

## **Attachment A**

### **Housing Authority of the City of Calhoun**

#### **Agency Plan**

**Fiscal Year 04/01/2006 – 03/31/2007**

#### **Deconcentration Policy**

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

##### ***10.4 DECONCENTRATION POLICY***

It is the Housing Authority of the City of Calhoun's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority of the City of Calhoun will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

##### ***10.5 DECONCENTRATION INCENTIVES***

The Housing Authority of the City of Calhoun may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

##### ***10.6 OFFER OF A UNIT***

When the Housing Authority of the City of Calhoun discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Housing Authority of the City of Calhoun will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given three (3) business days from the date the family was contacted by telephone or from the date the letter was mailed to contact the Housing Authority of the City of Calhoun regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have one (1) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Housing Authority of the City of Calhoun will send the family a letter documenting the offer and the rejection.

#### ***10.7 REJECTION OF UNIT***

If in making the offer to the family the Housing Authority of the City of Calhoun skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Housing Authority of the City of Calhoun did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause, among other things, includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

**Attachment B**

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

<b>PHA Name: Housing Authority of the City of Calhoun</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>GA06P11950106</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2006</b>
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**Original Annual Statement**  **Reserve for Disasters/ Emergencies**  **Revised Annual Statement (revision no: )**  
 **Performance and Evaluation Report for Period Ending:**  **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	37,000			
3	1408 Management Improvements				
4	1410 Administration	31,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	268,400			
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

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

PHA Name: <b>Housing Authority of the City of Calhoun</b>	Grant Type and Number Capital Fund Program Grant No: <b>GA06P11950106</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2006</b>
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**Original Annual Statement**  **Reserve for Disasters/ Emergencies**  **Revised Annual Statement (revision no: )**  
 **Performance and Evaluation Report for Period Ending:**  **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	336,400			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: <b>Housing Authority of the City of Calhoun</b>		Grant Type and Number Capital Fund Program Grant No: <b>GA06P11950106</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2006</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA Wide</b>	<b><u>Operations</u></b>	1406	LS					
	P H Operations			37,000				
	<b>Subtotal Acct 1406</b>			<b>37,000</b>				
<b>HA Wide</b>	<b><u>Administration</u></b>		LS					
	Proration of salaries & benefits for the administration of CFP	1410		31,000				
	<b>Subtotal Acct 1410</b>			<b>31,000</b>				
	<b><u>Dwelling Structures</u></b>	1460						
<b>GA119-5 – Site 2 T.L. Shanahan</b>	Replace roofs on 40 units		40 units	143,000				

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

PHA Name: <b>Housing Authority of the City of Calhoun</b>		Grant Type and Number Capital Fund Program Grant No: <b>GA06P11950106</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2006</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>GA119-4B C.M. Jones</b>	Install new HVAC system in 17 units and 1 community bldg	1460	17 units, 1 communi ty bldg	125,400				
	<b>Subtotal Acct 1460</b>			<b>268,400</b>				
	<b>Grand Total</b>			<u><b>336,400</b></u>				

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

PHA Name: <b>Housing Authority of the City of Calhoun</b>		Grant Type and Number Capital Fund Program No: <b>GA06P11950106</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2006</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>HA Wide</b>	09/30/08			09/30/10			
<b>GA119-5 – Site 2 T.L. Shanahan</b>	09/30/08			09/30/10			
<b>GA119-4B C.M. Jones</b>	09/30/08			09/30/10			

**Attachment C**

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

**Part I: Summary**

PHA Name: <b>Housing Authority of the City of Calhoun</b>					<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: <b>2007</b> PHA FY: <b>04/01/07 – 03/31/08</b>	Work Statement for Year 3 FFY Grant: <b>2008</b> PHA FY: <b>04/01/08 – 03/31/09</b>	Work Statement for Year 4 FFY Grant: <b>2009</b> PHA FY: <b>04/01/09 – 03/31/10</b>	Work Statement for Year 5 FFY Grant: <b>2010</b> PHA FY: <b>04/01/10 – 03/31/11</b>	
	Annual Statement					
HA Wide		68,000	209,000	131,000	129,000	
GA119-1		218,400	25,400	205,400	205,400	
GA119-2			102,000			
GA119-3A		50,000				
GA119-3B						
GA119-4A					2,000	
GA119-4B						
GA119-5 Site 1						
GA119-5 Site 2						
CFP Funds Listed for 5-year planning		336,400	336,400	336,400	336,400	
Replacement Housing Factor Funds						



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

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: <b>2007</b> PHA FY: <b>04/01/07 – 03/31/08</b>			Activities for Year: <u>3</u> FFY Grant: <b>2008</b> PHA FY: <b>04/01/08 – 03/31/09</b>		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	<b>HA Wide</b>	<b><u>Operations (1406)</u></b>		<b>HA Wide</b>	<b><u>Operations (1406)</u></b>	
Annual Statement		P H Operations	37,000		P H Operations	37,000
	<b>HA Wide</b>	<b><u>Administration (1410)</u></b>		<b>HA Wide</b>	<b><u>Administration (1410)</u></b>	
		Proration of salaries & benefits for administration of CFP	31,000		Proration of salaries & benefits for administration of CFP	31,000
		<b>Total HA Wide</b>	<b>68,000</b>			
				<b>HA Wide</b>	<b><u>Site Improvements (1450)</u></b>	
	<b>GA119-1 Cologa Homes</b>	<b><u>Dwelling Structures (1460)</u></b>			Repair/replace parking lots; general landscaping	96,000
		Replace windows; replace exterior/security doors; install new hardware/pass locks & thresholds (44 units)	218,400			
		<b>Total GA119-1</b>	<b>218,400</b>	<b>HA Wide</b>	<b><u>Dwelling Equipment (1465.1)</u></b>	
					Purchase 20 ranges & 20 refrigerators	15,000
	<b>GA119-3A Hillhouse Homes</b>	<b><u>Dwelling Structures (1460)</u></b>				
		Convert 2 units to Handicap accessible units	50,000	<b>HA Wide</b>	<b><u>Non Dwelling Equipment (1475)</u></b>	
		<b>Total GA119-3A</b>	<b>50,000</b>		Replace maintenance truck	30,000

					<b>Total HA Wide</b>	<b>209,000</b>
				<b>GA119-1 Cologa Homes</b>	<b><u>Non Dwelling Structures (1470)</u></b>	
					Renovate existing maintenance building; add second floor	25,400
					<b>Total GA 119-1</b>	<b>25,400</b>
				<b>GA119-4B J. Keene Homes</b>	<b><u>Dwelling Structures (1460)</u></b>	
					Renovate three 3-BR units	57,000
					Replace roofs on 34 units and the roof on the 681 Community building	45,000
					<b>Total GA119-4B</b>	<b>102,000</b>
				<b>Total CFP Estimated Cost</b>	<b>336,400</b>	<b>336,400</b>

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

Activities for Year: <u>5</u> FFY Grant: <b>2009</b> PHA FY: <b>04/01/09 – 03/31/10</b>			Activities for Year: <u>5</u> FFY Grant: <b>2010</b> PHA FY: <b>0401/10 – 03/31/11</b>		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
HA Wide	<b><u>Operations (1406)</u></b>		HA Wide	<b><u>Operations (1406)</u></b>	
	P H Operations	37,000		P H Operations	37,000
HA Wide	<b><u>Administration (1410)</u></b>		HA Wide	<b><u>Administration (1410)</u></b>	
	Proration of salaries & benefits for administration of CFP	31,000		Proration of salaries & benefits for administration of CFP	31,000
HA Wide	<b><u>Dwelling Equipment (1465.1)</u></b>		HA Wide	<b><u>Nondwelling equipment (1475)</u></b>	
	Purchase 10 ranges & 10 refrigerators	8,000		Computer upgrade	5,000
				Backhoe/Maintenance Dept.	53,000
HA Wide	<b><u>Non-dwelling Equipment (1475)</u></b>			Security Cameras	3,000
	Replace administrative vehicle	30,000		<b>Total HA Wide</b>	<b>129,000</b>
	Replace/install new Playground equipment	25,000	<b>GA 119 -04A</b>	<b><u>Site Improvements (1450)</u></b>	
				Vinyl Fencing	2,000
				<b>Total GA 119-04A</b>	<b>2,000</b>
	<b>Total HA Wide</b>	<b>131,000</b>			

<b>GA119-1 Cologa Homes</b>	<b><u>Dwelling Structures (1460)</u></b>		<b>GA119-1 Cologa Homes</b>	<b><u>Dwelling Structures (1460)</u></b>	
	Begin comprehensive modernization of dwelling units; kitchen renovation; bath renovation; floor tile & base; interior door replacement; closet door replacement; plumbing fixtures; sinks, toilets, hardware, etc. (est. 44 units @ \$25,000) Phase I – 8 units	200,000		Continue comprehensive modernization of dwelling units; kitchen renovation; bath renovation; floor tile & base; interior door replacement; closet door replacement; plumbing fixtures; sinks, toilets, hardware, etc. (Phase II, est. 8 units @ \$25,000)	200,000
	<b><u>Relocation Costs (1495.1)</u></b>			<b><u>Relocation Costs (1495.1)</u></b>	
	Relocation of residents due to modernization	5,400		Relocation of residents due to modernization	5,400
	<b>Total GA119-1</b>	<b>205,400</b>		<b>Total GA119-1</b>	<b>205,400</b>
	<b>Total CFP Estimated Cost</b>	<b>336,400</b>			<b>336,400</b>

**Attachment D**

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

<b>PHA Name: Housing Authority of the City of Calhoun</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>GA06P11950105</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2005</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 9/30/05  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	5,000	25,000	-0-	-0-
3	1408 Management Improvements				
4	1410 Administration	30,800	30,800	-0-	-0-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	121,600	121,600	-0-	-0-
11	1465.1 Dwelling Equipment— Nonexpendable	-0-	7,078	-0-	-0-
12	1470 Nondwelling Structures	179,000	201,716	-0-	-0-
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

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

PHA Name: <b>Housing Authority of the City of Calhoun</b>	Grant Type and Number Capital Fund Program Grant No: <b>GA06P11950105</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2005</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 9/30/05  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>336,400</b>	<b>386,194</b>	<b>-0-</b>	<b>-0-</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of Calhoun</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>GA06P11950105</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA Wide</b>	<b><u>Operations</u></b>	1406	LS					
	P H Operations			5,000	25,000	-0-	-0-	
	<b>Subtotal Acct 1406</b>			<b>5,000</b>	<b>25,000</b>	<b>-0-</b>	<b>-0-</b>	
<b>HA Wide</b>	<b><u>Administration</u></b>		LS					
	Proration of salaries & benefits for the administration of CFP	1410		30,800	30,800	-0-	-0-	
	<b>Subtotal Acct 1410</b>			<b>30,800</b>	<b>30,800</b>	<b>-0-</b>	<b>-0-</b>	
	<b><u>Dwelling Structures</u></b>	1460						
<b>GA119-04B C.M. Jones Homes</b>	Start & complete Heat & Air Units		17 units	121,600	121,600	-0-	-0-	
	<b>Subtotal Acct 1460</b>			<b>121,600</b>	<b>121,600</b>	<b>-0-</b>	<b>-0-</b>	

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: <b>Housing Authority of the City of Calhoun</b>			Grant Type and Number Capital Fund Program Grant No: <b>GA06P11950105</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA Wide</b>	<b><u>Non Dwelling Structures</u></b>	1470	LS					
	Construct new administration building			179,000	201,716	-0-	-0-	Environmental Review complete Architect contracted
	<b>Subtotal Acct 1470</b>			<b>179,000</b>	<b>201,716</b>			
<b>HA Wide</b>	<b><u>Dwelling Equipment - Nonexpendable</u></b>	1465.5						
	Stoves		10	-0-	3,140	-0-	-0-	
	Refrigerators		10	-0-	3,938	-0-	-0-	
	<b>Subtotal Acct 1465.5</b>				<b>7,078</b>			
	<b>Grand Total</b>			<b>336,400</b>	<b>386,194</b>			





**Attachment E**

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

PHA Name: <b>Calhoun Housing Authority</b>  (Prepared January 12, 2006)	Grant Type and Number Capital Fund Program Grant No: <b>GA 06 P119 501-04</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no:2)  
 Performance and Evaluation Report for Period Ending: 9/30/2005  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	50000.00	50,000.00	25,000.00	25,000.00
3	1408 Management Improvements				
4	1410 Administration	30,250.00	30,250.00	30,250.00	30,250.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement		-0-		
10	1460 Dwelling Structures	215,551.00	200,094.04	114,212.37	114,212.37
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	23,610.00	39,066.96	23,610.00	23,610.00
13	1475 Nondwelling Equipment	31,000.00	31,000.00		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				

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

PHA Name: <b>Calhoun Housing Authority</b>  (Prepared January 12, 2006)	Grant Type and Number Capital Fund Program Grant No: <b>GA 06 P119 501-04</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no:2)  
 Performance and Evaluation Report for Period Ending: 9/30/2005  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
		<b>350,411.00</b>	<b>350,411.00</b>	<b>193,072.37</b>	<b>193,072.37</b>
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Calhoun Housing Authority- 9/30/2005		Grant Type and Number Capital Fund Program Grant No: GA 06 P119 501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Operations	1406		50,000.00	50,000.00	25,000.00	25,000.00	
	Administration/Salary Adjustment	1410		30,250.00	30,250.00	30,250.00	30,250.00	
	Maint. Truck/Extended Cab	1475	1	31,000.00	31,000.00	0	0	
	Phase I for Administration Building and Maintenance Shop Remod	1470	1	23,610.00	39,066.96	23,610.00	23,610.00	
Project 001 Cologa Homes	Dwelling Structures Start and Complete Heat & Air 1 bedroom 1 ½ tons 2 bedroom 2 tons 3 bedroom 3 tons 4 bedroom 3 ½ tons	1460	44 units	92,150.00	92,150.00	79,018.00	79,018.00	
PHA-WIDE	Remodel Maintenance Building			0	22,944.04			
Project 001 Cologa Homes	Start and Complete Roof Replacement Installing Metal Roofs with/ Drip Edge Replacement Painting vent pipes to match roofs Using 29 gauge metal	1460	44 units and 1 maint bldg	85,000.00	85,000.00	35,194.37	35,194.37	

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

PHA Name: <b>Calhoun Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>GA 06 P119 501-04</b> Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Project 001 Cologa Homes	09/30/05			09/30/06			
Project 002 Wylie McDaniel Homes	09/30/05			09/30/06			
PHA Wide	09/30/05			09/30/06			

## Attachment F

### Housing Authority of the City of Calhoun

#### Agency Plan

**Fiscal Year 04/01/2006 – 03/31/2007**

#### Resident Member on the PHA Governing Board

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

**Mr. Clinton Marshall**

B. How was the resident board member selected: (select one)?

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): **five year term expiring May, 2009**

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? - **NA**

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

B. Date of next term expiration of a governing board member: **June, 2006**

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

**Mayor Jimmy Palmer**

## **Attachment G**

### **Housing Authority of the City of Calhoun**

#### **Agency Plan**

**Fiscal Year 04/01/2006 – 03/31/2007**

### **Required Attachment: Membership of the Resident Advisory Board**

The Housing Authority of the City of Calhoun Resident Advisory Board consists of representatives of the two Resident Associations. As of October 27, 2005 the Resident Advisory Board members are:

#### **Senior Resident Association Representative**

Ms. Lori Bravo

#### **Family Resident Association**

Ms. Regina Winters

# **Attachment H**

## **Housing Authority of the City of Calhoun**

### **Agency Plan**

**Fiscal Year 04/01/2006 – 03/31/2007**

### **Pet Policy Statement**

#### **Purpose:**

The Pet Policy for the Housing Authority of the City of Calhoun, Georgia is designed to allow residents the privilege of owning a pet while also respecting the interests of the Housing Authority. (The only acceptable pets are dogs, cats, birds, and fish.)

#### **Pet Deposit:**

A One Hundred Fifty Dollar (\$150.00) deposit will be required from each family. A \$50.00 deposit will be required of the senior or disable resident who wishes to keep a pet. Only one pet is allowed per apartment. For the purpose of this policy, one cage or aquarium will be considered as one pet for pets quartered in a cage or aquarium.

#### **Pet Maintenance:**

When pets are outside, the tenant or his/her designee must attend them. Pets may not be quartered outside. No doghouses or related pet quarters will be permitted. Pets may not be left chained to posts or structures or allowed left unattended outside. The pet owner is responsible for removing pet waste and disposing of all waste by wrapping it in a paper bag, or other sanitary container and placing it in the container provided by the Calhoun Housing Authority.

A \$10.00 charge will be assessed each pet owner when it becomes necessary for the Housing Authority to remove pet waste. Three (3) violations shall be cause for removal of the pet, or in severe cases termination of the rental contract.

#### **Inoculations:**

A current certificate signed by a registered veterinarian stating that the animal has received all inoculations required by State and local laws shall be kept on file in the pet owner's file folder.

Inoculations shall be updated as prescribed by State and local laws.



Evidence of current inoculations shall be displayed on appropriate tags attached to a pet collar and worn by the pet at all times.

**Density of Pets:**

No pet owner shall own and keep in the apartment more than one pet any larger than 40 lb., or more than one aquarium no larger than 20 gallons, or more than one bird cage on a stand larger than 18' X 18" X 30".

**Nuisance:**

Pets determined to be a nuisance should be removed from the apartment. Pets may be physically removed when:

- a. A pet becomes vicious;
- b. A pet becomes a nuisance
- c. The pet's owner becomes unable and/or unwilling to care for or control the pet.
- d. Federal, State, and Local Leash Law regulations are not met

**Flea Treatment:**

If it becomes necessary for management to treat an apartment for fleas, the pet owner shall bear the cost of such treatment. Repeated flea problems shall be cause for the removal of the pet, termination of the pet, or both.

**Prior Approval:**

Residents who wish to keep a pet must receive prior written approval from the Housing Authority and must complete a rider to the lease agreement. The lease rider will include provisions for caring for the pet in the absence of the resident.

**(Adopted November, 1999, by the Board of Commissioners of the Housing Authority of the City of Calhoun, GA)**

# **Attachment I**

## **Housing Authority of the City of Calhoun**

### **Agency Plan**

**Fiscal Year 04/01/2006 – 03/31/2007**

## **Implementation of Public Housing Resident Community Service Requirements**

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The Housing Authority of the City of Calhoun has taken the following administrative steps to implement the Public Housing Resident Community Service Requirements.

### **Public Housing Dwelling Lease**

Our Public Housing Dwelling Lease has been revised to incorporate the changes to the Admission and Occupancy Requirements in the Public Housing Program final rule that was published on March 29, 2000. Lease termination provisions include “failure to perform required community service or to be exempted therefrom.”

### **Admission and Continued Occupancy Policy**

Our adopted Admissions and Continued Occupancy Policy incorporates the changes to the Admission and Occupancy Requirements in the Public Housing Program final rule that was published on March 29, 2000 and subsequent regulation changes; and includes a detailed description of the Public Housing Resident Community Service Requirements. The following are highlights of the pertinent sections of our policy:

- General: “In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities unless they are exempt from this requirement.
- Exemptions are listed in our policy.
- Notifications: The Housing Authority of the City of Calhoun will identify all adult family members who are apparently not exempt from the community service requirement. The

notification will advise family members that their community service obligation will begin upon admission and/or the effective date of their first annual reexamination on or after October 1, 2003.

- Volunteer Opportunities: The Housing Authority of the City of Calhoun will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.
- The Process: The Housing Authority of the City of Calhoun process includes providing a list of volunteer opportunities, information about suitable volunteer positions, providing a volunteer time sheet, assigning family members to a volunteer coordinator and annually determining whether each applicable family member is in compliance with the community service requirements.
- Notification of Non-compliance: Any family member found in non-compliance will be advised of the determination, that the determination is subject to the grievance procedure; and that unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.
- Opportunity for cure: Family members will be offered the opportunity to comply with any delinquency in community service requirement hours by entering into an agreement. Any applicable members not accepting the terms of the agreement or does not fulfill their obligations under the terms of the agreement is subject to lease termination.
- Prohibition against replacement of agency employees: Our Housing Authority will not substitute community service activities performed by residents for work ordinarily performed by our employees.
- Termination: After October 1, 2003, the Housing Authority of the City of Calhoun will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure.

### **Cooperative Agreement with TANF Agency**

The Housing Authority of the City of Calhoun has a cooperation agreement with our TANF agency, the Department of Family and Children's Services.

### **Program Administration**

The Housing Authority of the City of Calhoun is a small agency and will administer the program.

### **Programmatic Aspects**

The City of Calhoun is a small community in rural Georgia and the types of activities available for residents subject to the community service requirements are limited. As our Admissions and Continued Occupancy Policy states, we will make every effort to coordinate with the City of Calhoun, local schools, hospitals and service agencies in order to develop volunteer opportunities for residents.

# Attachment J

## Housing Authority of the City of Calhoun

### Agency Plan

Fiscal Year 04/01/2006 – 03/31/2007

#### Statement of Progress in Meeting the 5-Year Plan Goals and Objectives Established for FY 2005 – 2009

The following table reflects the progress we have made in achieving our goals and objectives:

<b>GOAL 1: MANAGE THE HOUSING AUTHORITY OF THE CITY OF CALHOUN'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER</b>	
<b>Objective</b>	<b>Progress</b>
HUD shall recognize the Housing Authority as a High Performer for the fiscal year ending March 31, 2005 and each year thereafter.	CHA achieved High Performer status for fiscal year end 3/31/05

<b>GOAL 2: ENHANCE THE MARKETABILITY OF THE HOUSING AUTHORITY OF CALHOUN'S PUBLIC HOUSING UNITS</b>	
<b>Objective</b>	<b>Progress</b>
The Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter free and other actions. This is an on-going objective.	CHA contracted with a local lawn care specialist. Additional lawn services are being performed by this company.

**GOAL 3: PROVIDE A SAFE AND SECURE ENVIRONMENT IN THE HOUSING AUTHORITY OF THE CITY OF CALHOUN'S PUBLIC HOUSING DEVELOPMENTS**

Objective	Progress
The Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency. The purpose of this is to better define and develop strategies for identifying and reducing this problem. This objective will be accomplished by 03/31/06.	A revised memorandum of understanding was sent to the jurisdiction's Police Department. It has not been returned to us yet but we anticipate it will be approved.

**GOAL 4: DELIVER TIMELY AND HIGH QUALITY SERVICE TO THE RESIDENTS OF THE HOUSING AUTHORITY OF THE CITY OF CALHOUN**

Objective	Progress
Maintain or exceed an average response time for routine work orders of two (2) days or better. This is an on-going objective.	CHA is maintaining an average response time of two (2) days.

**GOAL 5: OPERATE THE HOUSING AUTHORITY OF THE CITY OF CALHOUN IN FULL COMPLIANCE WITH ALL EQUAL OPPORTUNITY LAWS AND REGULATIONS**

Objective	Progress
The Housing Authority shall mix its public housing developments as much as possible with respect to ethnicity, race and income. This is an on-going objective.	CHA is monitoring and maintaining this objective.

**GOAL 6: ENHANCE THE IMAGE OF PUBLIC HOUSING**

Objective	Progress
The Housing Authority shall ensure that there are at least three (3) positive stories in the local media about the Housing Authority or one of its residents.	There were three positive stories published during the current fiscal year: <ol style="list-style-type: none"> <li>1. Boys &amp; Girls Club</li> <li>2. Neighborhood Watch</li> <li>3. Graduation Incentive Bonus</li> </ol>

**GOAL 7: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE**

<b>Objective</b>	<b>Progress</b>
The Housing shall implement two (2) new partnerships in order to enhance self-sufficiency services to our residents by March 31, 2006.	The two new partnerships established during the 4/1/05 – 3/31/06 fiscal year are the Women’s Garden Club and the Echata Methodist Church

## **Attachment K**

### **Housing Authority of the City of Calhoun**

#### **Agency Plan**

**Fiscal Year 04/01/2006 – 03/31/2007**

#### **POLICE OFFICERS RESIDING IN PUBLIC HOUSING**

Both HUD regulations and our adopted Admissions and Continued Occupancy Policy allow police officers who would not otherwise be eligible for occupancy in public housing to reside in a public housing dwelling unit. The primary reason for this policy is to increase the security of our public housing residents.

As a condition of living in public housing, the police officer is paying rent equivalent to the cost of operating the public housing unit. In addition, the police officer is responsible for enforcing all Housing Authority public housing rules and regulations as well as the local law and ordinances.

The Housing Authority of the City of Calhoun currently has one police officer is living in public housing under this provision. He lives in the following development:

- GA119-4A; James Keene Homes  
239 Hillhouse Drive

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2006

**Housing Authority of the City of Calhoun, GA**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**



**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of the City of Calhoun, GA  
**PHA Number:** GA119

**PHA Fiscal Year Beginning: (04/2006)**

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

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

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

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

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

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

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

**GOAL: MANAGE THE HOUSING AUTHORITY OF THE CITY OF CALHOUN'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objective:**

1. **HUD shall recognize the Housing Authority as a High Performer for the fiscal year ending March 31, 2005 and each year thereafter.**

**GOAL: ENHANCE THE MARKETABILITY OF THE HOUSING AUTHORITY OF CALHOUN'S PUBLIC HOUSING UNITS**

**Objective:**

1. **The Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter free and other actions. This is an on-going objective.**

**GOAL: PROVIDE A SAFE AND SECURE ENVIRONMENT IN THE HOUSING AUTHORITY OF THE CITY OF CALHOUN'S PUBLIC HOUSING DEVELOPMENTS**

**Objective:**

1. **The Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency. The purpose of this is to better define and develop**

strategies for identifying and reducing this problem. This objective will be accomplished by 03/31/06.

**GOAL: DELIVER TIMELY AND HIGH QUALITY SERVICE TO THE RESIDENTS OF THE HOUSING AUTHORITY OF THE CITY OF CALHOUN**

**Objective:**

1. **Maintain or exceed an average response time for routine work orders of two (2) days or better. This is an on-going objective.**

**GOAL; OPERATE THE HOUSING AUTHORITY OF THE CITY OF CALHOUN IN FULL COMPLIANCE WITH ALL EQUAL OPPORTUNITY LAWS AND REGULATIONS**

**Objective:**

1. **The Housing Authority shall mix its public housing developments as much as possible with respect to ethnicity, race and income. This is an on-going objective.**

**GOAL: ENHANCE THE IMAGE OF PUBLIC HOUSING**

**Objective:**

1. **The Housing Authority shall ensure that there are at least three (3) positive stories in the local media about the Housing Authority or one of its residents.**

**GOAL: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE**

**Objective:**

1. **The Housing Authority shall implement two (2) new partnerships in order to enhance self-sufficiency services to our residents by March 31, 2006.**

**Annual PHA Plan**  
**PHA Fiscal Year 2006**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**  
 **Small Agency (<250 Public Housing Units)**  
 **Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing Authority of the City of Calhoun has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Housing Authority.

**THE MISSION OF THE HOUSING AUTHORITY OF THE CITY OF CALHOUN IS TO PROMOTE ADEQUATE AND AFFORDABLE HOUSING, ECONOMIC OPPORTUNITY AND A SUITABLE LIVING ENVIRONMENT FREE FROM DISCRIMINATION.**

We have also adopted the following goals and objectives for the next five years.

**GOAL: MANAGE THE HOUSING AUTHORITY OF THE CITY OF CALHOUN'S PUBLIC HOUSING PROGRAM IN AN EFFICIENT AND EFFECTIVE MANNER**

**Objective:**

- 1. HUD shall recognize the Housing Authority as a High Performer for the fiscal year ending March 31, 2005 and each year thereafter.**

**GOAL: ENHANCE THE MARKETABILITY OF THE HOUSING AUTHORITY OF CALHOUN'S PUBLIC HOUSING UNITS**

**Objective:**

1. **The Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter free and other actions. This is an on-going objective.**

**GOAL: PROVIDE A SAFE AND SECURE ENVIRONMENT IN THE HOUSING AUTHORITY OF THE CITY OF CALHOUN'S PUBLIC HOUSING DEVELOPMENTS**

**Objective:**

1. **The Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency. The purpose of this is to better define and develop strategies for identifying and reducing this problem. This objective will be accomplished by 03/31/06.**

**GOAL: DELIVER TIMELY AND HIGH QUALITY SERVICE TO THE RESIDENTS OF THE HOUSING AUTHORITY OF THE CITY OF CALHOUN**

**Objective:**

1. **Maintain or exceed an average response time for routine work orders of two (2) days or better. This is an on-going objective.**

**GOAL; OPERATE THE HOUSING AUTHORITY OF THE CITY OF CALHOUN IN FULL COMPLIANCE WITH ALL EQUAL OPPORTUNITY LAWS AND REGULATIONS**

**Objective:**

1. **The Housing Authority shall mix its public housing developments as much as possible with respect to ethnicity, race and income. This is an on-going objective.**

**GOAL: ENHANCE THE IMAGE OF PUBLIC HOUSING**

**Objective:**

1. **The Housing Authority shall ensure that there are at least three (3) positive stories in the local media about the Housing Authority or one of its residents.**

**GOAL: IMPROVE ACCESS OF PUBLIC HOUSING RESIDENTS TO SERVICES THAT SUPPORT ECONOMIC OPPORTUNITY AND QUALITY OF LIFE**

**Objective:**

- 1. The Housing shall implement two (2) new partnerships in order to enhance self-sufficiency services to our residents by March 31, 2006.**

**Summary of Program Changes**

For the ensuing year we made the following changes to our policies and/or programs based on changes in statutes and/or HUD regulations or discretionary changes.

**Public Housing Program**

- We have not raised our Flat Rents in five years. We are conducting an assessment of the local rental market. In the event the rents have to be changed, we will post them for a 30-day resident comment period followed by the adoption by our Board of Commissioners. Residents will be given a minimum 30-day notice prior to their rent being changed.
- We anticipate raising the extermination fee. Residents will be given a minimum 30-day notice prior to the fee being changed.

Our Agency Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Agency Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

In summary, we are on course to improve the condition of affordable housing in the City of Calhoun, Georgia.



### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection

#### **Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	5
ii. Table of Contents	8
1. Housing Needs	12
2. Financial Resources	17
3. Policies on Eligibility, Selection and Admissions	18
4. Rent Determination Policies	31
5. Operations and Management Policies	36
6. Grievance Procedures	37
7. Capital Improvement Needs	38
8. Demolition and Disposition	39
9. Designation of Housing	40
10. Conversions of Public Housing	41
11. Homeownership	42
12. Community Service Programs	44
13. Crime and Safety	47
14. Pets	48
15. Civil Rights Certifications (included with PHA Plan Certifications)	49
16. Audit	49
17. Asset Management	49
18. Other Information	50

#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- Admissions Policy for Deconcentration – **Attachment A: Deconcentration Policy**
- FY 2006 Capital Fund Program Annual Statement - **Attachment B: Capital Fund Program FY 2006 Annual Statement**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart

- Capital Fund Program 5 Year Action Plan – **Attachment C: Capital Fund Program 5-Year Action Plan**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) – **(No Comments Received)**
- Other (List below, providing each attachment name)

**Attachment D: Capital Fund Program FY 2005 P & E Report**

**Attachment E: Capital Fund Program FY 2004 P & E Report**

**Attachment F: Resident Member on the PHA Governing Board**

**Attachment G: Membership of the Resident Advisory Board**

**Attachment H: Pet Policy**

**Attachment I: Implementation of Community Service Requirements**

**Attachment J: Statement of Progress in Meeting Mission, Goals and Objectives**

**Attachment K: Police in Public Housing**

## Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	434	3	3	3	3	3	3
Income >30% but <=50% of AMI	347	3	3	3	3	3	3
Income >50% but <80% of AMI	477	3	3	3	3	3	3
Elderly	279	3	3	3	3	3	3
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

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)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	46		118 units
Extremely low income <=30% AMI	43	94%	
Very low income (>30% but <=50% AMI)	2	4%	
Low income (>50% but <80% AMI)	1	2%	
Families with children	26	54%	
Elderly families	16	33%	
Families with Disabilities	3	6%	
White	36	78%	
Black	7	15%	
Hispanic	5	11%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	19	41%	38 units
2 BR	21	46%	44 units
3 BR	5	11%	28 units
4 BR	1	2%	8 units
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for the elderly



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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints

- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2006 grants)</b>		
a) Public Housing Operating Fund	317,722	
b) Public Housing Capital Fund	386,194	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	0	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0	
<b>3. Public Housing Dwelling Rental Income</b>	316,464	P H Operations
<b>4. Other income (list below)</b>		
Interest on general fund investments	2,000	PH Operation
<b>Misc. charges, fees,</b>	18,000	PH Operation
<b>4. Non-federal sources (list below)</b>		
United Way	3,000	Senior Supportive Serv
<b>Total resources</b>	<b>\$1,043,380</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time) (**two weeks**)

The following extract from our adopted Admissions and Continued Occupancy Policy describes our process for verifying eligibility.

#### **9.3 FAMILIES NEARING THE TOP OF THE WAITING LIST**

When a family appears to be within 2 weeks of being offered a unit, the family will be invited to an interview and the verification process will begin. It is at this point in time that the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Calhoun Housing Authority must notify the family in writing of this determination and give the family the opportunity for an informal review.

Once the preference has been verified, the family will complete a full application, present Social Security number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

The following extract from our adopted Admissions and Continued Occupancy Policy describes our policy regarding non-income screening factors.

### **8.3 SUITABILITY**

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in compliance with the public housing lease. The Calhoun Housing Authority will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Calhoun Housing Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.
- B. The Calhoun Housing Authority will consider objective and reasonable aspects of the family's background, including the following:
  - 1. History of meeting financial obligations, especially rent and any utility payments;
  - 2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could

adversely affect the health, safety, or welfare of other tenants;

3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
4. History of disturbing neighbors or destruction of property;
5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

C. The Calhoun Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Calhoun Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of the head, spouse, co-head, and any other adult family members;
2. A rental history check of all adult family members;
3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Calhoun Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC). This criminal background check will proceed after each adult household member has signed a consent form designed by the Calhoun Housing Authority.

The information received as a result of the criminal background check shall be used solely for screening, lease enforcement and eviction purposes. The information derived from the criminal background check shall be shared only with employees of the Calhoun Housing Authority who have a job-related need to have

access to the information. The information shall be maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose(s) for which it was requested has been accomplished and the period for filing a challenge to the Calhoun Housing Authority's action has expired without a challenge or final disposition of any litigation has occurred;

4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and
5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No household with an individual registered under a State sex offender registration will be admitted to public housing. The Calhoun Housing Authority will check with our State registry and if the applicant has resided in another State(s), with that State(s)'s list.

If an applicant is about to be denied housing based on either the criminal check or the sex offender registration program, the applicant will be informed of this fact and given an opportunity to dispute the accuracy of the information before the denial or eviction occurs.

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

## **(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

- PHA main administrative office

- PHA development site management office
- Other (list below)

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

**Not Applicable. The Housing Authority of the City of Calhoun does not plan to operate site-based waiting lists in the coming year.**

1. How many site-based waiting lists will the PHA operate in the coming year? None
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

- One (without good cause)
- Two (with good cause)
- Three or More

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

**9.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST**

The Calhoun Housing Authority will not remove an applicant's name from the waiting list unless:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program;
- C. The applicant does not meet either the eligibility or suitability criteria for the program; or
- D. The applicant is housed.

Applicants will be offered the right to an informal review before being removed from the waiting list.

**9.6 MISSED APPOINTMENTS**

All applicants who fail to keep a scheduled appointment with the Calhoun Housing Authority will be sent a notice of termination of the process for eligibility.

The Calhoun Housing Authority will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Calhoun Housing Authority will work closely with the family to find a more suitable time.

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)



- Resident choice: (state circumstances below)  
 Other: (list below)

The following extract from our adopted Admissions and Continued Occupancy Policy describes our policy regarding transfers.

## **16.0 Unit Transfers**

### **16.1 OBJECTIVES OF THE TRANSFER POLICY**

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by ensuring that each family occupies the appropriate size unit.
- C. To facilitate a relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families with inadequate housing accommodations.
- E. To provide an incentive for families to assist in meeting the Calhoun Housing Authority's deconcentration goal, if appropriate.
- F. To eliminate vacancy loss and other expenses due to unnecessary transfers.

### **16.2 CATEGORIES OF TRANSFERS**

Category A: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

Category B: Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization, revitalization, disposition or demolition work to proceed.

Category C: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain Calhoun Housing Authority occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-

emergency but medically advisable transfers, and other transfers approved by the Calhoun Housing Authority when a transfer is the only or best way of solving a serious problem.

### 16.3 DOCUMENTATION

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

### 16.4 INCENTIVE TRANSFERS

Transfer requests will be encouraged and approved for families who live in a development where their income category (below or above 30% of area median) predominates and wish to move to a development where their income category does not predominate.

#### c. Preferences

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

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

#### Former Federal preferences:

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

#### Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

X Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 3 Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials

Other source (list)

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

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

### **(6) Deconcentration and Income Mixing**

**Per PIH 2001-4 and other HUD guidance, the following questions replace the former ones in the Agency Plan template. Rather than adding this as an additional attachment, Calhoun Housing Authority has deleted the former questions from the template and inserted the following questions from the HUD website)**

#### **Component 3, (6) Deconcentration and Income Mixing**

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

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
GA 119-1	44	See Below	
GA 119-3B	24	See Below	

**The Housing Authority has five (5) general occupancy developments covered by the deconcentration rule. The Authority did an analysis of incomes on these five developments. As a result, two of these general occupancy developments are outside of the Established Income Range (EIR) of 85% to 115%. However, per HUD guidance, (August 15, 2001**

Proposed Rule and Public Housing Agency Plan Desk Guide dated September 2001), these developments are not considered as having incomes outside the EIR because the average incomes if both developments is and will remain below 30% of the Area Median Income.

Therefore, based on current HUD guidelines, all of the public housing developments owned and operated by the Housing Authority of the City of Calhoun are currently exempt from the deconcentration and income mixing requirements.

*The required Deconcentration Analysis is a Supporting Document to the Annual Plan.*

## **B. Section 8**

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

**Not Applicable. The Housing Authority of the City of Calhoun does not administer any Section 8 programs.**

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of



adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads  
 For other family members  
 For transportation expenses

- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option

- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

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

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
  - Survey of rents listed in local newspaper
  - Survey of similar unassisted units in the neighborhood
  - Other (list/describe below)

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

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

**Not Applicable. The Housing Authority of the City of Calhoun does not operate any Section 8 programs.**

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**Not Applicable. The Housing Authority of the City of Calhoun is a high performing agency and is not required to complete this section.**

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

### C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
  
- (2) Section 8 Management: (list below)

### 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

**Not Applicable. The Housing Authority of the City of Calhoun is a high performing agency and is not required to complete this section.**

#### A. Public Housing

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
  - PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

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

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

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

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

#### **Attachment B: Capital Fund Program FY 2006 Annual Statement**

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:



1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

**Designation of Public Housing Activity Description**

1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
--

1a. Development name:
-----------------------

1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or

plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

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

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the

PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

**Not Applicable. The Housing Authority of the City of Calhoun is a high performing agency and is not required to complete this section.**

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?  
If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)


**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**See Attachment I: Implementation of Community Service Requirements**

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**Not Applicable. The Housing Authority of the City of Calhoun is a high performing agency and is not required to complete this section.**

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

#### **B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)



- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

**Not Applicable.**

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

See Attachment H: Pet Policy Statement

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

**Not Applicable. The Housing Authority of the City of Calhoun is a high performing agency and is not required to complete this section.**

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

#### **See Attachment F: Resident on the Board of Commissioners**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

#### 3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

### C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **(State of Georgia)**

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - The Housing Authority will continue to maintain and renovate its public housing units.
  - The Housing Authority will continue to provide accessible housing in its public housing program to persons with disabilities.
  - The Housing Authority will continue to market its public housing program to make families and individuals aware of the availability of decent, safe, sanitary and affordable housing in the City of Calhoun.
- Other: (list below)

The Housing Authority Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to:

- a. Provide improved living conditions for very low and low- income families while maintaining their rent payments at an affordable level.
  - b. To operate a socially and financially sound agency that provides violence and drug-free housing with a suitable living environment for residents.
  - c. To deny admission of applicants, or the continued occupancy of residents, whose habits and practices adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees.
  - d. To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal fair housing laws and regulations so that the admission and continued occupancy policies are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

### **Executive Summary**

The Consolidated Plan Executive Summary reports that the housing and community development needs of Georgians are, among other things:

- Regardless of tenure, income or household size, the most common problem affecting all households is cost burden.
- Cost burden is the most significant problem affecting both elderly and small family households. Overcrowding is the most significant concern of this household type.
- Insufficient income is the single largest barrier to affordable housing.
- Low and moderate income households are at high-risk of exposure to lead-based paint hazards such as chipping or peeling paint and dust.

### **The Housing and Community Development Strategic Plan**

The State anticipates providing assistance to put extremely low, low and moderate income households in affordable housing free of overcrowded, structurally substandard conditions, with supportive services where appropriate for populations with special need.

Direct Benefit Priorities:

- To increase the number of Georgia's low and moderate income households who have obtained affordable, rental housing free of overcrowded and structurally substandard conditions.
- To increase the number of Georgia's low and moderate income households who have achieved and are maintaining homeownership free of overcrowded and structurally substandard conditions.

Strategic Plan Five-Year Objectives

- Rehabilitate or construct affordable rental units
- Provide rental assistance for very low and low income households
- Assist households to achieve or maintain homeownership in housing free of overcrowded and structurally substandard conditions.
- Assist organizations annually to provide housing and supportive services to the homeless.
- Assist organizations annually to provide housing and supportive services to Georgia's Special Need populations.

Public Housing Authorities

The Consolidated Plan Executive Summary provides the following comments relating to Public Housing Authorities in Georgia.

Public Housing Authorities implement a large portion of Georgia's housing assistance effort. Local governments have created 202 PHAs, providing public housing. Seventeen PHAs offer Section 8 rental subsidies. PHAs utilize funds from public housing rent receipts, federal subsidies from HUD, and proceeds from bond issues for some development costs.

Over 108,000 residents live in the 55,834 units of local public housing available across Georgia.

No public housing authorities are operated by the State. Therefore, the State has not developed a plan to encourage public housing residents to become more involved in the

public housing management or to become owners of their units. However, the State encourages individual PHAs to develop such a plan with residents. The State also continues to encourage within its programs the transition of public housing residents into private housing living situations.

Among the Federal resources available to Georgia (Part VI, Section C) include Section 8 Rental Certificates and Vouchers to address affordable housing needs; HOPE I (Public Housing Homeownership) to address homeownership needs; and for Public Housing, the Comprehensive Grant Program and Public Housing Development funds.

### State's Housing Priorities and Objectives

This section outlines activities by priority and objective. While the activities, priorities and objectives do not directly relate to the public housing program, the activities do include the Section 8 program. Again while none of the activities tap public housing funds, the activities do parallel the goals and objectives of the Housing Authority of the City of Calhoun. The Priorities and Objectives are listed as follows:

Priority:        to increase the number of Georgia's low and moderate income households who have obtained affordable, rental housing which is free of overcrowded and structurally substandard conditions.

(This objective refers specifically to the Section 8 Rental Assistance Program which is administered by the Georgia Department of Community Affairs.)

Priority:        To increase the number of Georgia's low and moderate income households who have achieved and are maintaining homeownership in housing free of overcrowded and structurally substandard conditions.

Priority:        To increase the access of Georgia's homeless to a continuum of housing and supportive services which address their housing, economic, health and social needs:

Priority:        To increase the access of Georgia's Special Need populations to a continuum of housing and supportive services which address their housing, economic health and social needs.

(This objective includes as an activity the implementation of Georgia's Section 8 Rental Assistance Program and it refers specifically to the Georgia Department of Community Affairs continuing to administer the program in Georgia's 149 counties.)

**In summary, the Housing Authority of the City of Calhoun's Agency Plan goals, objectives, policies, and programs are consistent with the Consolidated Plan for the**

## State of Georgia.

### D. Other Information Required by HUD

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

**The final Agency Plan Rule contains a requirement in 24 CFR 903.7® that agency plans contain a locally derived definition of “substantial deviation” and “significant amendment or modification.”**

**The Housing Authority of the City of Calhoun has adopted a definition of substantial deviation and significant amendment or modification:**

“Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Housing Authority of the City of Calhoun that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.”

The following actions are defined as substantial deviation and significant amendment or 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 Housing 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 Housing Authority. This includes the following:

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items over \$25,000 (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 Program.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.



An exception to the above definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant amendments by HUD.

## **Attachments**

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

Capital Fund Tables

**Not Applicable – All Attachments are listed in the Table of Contents**



**Calhoun Housing Authority  
2006 Agency Plan**

HUD Template.....Tab 1

Attachment A.....Tab 2

Attachment B.....Tab 3

Attachment C.....Tab 4

Attachment D.....Tab 5

Attachment E.....Tab 6

Attachment F.....Tab 7

Attachment G.....Tab 8

Attachment H.....Tab 9

Attachment I.....Tab 10

Attachment J.....Tab 11

Attachment K.....Tab 12

Deconcentration.....Tab 13