal 1430			\$2,500.00				
	Site Improvements							
PHA-Wide	Landscaping	1450	LS	\$10,000.00				
	Subtotal 1450			\$10,000.00				
	Dwelling Structures							
GA239-001	Complete remodel of units including upgrade to total electric (Phase 3)	1460	5 units	\$150,844.00				
	Subtotal 1460			\$150,844.00				
	Total CFP Amount			\$193,344.00				

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

SOPERTON HOUSING AUTHORITY

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

SECTIONS 5.0 THROUGH 10.0

TABLE OF CONTENTS

5.0 Five-Year Plan

5.1	Mission Statement	3
5.2	Goals and Objectives	3

6.0 PHA Plan Update

1.	Eligibility, Selection and Admissions Policies	4
2.	Financial Resources	21
3.	Rent Determination Policies	21
4.	Operations and Management Policies	24
5.	Grievance Procedures	25
6.	Designated Housing for Elderly and Disabled Families	28
7.	Community Service and Self-Sufficiency	29
8.	Safety and Crime Prevention	29
9.	Pets	29
10.	Civil Rights Certifications	34
11.	Fiscal Year Audit	34
12.	Asset Management	34
13.	Violence Against Women Act	34

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	35
(b)	Demolition and/or Disposition	35
(c)	Conversion of Public Housing	35
(d)	Homeownership	35
(e)	Project-based Vouchers	35

8.0 Capital Improvements

8.1	FY2010 Capital Fund Annual Statement and Five-Year Plan	36
8.2	Capital Fund Performance and Evaluations Reports	36
8.3	Capital Fund Financing Program	36

9.0 Housing Needs

9.1	Strategies for Addressing Needs	38
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10.0 Other Information

(a)	Progress in Meeting Goals and Objectives	39
(b)	Substantial Deviation and Significant Amendment	39
(c)	Memorandum of Agreement	40

5.0 Five-Year Plan

5.1 Mission Statement

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

5.2 Goals and Objectives

Goal: Improve the quality of assisted housing

Objectives:

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

Goal: 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 regulations concerning the admission and continued occupancy of families who qualify for the public housing program.

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 Housing Authority's main office which is located at 700 Eastman Road in Soperton, Georgia.

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

Public Housing

Eligibility Criteria

1. The Housing Authority shall use the guidelines and procedures prescribed by HUD at the time of applicant processing to make a final determination of household eligibility.
2. All families who are admitted to Public Housing must be individually determined eligible under the terms of this policy. In order to be determined eligible, an applicant family must meet ALL of the following requirements:
 - a. The applicant family must qualify as a family as defined by HUD.
 - b. The single person applicant must qualify as a single person as defined by HUD.
 - c. The applicant's Annual Income as defined in 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 exists.
- h. The Housing Authority shall prohibit admission for any household member who the Housing Authority determines is illegally using a controlled substance, or determines that a household member's illegal use, or pattern of illegal use, of a controlled substance, or abuse, or pattern of abuse, of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. QWHRA 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 three 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.

Eligibility for Continued Occupancy

Eligibility for continued occupancy in the PHA communities includes only those residents:

1. Who qualify as a family as defined by federal requirements and this policy.
2. Who conform to the Occupancy Standard established for lower income housing.
3. Whose past performance in meeting financial obligations, especially rent, and other charges, is satisfactory; and
4. Whose family members 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:
 - a. The health, safety, or welfare of other residents
 - b. The peaceful enjoyment of the neighborhood by other residents
 - c. The physical environment and fiscal stability of the neighborhood.
5. Whose family does not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of 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 cases where a qualified agency is working with the family to improve its housekeeping and the agency reports that the family shows potential for improvement, a decision as to the eligibility shall be reached after a referral with the Executive Director or his/her designee. This category does not include families whose housekeeping is found to be superficially unclean or lacks orderliness, where such conditions do not create a problem for the neighbors.

6. Who have not been involved in drug related or criminal activity.
7. Who have not been convicted of a crime.
8. Who are not currently engaging in the use of controlled substances and/or engaging in alcohol abuse.
9. Who is not subject to a lifetime registration requirement under the state sex offender registration program.
10. Who meet the requirements for community service or participation in self-sufficiency programs.
11. Who continues to occupy the apartment on a full time basis. Ownership or occupancy of another dwelling unit or failure to occupy the unit for a period greater than thirty days shall be grounds for termination of the lease.
12. Who are, with the aide of such assistance as is actually available to the family, physically and mentally able to care for themselves and their apartment and to discharge all lease obligations. Remaining member(s) of a resident family may be permitted to remain in occupancy provided that the Housing Authority, in its sole judgment, determines that the remaining person(s) is (are):
 - a. Otherwise eligible for Continued Occupancy, and
 - b. Capable of carrying out all lease obligations, including but not limited to rent payment, care of the apartment, and proper conduct, and
 - c. Willing to assume all lease obligation of the prior leaseholder, including all payments under the lease, and
 - d. Legally competent to execute a lease in his (their) own name.
13. In the event of the receipt of unfavorable information, consideration will be given to the time, nature, and extent of the applicant's conduct and to factors that might indicate a reasonable probability of favorable future conduct or financial prospects. For example:
 - a. Evidence of rehabilitation as verified by a duly qualified professional or representative of state or local government;
 - b. Evidence of the family's participation in, or willingness to participate in, social services or appropriate counseling service programs and the availability of such programs;

- c. Evidence of the family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

14. Citizenship/Eligible Immigration Status

In order to remain eligible for continued occupancy, a family member must be a U.S. citizen or eligible immigrant. Individuals who are neither may elect not to contend their status. Eligible immigrants are persons who are in one of the six immigrant categories as specified by HUD.

For the Citizenship/Eligible Immigration requirements the status of each member of the family is considered individually before the family's status is defined.

- a. Mixed Families: A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed". Such families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.
- b. No eligible members: Families that include no eligible members will be ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.
- c. Non-citizen students: Defined by HUD in the noncitizen regulations and are not eligible for assistance.

Determination and Notification of Eligibility

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 5 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 five (5) 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 Application Office.

Occupancy Standards

To avoid overcrowding and prevent wasted space, units are to be leased in accordance with the occupancy standards set forth below. If there should be a dwelling unit that cannot be filled with a family of appropriate size, after all possible efforts have been made to stimulate applications, a family eligible for the next smaller size unit may be offered this unit. This shall be with the understanding that the family is subject to later transfer to a unit of the proper size.

- 1. The following system will be used as a guide to determine proper bedroom size for each applicant and resident:
 - a. The head of each household and his/her spouse (unless medical reasons dictate) are assigned to one bedroom.
 - b. Persons of different generations, persons of the opposite sex (other than spouses) and unrelated adults will not be required to share a bedroom.
 - c. Children, with the possible exception of infants, will not be required to share a bedroom with a person of different generations, including their parents.
 - d. All remaining family members are assigned to bedrooms on the basis of two of the same sex to a bedroom (unless children are under the age of six).
 - e. At the option of the parent and written consent of the head of household, and providing such occupancy does not contradict the dwelling unit maximum occupancy standards, children of opposite sex beyond the age of six (6) and up to age ten (10) may share a bedroom.
 - f. If necessary for continued occupancy and/or admission, an infant up to the age of two (2) years could share a bedroom with a parent.
 - g. Foster children are normally included in determining unit size.

dwelling unit and the tenant has either an outstanding balance, a history of poor housekeeping standards or destruction of property, or has not been a desirable tenant the tenant will be deemed ineligible for transfer and will be referred for termination.

<u>Number of Bedrooms</u>	<u>Number of Persons</u>	
	<u>Min</u>	<u>Max</u>
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

Applicant Selection and Assignment Plan

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. Preferences

- (1) Working Families
- (2) Victims of Domestic Violence

b. Denial of Preference

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

However, a preference may be given if:

- (i) The applicant or family member evicted has successfully completed a drug rehabilitation program; or,

- (ii) The applicant or family member clearly did not participate 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

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

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

4. Waiting List Skipping

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

5. Updating of the Waiting List

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

was due to the applicant's disability, the Housing Authority shall provide reasonable accommodations to give the applicant an opportunity to respond.

6. Applicant Selection and Assignment

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

The selection of residents for occupancy of available units will be in conformance with all HUD guidelines and 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

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

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

- a. As an 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.

Application Taking

The Application Process

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 Housing Authority does not operate a Section 8 Housing Choice Voucher Program.

2. Financial Resources

The table below lists the 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	\$343,642	PH Oper.
FY2010 Capital Fund Program	\$193,344	PH Mod.
FY2009 Capital Fund Program	\$193,344	PH Mod.
FY2009 ARRA Funds	\$213,059	PH Mod.
Public Housing Dwelling Rent	\$158,400	PH Operations
Interest	\$8,500	PH Operations
Other Income	\$13,700	PH Operations
Total	\$1,123,989	

3. Rent Determination

Public Housing

1. Minimum Rental Amount

The PHA has established a minimum Total Tenant payment of \$50 per month.

2. Rent Collection

- a. Rent is due on the first of each month and is considered late if not paid by the fifth day of the month. Residents shall be mailed a notice of rent due, including the due date. Requests for duplicate rent notices shall be provided at no charge
- b. A late charge will be added to the monthly rental payment for any rent paid after the fifth (5th) working day of the month in the amount of \$10.00.
- c. A 14-Day Notice of Termination will be served on the tenant on the sixth (6th) day of the month if rent is not paid. If the total rental payment due is not paid within fourteen (14) days, the PHA will issue an unlawful detainer and file in court for all monies due and for possession of the unit. Rent will be accepted up until the court

date. Should the resident wish to settle the suit out of court, resident payment shall include all past due rent, late fees, court filing fees, and other reasonable costs associated with the filing of the eviction.

- d. If a family is served two (2) unlawful detainers within a twelve (12) month period, their lease shall be terminated for chronic rent delinquency.

3. Payments After the Delinquency Date

The family may enter into a written agreement with the PHA or court to pay back all outstanding indebtedness, including unpaid maintenance charges and retro-rent, plus incurred charges. Repayment agreements will not be entered into for delinquent rent. The option to enter into an agreement shall be solely at the discretion of the PHA. Any such agreement must provide for a quick payout of debt, not to exceed three (3) months for the total payment. Should the family fail to make payments in accordance with the terms of the agreement to repay, the PHA shall serve a notice to vacate to the family. Should the PHA be required to enforce the terms of the lease agreement through legal action, all related court costs, attorney fees, plus any outstanding indebtedness, will be included in the judgment.

4. Retroactive Rent Charges

Retroactive Rent Charges will be due and payable within seven days of written notice unless arrangements are made prior to this day to make installment payments. Normally retroactive rent installment payments must be computed not to exceed a three (3) month pay off. If the amounts are large and the tenant will not be able to pay off the retro rent charge within three (3) months a repayment schedule may be established allowing a longer period upon approval of the Executive Director.

5. Vacated Tenants With Balances

Vacated tenants will have thirty (30) days from the date of the statement of Request for Refund to pay the account or make arrangements for payment. Accounts will be reported to the Credit Bureau and collection action will be taken after the expiration of this time period.

6. Terms and Conditions of Payment of Security Deposits

Prior to lease signing, the Housing Authority must receive full payment of the security deposit; however, the PHA Housing Manager retains the discretion to receive partial payment of the security deposit, with the balance due the following month. Where the family moves in on other than

the first of the month, the rent will be pro-rated for that month but the full security deposit will still be due at time of lease execution.

In properties designated for the exclusive occupancy by elderly, handicapped, or disabled persons, the PHA will allow the keeping of pets in accordance with the Housing Authority's Pet Policy and upon execution of the Pet Lease Addendum. A condition of pet ownership is the payment of a pet deposit for all dogs and cats.

7. Terms and Conditions of Other Charges in Addition to Rent

The resident agrees to pay for all repairs made to the unit due to resident damage or neglect. The resident must pay such charges at the first of the month following the charge. Such charges will be made based on actual cost of labor and materials.

In the event of damages discovered at move-out, the family's security deposit will be reduced by the amount necessary to execute repairs above "normal wear and tear". Any remaining balance will be refunded to the resident under the following conditions:

- a. The resident leaves a forwarding address or makes arrangements to pick up the deposit in person.
- b. The resident owes no other charges for excess utility consumption, late fees on rental payments, etc..
- c. The remaining balance will be paid within thirty (30) days of move-out.

8. Exemption for Hardship Circumstances

The Housing Authority shall immediately grant an exemption from application of the minimum monthly rental amount to any family unable to pay such amount because of financial hardship, which shall include situations in which:

- a. The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;

- b. The family would be evicted as a result of the imposition of the minimum rent requirement;
- c. The income of the family has decreased because of changed circumstances, including loss of employment;
- d. A death in the family has occurred.

If a resident requests a hardship exemption and the Housing Authority reasonably determines the hardship to be of a temporary nature, an exemption shall not be granted during the 90-day period beginning upon the making of a request for the exemption. A resident shall not be evicted during the 90-day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long-term basis, the Housing Authority shall retroactively exempt the resident from applicability of the minimum rent requirement for such 90-day period.

9. Family Choice of Rental Payment

The Housing Authority shall provide two (2) rent options for any public housing dwelling unit owned, assisted, or operated by the Housing Authority:

- a. Flat Rents/Ceiling Rents: The flat rental amount for the dwelling unit shall be based on the rental value of the unit, as determined by the Housing Authority; or,
- b. Income Based Rents: The monthly rental amount shall not exceed (up to) 30% of monthly adjusted income. Income Based Rents shall not be less than the minimum rental amount.

Section 8

The Housing Authority does not operate a Section 8 Housing Choice Voucher 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

Informal Settlement of grievances

A. **Initial Presentation.** Any grievance must be presented, in writing to the HA's Central Office, 700 Eastman Road, Soperton, Georgia, 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 the HA to fall within one of the two exclusions, then the HA shall, within five (5) business days after the initial presentation of the grievance to informally discuss the grievance with the complainant or his representative(s) 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 the 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, 700 Eastman Road, Soperton, Georgia, 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, the HA's decision rendered at the informal hearing becomes final and the 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 the 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) The 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 the 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 the 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 the 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 the HA in random order, subject to availability of the hearing officer

or panelist to serve in each such case. The 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, the 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.

6. Designated Housing for Elderly and Disabled Families

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

7. Community Service and Self-Sufficiency

The Authority has partnered with the Department of labor to provide job training to residents. Also, the Authority has worked with TREUTCO to provide basic training to residents.

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.

Residents who are not employed and do not meet the exemption criteria are required to perform eight (8) hours of community service each month. The Authority keeps track of the time to make sure affected residents are complying.

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

1. Purpose

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

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

Household Pets are Restricted to:

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

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

Dogs: Not to exceed twenty (20) pounds at time of maturity. All dogs must be neutered or spayed. Dog breeds including rottweilers, doberman pinschers, german shepards, and pitbulls are not permitted. Dog owners will be required to show proof of Liability Insurance coverage.

Cats: All cats must be neutered or spayed.

Exotic/unconventional pets such as snakes, reptiles, monkeys, rodents, etc are not allowed.

2. Registration

Every pet must be registered with the Soperton Housing Authority's management prior to moving the pet into the unit and updated annually thereafter. Registration requires the following:

- a. A certificate signed by a licensed veterinarian, or a state or local authority empowered to inoculate animals (or designated agent of such authority), stating that the animal has received all inoculations required by the state and local law, if applicable (dogs, cats).
- b. Proof of current license, if applicable (dogs, cats).
- c. Identification tag bearing the owner's name, address, and phone number (dogs, cats.)
- d. Proof of neutering/spaying, if applicable (dogs, cats.)
- e. Photograph (no smaller than 3x5) of pet or aquarium.
- f. The name, address, and phone number of a responsible party that will care for the pet if the owner becomes temporarily incapacitated.
- g. Fish - size of tank or aquarium must be registered.

3. Licenses and Tags

Every dog and cat must wear the appropriate local animal license, a valid rabies tag and a tag bearing the owner's name, address and phone number. All licenses and tags must be current. All local license and tag ordinances must be maintained and other local ordinances must be met by pet owners.

4. Density of Pets

Only one (1) pet per household will be allowed per apartment. Only two (2) birds will be allowed per apartment. The Soperton Housing Authority only will give final approval on type and density of pets.

5. Visitors and Guests

No visitor or guest will be allowed to bring pets on the premises at anytime. Residents will not be allowed to pet sit, harbor, or house a pet without fully complying with this policy.

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

6. Pet Restraints

- a. All dogs must be on a leash when not in the owner's apartment. The leash must be not longer than three (3) feet.
- b. Cats must be in a caged container or on a leash when taken out of the owner's apartment.
- c. Birds must be in a cage when inside of the resident's apartment or entering or leaving the building.

7. Liability

Residents owning pets shall be liable for the entire amount of all damages to the Soperton Housing Authority premises caused by their pet and all cleaning, defleaing and deodorizing required because of such pet. Pet owners shall be strictly liable for the entire amount of any injury to the person or property of other residents, staff or visitors of the Soperton Housing Authority caused by their pet, and shall indemnify the Soperton Housing Authority for all costs of litigation and attorney's fees resulting from such damage. Pet liability insurance can be obtained through most insurance agents and companies.

8. Sanitary Standards and Waste Disposal

- a. Litter boxes must be provided for cats with use of odor-reducing chemicals.
- b. Fur-bearing pets must be flea free. Should flea extermination become necessary, cost of such extermination will be charged to pet owner.
- c. In accordance with city law, pet owners are responsible for immediate removal of the feces of their pet and shall be charged in instances of removal of pet feces by staff and where damages occur to Authority property due to pet. More than three (3) such charges during a twelve month period may be cause for pet removal.
 - (i). All pet waste must be placed in a plastic bag and tied securely to reduce odor and placed in designated garbage container and/or trash compactor.
 - (ii). Residents with litter boxes must clean them regularly. Noncompliance may result in removal of the pet. The Soperton Housing Authority reserves the right to impose a mandatory twice weekly litter box cleaning depending on need. Litter box garbage shall be placed in a plastic bag and deposited outside the building in the garbage container and/or trash compactor.
- d. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. A housekeeping inspection shall be conducted after 30 days of pet moving into the household. If the household fails the housekeeper's inspection, which constitutes a failure to care for the pet in an appropriate manner; a notice of violation will be issued and the household will have 7 days to correct the deficiencies. Pet owner's apartments may be subject to inspections once a month.

9. General Rules

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

- a. No pet shall be tied up anywhere on Authority property and left unattended for any amount of time.
- b. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization.
- c. Dog houses are not allowed on Authority property.

10. Pet Areas

- a. Restrictions: At no time will pets be allowed in any public area such as community space, laundry rooms, sitting rooms, etc. Pets should only be in the lobby when entering or leaving the building.
- b. Approved Areas: Pets shall only be allowed to be exercised in areas clearly marked by the Soperton Housing Authority for pet use.

11. Pet Rule Violation and Pet Removal

- a. If it is determined on the basis of objective facts, supported by written statement, that a pet owner has neglected to appropriately care for a pet and has violated a rule governing the pet policy, the Soperton Housing Authority shall serve a notice of pet rule violation on the pet owner. Serious or repeated violations may result in pet removal or termination of the pet owner's tenancy, or both.
- b. If a pet poses a nuisance such as excessive noise, barking, odor, or whining which disrupts the peace or quality of life of other residents, owner will permanently remove the pet from premises upon request of management within forty-eight (48) hours. Nuisance complaints regarding pets are subject to immediate inspections.
- c. If a pet owner becomes unable either through hospitalization, or illness, to care for the pet and the person so designated to care for the pet in the pet owner's absence refuses or is unable physically to care for the pet, the Soperton Housing Authority can officially remove the pet. Animal control will be called to remove the pet. The Authority accepts no responsibility for pets so removed.

12. Rule Enforcement

Violation of these pet rules will prompt a written notice of violation. The pet owner will have seven (7) days to correct the violation.

13. Damage Deposit

A "Pet Damage Deposit" will be required for all pets. The "Pet Damage Deposit" must be paid in advance and is to be used to pay reasonable expenses directly attributable to the presence of the pet in the development including (but not limited to) the cost of repairs and replacements to, and fumigation of, the resident's dwelling unit. The amount of the non-refundable "Pet Deposit" is \$100.00. The Authority may allow tenant to pay deposit in five installments.

14. Exceptions

- a. Service Animals: This policy does not apply to service animals that are used to assist persons with disabilities. This exclusion applies to service animals that reside in the development, as well as service animals used to assist persons with disabilities that visit the development. Pets used for the purpose of aiding residents with disabilities must have appropriate certification. The Soperton Housing Authority shall maintain a list of agencies which provide and/or train animals to give assistance to individuals with disabilities.
- b. K-9 Service Animals: Police officers, under the public housing police officer program, who move in with k-9 service animals are exempt from the policy. Only the K-9 animal is exempt, family pets shall not be exempt.

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 March 31, 2008 is attached to the Agency Plan as attachment ga239e02. The Fiscal Audit for the Year ended March 31, 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

Due to staff size and funding, the Authority does not provide or offer any activities, services, or programs to child and adult victims of domestic violence, dating violence, sexual assault, or stalking at this time.

The Authority has adopted a preference for victims of domestic violence. The preference gives people with documented cases of domestic violence a quicker route to receive housing.

The Authority also complies with the Violence Against Women Act. The full policy is included with the Agency Plan at Attachment ga239g02.

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.

Section 8 Tenant Based Assistance

The Housing Authority does not operate a Section 8 Housing Choice Voucher Program.

(e) Project-based Vouchers

Because the Housing Authority does not have a Section 8 Tenant-Based Program, there are no vouchers to Project-base.

8.0 Capital Improvements

8.1 Capital Fund Annual Statement/Performance and Evaluation Report

See attachments:

ga239b02 – FY2010 CFP Annual Statement
ga239d02 – FY2009 CFP Performance and Evaluation Report
ga239e02 – FY2009 ARRA Performance and Evaluation Report

8.2 Capital Fund Program Five-Year Plan

See attachment:

ga239c02 – FY2010-2014 CFP Five-Year Plan

8.3 Capital Fund Financing Program (CFFP)

At this time, the Housing Authority does not plan to use the Capital Fund Financing Program to leverage Capital Funds over a twenty-year period.

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	100	5	5	5	3	4	4
Income >30% but <=50% of AMI	22	4	4	4	3	3	3
Income >50% but <80% of AMI	12	3	3	3	3	2	3
Elderly	41	3	3	3	4	2	3
Families with Disabilities	50	3	4	4	5	4	4
White	45	3	3	3	3	3	3
Black	113	3	3	3	3	3	3
Hispanic	0	3	3	3	3	3	3

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

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

9.1 Strategy for Addressing Housing Needs

Strategies

Need: Shortage of affordable housing for all eligible populations

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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

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

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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

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

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

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

Reasons for Selecting Strategies

- Funding constraints
- Staffing constraints
- Influence of the housing market on PHA programs

10.0 Additional Information

(a) Progress in Meeting Goals and Objectives

Goal: Improve the quality of assisted housing

The Soperton Housing Authority continues to renovate and modernize its public housing units and surrounding areas through use of the Capital Fund Program. The current work items that the Authority is in progress of completing can be found in the CFP tables located as attachments to the Five-Year Agency Plan and Annual Update.

Goal: Provide an improved living environment

The Authority has entered into an agreement with the local Police Department to take over the Keene Drive substation.

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

The Authority continues to strive to undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability.

(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 \$20,000 (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 Housing Authority does not have a Memorandum of Agreement (MOA) with HUD.

HOUSING AUTHORITY OF THE CITY OF SOPERTON

VICTIM OF DOMESTIC VIOLENCE POLICY

I. Background

The Violence Against Women and the Department of Justice Reauthorization Act of 2005 (VAWA) prohibits the eviction of, and removal of assistance from, certain persons living in public or Section 8 assisted housing if the grounds for eviction or removal of assistance is an instance of domestic violence, dating violence, or stalking. This policy is intended as a guide for the Housing Authority to use in day-to-day operations when working with tenants who are victims of domestic violence.

II. Admissions

The Housing Authority shall not deny admission to any applicant on basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission.

III. Termination

An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of a lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of the victim of such violence.

Although screening and eviction policies allow the Housing Authority to evict households for criminal activity by a member of the family or a guest that threatens the health, safety, or right to peaceful enjoyment of other residents, the Housing Authority may exercise discretionary authority to remove tenants involved in perpetrating acts of domestic violence, dating violence, and stalking from the household while allowing the victim of such acts to remain in the unit.

The Housing Authority will, when notified, honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution of possession of property among the household members in cases where a family breaks up. Furthermore, the Housing Authority may still evict a Tenant for any violation of the lease not premised on the act or acts of violence in question against a Tenant or a member of the Tenant's household, provided that the Housing Authority does not subject an individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate.

The Housing Authority may terminate the tenancy of any Tenant if an actual and eminent threat to other tenants or those employed at or providing service to the property if that Tenant's tenancy is not terminated can be demonstrated.

This Policy does not supersede any provision of any federal, state, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

IV. Certification

The Housing Authority may request that an individual claiming protection under VAWA certify via an approved certification form that such individual is a victim of domestic violence, dating violence, or stalking, and that the incident or incidents in question are bona fide incidents of such actual or threatened abuse and meet the requirements set forth in the aforementioned paragraphs. The certification shall include the name of the perpetrator. The individual shall provide such certification within fourteen (14) business days after the Housing Authority requests such certification.

If the individual does not provide the certification within fourteen (14) business days after the Housing Authority has requested such certification in writing, the Housing Authority may evict any tenant or lawful occupant that commits violations of the lease. The Housing Authority may extend the fourteen (14) day deadline at its discretion.

The certification requirement may be satisfied by providing the Housing Authority with documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse, in which the professional attests under penalty of perjury (28 U.S.C. §1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation; or by producing a Federal, State, tribal, territorial, or local police or court record.

The Housing Authority reserves the right to demand that an individual produce official documentation or physical proof of the individual status as a victim of domestic violence, dating violence, or stalking in order to receive any of the benefits under VAWA. At the Housing Authority's discretion, it may provide for benefits to an individual based solely on the individual statement or other collaborating evidence.

V. Confidentiality

All information provided to the Housing Authority pursuant to VAWA, including the fact that an individual is a victim of domestic violence, dating violence, or stalking, will be retained in confidence and shall neither be entered into any shared database nor provided to any related entity, except to the extent that disclosure is requested or consented to by the individual in writing or required for use in an eviction proceeding or otherwise required by applicable law.

VI. Definitions

For purposes of this policy, the following definitions apply:

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking: To follow, pursue or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to that person, a member of the immediate family of that person, or the spouse or intimate partner of that person. The term "immediate family member" means, with respect to a person--

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