

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: Conyers Housing Authority PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/2009 PHA Code: GA 184				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 290 Number of HCV units: 0				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
					PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. Note: See Attachment ga184a01 for information concerning Section 5.0 through 10.0				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i>				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.				
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.				
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.				
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.				

9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <ul style="list-style-type: none"> (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

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

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

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

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

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

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

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

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

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

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

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

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

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

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

CONYERS HOUSING AUTHORITY
FY2009 AGENCY PLAN INFORMATION

SECTION 5.0 THROUGH 10.0

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5.0 Five-Year Plan

5.1 Mission Statement

“The Conyers Housing Authority is committed to achieving excellence in the provision of decent, safe, and affordable housing, while promoting self-sufficiency, upward mobility, and homeownership opportunities for its residents.”

5.2 Goals and Objectives

Goal: Improve the quality of assisted housing

Objectives:

- Increase customer satisfaction:
- Renovate or modernize public housing units:
- Regain status as a High Performer in the Public Housing Assessment System (PHAS).

Goal: Increase assisted housing choices

Objectives:

- Implement public housing or other homeownership programs:

Goal: Provide an improved living environment

Objectives:

- Implement public housing security improvements:

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.

Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Continue to follow Federal Regulations pertaining to the admissions and continued occupancy of public housing.

6.0 PHA Plan Update

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

The Financial Resources and Fiscal Audit have been revised since the submission of the FY2008 Agency Plan

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

The FY2009 Agency Plan will be available for review during the 45-day Public Hearing Notice period at the Conyers Housing Authority's Main Office which is located at 1214 Summer Circle in Conyers, Georgia.

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

Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) The Housing Authority verifies the prospective tenant at the time of application submittal and then re-verifies eligibility approximately a week before offering a unit.

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

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

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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)

Assignment

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

- One
- Two
- Three or More

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

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)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)?

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.

3 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- 1 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
 2 Veterans and veterans’ families
 2 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

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)

Deconcentration and Income Mixing

a. Yes No: Did the PHA’s analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
If selected, list targeted developments below:

- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

- Employing new admission preferences at targeted developments
If selected, list targeted developments below:

- Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

2. Financial Resources

The table below lists the Conyers Housing Authority's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Authority, as well as tenant rents and other income available to support public housing in Fiscal Year 2009. The Capital Fund amounts for FY2007 and FY2008 are unobligated amounts as of 12/31/2008.

Funding Source	Amount	Use
FY2009 PH Operating Fund	\$410,000	Operations
FY2009 Capital Fund Program	\$452,724	Modernization
FY2008 Capital Fund Program	\$285,000	Modernization
FY2007 Capital Fund Program	\$150,000	Modernization
Dwelling Rent	\$880,000	Operations
Excess Utilities	\$21,650	Utilities
Interest	\$62,705	Operations
Other Income	\$6,000	Operations
Total	\$2,268,079	

3. Rent Determination

(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).

---or---

- The PHA employs discretionary policies for determining income based rent

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?

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?

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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

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

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

Other (list below)

- The loss or addition of a wage earner
- The loss or addition of an income source

- 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.)

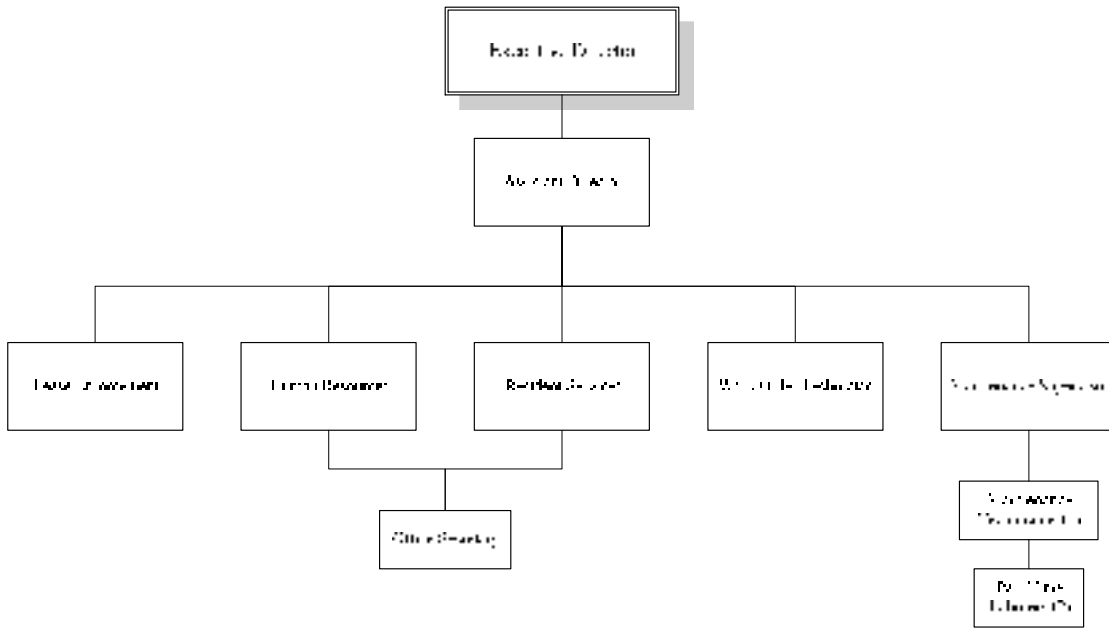
- The section 8 rent reasonableness study of comparable housing
 Survey of rents listed in local newspaper
 Survey of similar unassisted units in the neighborhood
 Other (list/describe below)

4. Operation and Management

A. PHA Management Structure

An organizational chart showing the Housing Authority’s management structure and organization is included below.

CONYERS HOUSING AUTHORITY



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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	290	56
Section 8 Vouchers	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other	N/A	N/A

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)

Admissions and Continued Occupancy Policy
Dwelling Lease Grievance Procedure
Pet Policy Personnel Policy
Community Service Policy
Maintenance Policy Procurement Policy

(2) Section 8 Management: (list below)

N/A

5. Grievance Procedures

The Grievance Policy is available for review at the Authority's main office and will be attached to the Agency Plan (ga184g01).

6. Designated Housing for Elderly and Disabled Families

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

7. Community Service and Self-Sufficiency

The Housing Authority has implemented a Community Service Policy in compliance with HUD rules and regulations. The Community Service Policy is included with Attachment ga184g01.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA 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?

Services and Programs				
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)
<i>Wellness Program</i>	<i>25</i>	<i>Seniors</i>	<i>PHA Main Office</i>	<i>PH</i>

C. Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2009 Estimate)	Actual Number of Participants (As of: 12/31/08)
Public Housing	N/A	N/A
Section 8	N/A	N/A

- 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:

8. Safety and Crime Prevention

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

- 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 used 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)

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

GA184-5

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)

GA184-5

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)

GA184-5

9. Pets

The purpose of the Pet Policy is to establish the PHA's policy and procedures for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

Nothing in the policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

Pet rules will not be applied to animals who assist persons with disabilities.

All pets must be approved in advance by the PHA management.

Pets must be registered with the PHA before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

The policy states which type of pets and how many of each a resident is allowed to keep in their residence.

The Authority has designated some areas in which no pets are allowed.

Tenants with animals must pay a pet deposit.

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

Residents can be charged for pet waste removal.

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of eight (8) hours.

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

The PHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

The PHA may enter and inspect the unit only if a written complaint is received alleging that the conduct or condition of the pet in the unit constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

If the resident/pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

The PHA will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

10. Civil Rights

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

11. Fiscal Audit

The Fiscal Audit for the year ended June 30, 2007 will be on display with the Agency Plan (See Attachment ga184h01). The audit for the year ended June 30, 2008 is in the process of being completed.

12. Asset Management

The Conyers Housing Authority has less than 450 public housing units and is not required to convert to Asset Management. The Authority continues to assess its housing stock on an on-going basis to determine what developments need improvement. Also, the Authority continually assesses its operations for areas of improvement.

13. Violence Against Women Act

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

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

Also, the Authority will not terminate the assistance to a victim of domestic violence, dating violence, or stalking based solely on an incident or threat of such activity. The Authority still retains the right to terminate assistance for other criminal activity or good cause.

All information provided by an applicant or tenant regarding VAWA will be held in strict confidence and will not be shared with any other parties, unless required by law.

The Housing Authority has implemented an admissions preference for victims of domestic violence. The admissions preference allows applicants who are eligible to move to the top of the waiting list.

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

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

(a) Hope VI or Mixed Finance Modernization or Development

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:

(b) Demolition and/or Disposition

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?

(c) Conversion of Public Housing

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?

(d) Homeownership

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).

(e) Project-Based Vouchers

The Conyers Housing Authority does not operate a Tenant-Based Section 8 Program. Therefore, this section of the Agency Plan is not applicable.

8.0 Capital Improvements

8.1 Capital Fund Annual Statement/Performance and Evaluation Report

See attachments:

ga184b01 – FY2009 CFP Annual Statement
ga184d01 – FY2008 CFP Performance and Evaluation Report
ga184e01 – FY2007 CFP Performance and Evaluation Report
ga184f01 – FY2006 CFP Performance and Evaluation Report

8.2 Capital Fund Program Five-Year Plan

See attachment:

ga184c01 – FY2009-2013 CFP Five-Year Plan

8.3 Capital Fund Financing Program (CFFP)

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

9.0 Housing Needs

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							
<i>Family Type</i>	<i>Overall</i>	<i>Afford- ability</i>	<i>Supply</i>	<i>Quality</i>	<i>Access- ibility</i>	<i>Size</i>	<i>Loca- tion</i>
Income <= 30% of AMI	399	5	5	5	3	4	4
Income >30% but <=50% of AMI	342	4	4	4	3	4	4
Income >50% but <80% of AMI	219	3	3	3	3	4	4
Elderly	103	3	3	3	4	2	3
Families with Disabilities	240	3	3	3	5	2	3
White	433	3	3	3	3	3	3
Black	439	3	3	3	3	3	3
Hispanic	130	3	3	3	3	3	3

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

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

9.1 Strategy for Addressing Housing Needs

Need: Shortage of affordable housing for all eligible populations

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

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

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

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

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

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

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

- Employ admissions preferences aimed at families who are working

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

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

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

Strategy 1: Conduct activities to affirmatively further fair housing

- Continue to follow Federal Regulations on the admissions and continued occupancy of public housing.

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

Reasons for Selecting Strategies

- Funding constraints
- Staffing constraints
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Results of consultation with residents and the Resident Advisory Board

10.0 Additional Information

(a) Progress in Meeting Goals and Objectives

The Authority is continually making efforts to improve the physical appearance of the units and grounds through the use of the Capital Fund Program. The work items that are planned to be addressed are listed in the Capital Fund Program Five-Year Plan for 2009 -2013. It included as an attachment to the Agency Plan.

Housing Authority staff has attended various training programs throughout the year. The Staff is always encouraged to attend training when possible.

The Authority has held Resident Advisory Board meetings throughout the year to get feedback from residents.

The Authority has installed video surveillance systems at various sites to help deter crime and improve safety.

The Authority continually follows HUD regulations for the admissions and occupancy to the Public Housing Program.

(b) Significant Amendment and Substantial Deviation/Modification

Substantial Deviation from the 5-year Plan:

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

Significant Amendment or Modification to the Annual Plan:

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

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items over \$50,000(items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

(c) Memorandum of Agreement

The Housing Authority has entered into a Memorandum of Agreement (MOA) with the U. S. Department of Housing and Urban Development. A plan to address all items listed in the MOA has been developed. The complete MOA is available for review at the Housing Authority’s main office.

Part I: Summary						
PHA Name: Conyers Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P18450109 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2009 FFY of Grant Approval: 2009	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) ³	\$38,724.00				
3	1408 Management Improvements	\$89,500.00				
4	1410 Administration (may not exceed 10% of line 21)	\$35,000.00				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$5,000.00				
8	1440 Site Acquisition					
9	1450 Site Improvement	\$55,000.00				
10	1460 Dwelling Structures	\$192,000.00				
11	1465.1 Dwelling Equipment - Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	\$37,500.00				
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities ⁴					
18a	1501 Collateralization or Debt Service paid by the PHA					
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of line 2- 19)	\$452,724.00				
21	Amount of Line 20 Related to LBP Activities					
22	Amount of Line 20 Related to Section 504 Activities					
23	Amount of Line 20 Related to Security - Soft Costs					
24	Amount of Line 20 Related to Security - Hard Costs					
25	Amount of Line 20 Related to Energy Conservation Measures					

Part I: Summary					
PHA Name: Conyers Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P18450109 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2009 FFY of Grant Approval: 2009
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
	Signature of Executive Director	Date		Signature of Public Housing Director	Date

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

Part II: Supporting Pages								
PHA Name: Conyers Housing Authority			Grant Type and Number Capital Fund Program Grant No: GA06P18450109 CFFP (Yes/No): N Replacement Housing Factor Grant No:			Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	<u>Operations</u>							
PHA-Wide	Operations	1406	LS	\$38,724.00				
	Subtotal 1406			\$38,724.00				
	<u>Management Improvements</u>							
PHA-Wide	Equipment for computer lab	1408	LS	\$2,500.00				
PHA-Wide	Resident Services Coordinator	1408	LS	\$50,000.00				
PHA-Wide	Planning, Consulting, and Other Professional Services	1408	LS	\$10,000.00				
PHA-Wide	Install video surveillance equipment at each site (Phase 2)	1408	LS	\$27,000.00				
	Subtotal 1408			\$89,500.00				
	<u>Administration</u>							
PHA-Wide	Mod. Secretary Salary and Benefits	1410	LS	\$33,000.00				
PHA-Wide	Sundry costs	1410	LS	\$2,000.00				
	Subtotal 1410			\$35,000.00				

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

² To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Conyers Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P18450109 CFFP (Yes/No): N Replacement Housing Factor Grant No:				Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	<u>Fees and Costs</u>							
PHA-Wide	Capital Fund Accounting Fees	1430	LS	\$2,000.00				
PHA-Wide	Agency Plan Fees	1430	LS	\$3,000.00				
	Subtotal 1430			\$5,000.00				
	<u>Site Improvements</u>							
PHA-Wide	General landscaping	1450	LS	\$15,000.00				
GA184-6	Install new playground equipment	1450	LS	\$40,000.00				
	Subtotal 1450			\$55,000.00				
	<u>Dwelling Structures</u>							
PHA-Wide	Gutter Replacement (Phase 1)	1460	40 bldgs.	\$40,000.00				
GA184-001	Kitchen modernization (Phase 2)	1460	15 units	\$40,000.00				
GA184-001	Bathroom modernization (Phase 2)	1460	15 units	\$36,000.00				
GA184-003	Kitchen modernization (Phase 2)	1460	15 units	\$40,000.00				
GA184-003	Bathroom modernization (Phase 2)	1460	15 units	\$36,000.00				
	Subtotal 1460			\$192,000.00				

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

² To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Conyers Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P18450109 CFFP (Yes/No): N Replacement Housing Factor Grant No:				Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Non-Dwelling Equipment							
PHA-Wide	Replace maintenance vehicle	1475	1	\$25,000.00				
PHA-Wide	Upgrade computer/office equipment	1475	LS	\$2,500.00				
PHA-Wide	Purchase miscellaneous maintenance tools and equipment	1475	LS	\$10,000.00				
	Subtotal 1475			\$37,500.00				
	CFP Total			\$452,724.00				

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

² To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Conyers Housing Authority					Federal FFY of Grant: 2009
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

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

Part I: Summary						
PHA Name/Number: Conyers, GA/GA184		Locality (Conyers/Rockdale Co., Georgia)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010	Work Statement for Year 3 FFY 2011	Work Statement for Year 4 FFY 2012	Work Statement for Year 5 FFY 2013
B.	Physical Improvements Subtotal	Annual Statement	\$300,000.00	\$295,000.00	\$274,000.00	\$296,500.00
C.	Management Improvements		\$60,000.00	\$60,000.00	\$57,500.00	\$57,500.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$36,500.00	\$36,500.00	\$60,000.00	\$37,500.00
E.	Administration		\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00
F.	Other		\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00
G.	Operations		\$15,724.00	\$20,724.00	\$20,724.00	\$20,724.00
H.	Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00
J.	Capital Fund Financing – Debt Service		\$0.00	\$0.00	\$0.00	\$0.00
K.	Total CFP Funds		\$452,724.00	\$452,724.00	\$452,724.00	\$452,724.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$452,724.00	\$452,724.00	\$452,724.00	\$452,724.00

Capital Fund Program—Five-Year Action Plan

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

Part I: Summary (Continuation)						
PHA Name/Number: Conyers, GA/GA184		Locality (Conyers/Rockdale Co./Georgia)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010	Work Statement for Year 3 FFY 2011	Work Statement for Year 4 FFY 2012	Work Statement for Year 5 FFY 2013
	PHA-Wide	Annual Statement	\$228,724.00	\$452,724.00	\$452,724.00	\$452,724.00
	GA184-001		\$0.00	\$0.00	\$0.00	\$0.00
	GA184-002		\$132,000.00	\$0.00	\$0.00	\$0.00
	GA184-003		\$0.00	\$0.00	\$0.00	\$0.00
	GA184-004		\$0.00	\$0.00	\$0.00	\$0.00
	GA184-005		\$92,000.00	\$0.00	\$0.00	\$0.00
	GA184-006		\$0.00	\$0.00	\$0.00	\$0.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010			Work Statement for Year 3 FFY 2011		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<u>Operations/PHA-Wide</u>			<u>Operations/PHA-Wide</u>		
	Interior cycle painting	7 units	\$15,724.00	Interior cycle painting	9 units	\$20,724.00
	Subtotal 1406		\$15,724.00	Subtotal 1406		\$20,724.00
See						
Annual Statement	<u>Management Improvements/PHA-Wide</u>			<u>Management Improvements/PHA-Wide</u>		
	Resident Services Coordinator (Salary and Benefits)	1	\$50,000.00	Resident Services Coordinator (Salary and Benefits)	1	\$50,000.00
	Planning, Consulting, and Other Professional Services	LS	\$10,000.00	Planning, Consulting, and Other Professional Services	LS	\$10,000.00
	Subtotal 1408		\$60,000.00	Subtotal 1408		\$60,000.00
	<u>Administration/PHA-Wide</u>			<u>Administration/PHA-Wide</u>		
	Mod. Secretary Salary and Benefits	LS	\$33,000.00	Mod. Secretary Salary and Benefits	LS	\$33,000.00
	Sundry Costs	LS	\$2,000.00	Sundry Costs	LS	\$2,000.00
	Subtotal 1410		\$35,000.00	Subtotal 1410		\$35,000.00
	<u>Fees and Costs/PHA-Wide</u>			<u>Fees and Costs/PHA-Wide</u>		
	Capital Fund Accounting Fees	LS	\$2,000.00	Capital Fund Accounting Fees	LS	\$2,000.00
	Agency Plan Fees	LS	\$3,500.00	Agency Plan Fees	LS	\$3,500.00
	Subtotal 1430		\$5,500.00	Subtotal 1430		\$5,500.00
	<u>Site Improvements</u>			<u>Site Improvements</u>		
	General site improvements including landscaping and sidewalk repair – PHA-Wide	LS	\$15,000.00	General site improvements including landscaping and sidewalk repair – PHA-Wide	LS	\$20,000.00
	Install new playground at GA184-002	LS	\$40,000.00	Install security lighting/PHA-Wide	LS	\$18,000.00
	Subtotal 1450		\$55,000.00	Subtotal 1450		\$38,000.00
	Subtotal of Estimated Cost		See Next Page	Subtotal of Estimated Cost		See Next Page

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2009	Work Statement for Year 4 FFY 2012			Work Statement for Year 5 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<u>Operations/PHA-Wide</u>			<u>Operations/PHA-Wide</u>		
	Interior cycle painting	9 units	\$20,724.00	Interior cycle painting	9 units	\$20,724.00
	Subtotal 1406		\$20,724.00	Subtotal 1406		\$20,724.00
See						
Annual Statement	<u>Management Improvements/PHA-Wide</u>			<u>Management Improvements/PHA-Wide</u>		
	Resident Services Coordinator (Salary and Benefits)	1	\$50,000.00	Resident Services Coordinator (Salary and Benefits)	1	\$50,000.00
	Planning, Consulting, and Other Professional Services	LS	\$7,500.00	Planning, Consulting, and Other Professional Services	LS	\$7,500.00
	Subtotal 1408		\$57,500.00	Subtotal 1408		\$57,500.00
	<u>Administration/PHA-Wide</u>			<u>Administration/PHA-Wide</u>		
	Mod. Secretary Salary and Benefits	LS	\$33,000.00	Mod. Secretary Salary and Benefits	LS	\$33,000.00
	Sundry Costs	LS	\$2,000.00	Sundry Costs	LS	\$2,000.00
	Subtotal 1410		\$35,000.00	Subtotal 1410		\$35,000.00
	<u>Fees and Costs/PHA-Wide</u>			<u>Fees and Costs/PHA-Wide</u>		
	Capital Fund Accounting Fees	LS	\$2,000.00	Capital Fund Accounting Fees	LS	\$2,000.00
	Agency Plan Fees	LS	\$3,500.00	Agency Plan Fees	LS	\$3,500.00
	Subtotal 1430		\$5,500.00	Subtotal 1430		\$5,500.00
	<u>Site Improvements</u>			<u>Site Improvements</u>		
	General site improvements including landscaping and sidewalk repair – PHA-Wide	LS	\$20,000.00	General site improvements including landscaping and sidewalk repair – PHA-Wide	LS	\$20,000.00
	Subtotal 1450		\$20,000.00	Subtotal 1450		\$20,000.00
	Subtotal of Estimated Cost		See Next Page	Subtotal of Estimated Cost		See Next Page

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2009	Work Statement for Year 4 FFY 2012			Work Statement for Year 5 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<u>Dwelling Structures</u>			<u>Dwelling Structures</u>		
	Gutter replacement/PHA-Wide (Phase 4)	40 bldgs.	\$35,000.00	Gutter replacement/PHA-Wide (Phase 5)	40 bldgs.	\$35,000.00
	Install new HVAC systems/PHA-Wide	50 units	\$184,000.00	Install tankless water heaters/PHA-Wide	150 units	\$184,000.00
See	Subtotal 1460		\$219,000.00	Subtotal 1460		\$219,000.00
Annual Statement	<u>Dwelling Equipment</u>			<u>Dwelling Equipment</u>		
	Install energy efficient refrigerators	35 each	\$20,000.00	Install energy efficient refrigerators	50 each	\$32,800.00
	Install energy efficient ranges	35 each	\$15,000.00	Install energy efficient ranges	50 each	\$24,700.00
	Subtotal 1465.1		\$35,000.00	Subtotal 1465.1		\$57,500.00
	<u>Non-Dwelling Equipment</u>			<u>Non-Dwelling Equipment</u>		
	Replace lawn mower	1	\$23,500.00	Replace maintenance vehicle/PHA-Wide	1	\$25,000.00
	Replace maintenance vehicle/PHA-Wide	1	\$25,000.00	Purchase maintenance tools/PHA-Wide	LS	\$10,000.00
	Purchase maintenance tools/PHA-Wide	LS	\$9,000.00	Purchase computer equipment/PHA-Wide	LS	\$2,500.00
	Purchase computer equipment/PHA-Wide	LS	\$2,500.00	Subtotal 1475		\$37,500.00
	Subtotal 1475		\$60,000.00			
	Subtotal of Estimated Cost		\$452,724.00	Subtotal of Estimated Cost		\$452,724.00

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the City of Conyers	Grant Type and Number Capital Fund Program Grant No: GA06P18450108 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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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	\$21,788.00		\$768.28	\$768.28
3	1408 Management Improvements	\$65,000.00		\$0.00	\$0.00
4	1410 Administration	\$37,000.00		\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$5,000.00		\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$20,000.00		\$850.00	\$850.00
10	1460 Dwelling Structures	\$161,436.00		\$39,224.59	\$39,224.59
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$142,500.00		\$124,587.48	\$124,587.48
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 1-19)	\$452,724.00		\$165,430.35	\$165,430.35
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 compliance				
23	Amount of line 20 Related to Security –Soft Costs				
24	Amount of Line 20 related to Security-- Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
26	Collateralization Expenses or Debt Service				

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

PHA Name: Housing Authority of the City of Conyers		Grant Type and Number Capital Fund Program Grant No: GA06P18450108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008			
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	Obligated	Expended	
	<u>Operations</u>								
PHA-Wide	Interior cycle painting		1406	7 units	\$20,000.00		\$768.28	\$768.28	
	Subtotal 1406				\$20,000.00		\$768.28	\$768.28	
	<u>Management Improvements</u>								
PHA-Wide	Resident Training and Drug Elimination		1408	LS	\$5,000.00		\$0.00	\$0.00	
PHA-Wide	Resident Services Coordinator		1408	LS	\$50,000.00		\$0.00	\$0.00	
PHA-Wide	Planning, Consulting, and Other Professional Services		1408	LS	\$10,000.00		\$0.00	\$0.00	
	Subtotal 1408				\$65,000.00		\$0.00	\$0.00	
	<u>Administration</u>								
PHA-Wide	Mod. Secretary Salary and Benefits		1410	LS	\$33,000.00		\$0.00	\$0.00	
PHA-Wide	Sundry Costs		1410	LS	\$4,000.00		\$0.00	\$0.00	
	Subtotal 1410				\$37,000.00		\$0.00	\$0.00	
	<u>Fees and Cost</u>								
PHA-Wide	Capital Fund Accounting Fees		1430	LS	\$2,000.00		\$0.00	\$0.00	
PHA-Wide	Agency Plan Fees		1430	LS	\$3,000.00		\$0.00	\$0.00	
	Subtotal 1430				\$5,000.00		\$0.00	\$0.00	
	<u>Site Improvements</u>								
PHA-Wide	General landscaping		1450	LS	\$20,000.00		\$850.00	\$850.00	
	Subtotal 1450				\$20,000.00		\$850.00	\$850.00	

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

PHA Name: Housing Authority of the City of Conyers		Grant Type and Number Capital Fund Program Grant No: GA06P18450108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008			
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	Obligated	Expended	
	<u>Dwelling Structures</u>								
GA184-1	Kitchen Modernization (Phase 1)		1460	15	\$44,218.00		\$0.00	\$0.00	
GA184-1	Bathroom Modernization (Phase 1)		1460	15	\$36,500.00		\$0.00	\$0.00	
GA184-3	Kitchen Modernization (Phase 1)		1460	15	\$44,218.00		\$0.00	\$0.00	
GA184-3	Bathroom Modernization (Phase 1)		1460	15	\$36,500.00		\$0.00	\$0.00	
	Subtotal 1460				\$161,436.00		\$39,224.59	\$39,224.59	
	<u>Non-Dwelling Equipment</u>								
PHA-Wide	Install video surveillance system at each site		1475	LS	\$100,000.00		\$0.00	\$0.00	
PHA-Wide	Replace maintenance vehicle		1475	LS	\$25,000.00		\$0.00	\$0.00	
PHA-Wide	Upgrade computer/office equipment		1475	LS	\$2,500.00		\$0.00	\$0.00	
PHA-Wide	Purchase misc. maintenance tools and equipment		1475	LS	\$10,000.00		\$0.00	\$0.00	
	Subtotal 1475				\$142,500.00		\$124,587.48	\$124,587.48	
	Capital Fund Program Grant Total				\$450,936.00		\$165,430.35	\$165,430.35	

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

PHA Name: Housing Authority of the City of Conyers		Grant Type and Number Capital Fund Program No: GA06P18450108 Replacement Housing Factor No:				Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA- Wide	6/30/10			6/30/12			
GA184-1	6/30/10			6/30/12			
GA184-3	6/30/10			6/30/12			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the City of Conyers	Grant Type and Number Capital Fund Program Grant No: GA06P18450107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 12/31/08
 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	\$11,771.00		\$9,368.16	\$9,368.16
3	1408 Management Improvements	\$57,500.00		\$38,203.86	\$38,203.86
4	1410 Administration	\$37,000.00		\$37,000.00	\$37,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$2,000.00		\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$88,000.00		\$32,744.18	\$32,744.18
10	1460 Dwelling Structures	\$222,165.00		\$149,391.90	\$149,391.90
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00		\$0.00	\$0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$32,500.00		\$31,392.89	\$31,392.89
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 1-19)	\$450,936.00		\$298,100.99	\$298,100.99
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 compliance				
23	Amount of line 20 Related to Security –Soft Costs				
24	Amount of Line 20 related to Security-- Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
26	Collateralization Expenses or Debt Service				

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

PHA Name: Housing Authority of the City of Conyers		Grant Type and Number Capital Fund Program Grant No: GA06P18450107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007			
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	Obligated	Expended	
	<u>Operations</u>								
PHA-Wide	Interior cycle painting		1406	7 units	\$11,771.00		\$9,368.16	\$9,368.16	
	Subtotal 1406				\$11,771.00		\$9,368.16	\$9,368.16	
	<u>Management Improvements</u>								
PHA-Wide	Resident Training and Drug Elimination		1408	LS	\$0.00		\$0.00	\$0.00	
PHA-Wide	Resident Services Coordinator		1408	LS	\$50,000.00		\$0.00	\$0.00	
PHA-Wide	Planning, Consulting, and Other Professional Services		1408	LS	\$7,500.00		\$0.00	\$0.00	
	Subtotal 1408				\$57,500.00		\$38,203.86	\$38,203.86	
	<u>Administration</u>								
PHA-Wide	Mod. Secretary Salary and Benefits		1410	LS	\$33,000.00		\$0.00	\$0.00	
PHA-Wide	Sundry Costs		1410	LS	\$4,000.00		\$0.00	\$0.00	
	Subtotal 1410				\$37,000.00		\$37,000.00	\$37,000.00	
	<u>Fees and Cost</u>								
PHA-Wide	Capital Fund Accounting Fees		1430	LS	\$2,000.00		\$0.00	\$0.00	
PHA-Wide	Capital Fund Update Fees		1430	LS	\$0.00		\$0.00	\$0.00	
	Subtotal 1430				\$2,000.00		\$0.00	\$0.00	
	<u>Site Improvements</u>								
GA184-1	Add landscaping at buildings		1450	LS	\$78,000.00		\$0.00	\$0.00	
GA184-1	General landscaping at each site		1450	LS	\$10,000.00		\$0.00	\$0.00	
	Subtotal 1450				\$88,000.00		\$32,744.18	\$32,744.18	

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

PHA Name: Housing Authority of the City of Conyers		Grant Type and Number Capital Fund Program Grant No: GA06P18450107 Replacement Housing Factor Grant No:					Federal FY of Grant: 2007		
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	Obligated	Expended	
	<u>Dwelling Structures</u>								
PHA-Wide	Replace floor tile		1460	10 units	\$5,000.00		\$0.00	\$0.00	
PHA-Wide	Replace water heaters		1460	50 each	\$20,000.00		\$0.00	\$0.00	
GA184-1	Pressure wash and paint building exteriors		1460	26 bldgs.	\$61,000.00		\$0.00	\$0.00	
GA184-1	Add shutters to exterior of units		1460	26 bldgs.	\$6,500.00		\$0.00	\$0.00	
GA184-1	Replace existing porch columns with decorative column		1460	26 bldgs.	\$0.00		\$0.00	\$0.00	
GA184-1	Replace windows (Phase 1)		1460	25 units	\$97,165.00		\$0.00	\$0.00	
GA184-3	Modernize kitchens (Phase 1)		1460	12 units	\$32,500.00		\$0.00	\$0.00	
	Subtotal 1460				\$222,165.00		\$149,391.90	\$149,391.90	
	<u>Non-Dwelling Equipment</u>								
PHA-Wide	Replace maintenance vehicle		1475	LS	\$25,000.00		\$25,000.00	\$25,000.00	
PHA-Wide	Upgrade computer/office equipment		1475	LS	\$2,500.00		\$0.00	\$0.00	
PHA-Wide	Purchase misc. maintenance tools and equipment		1475	LS	\$5,000.00		\$0.00	\$0.00	
	Subtotal 1470				\$32,500.00		\$31,392.89	\$31,392.89	
	Capital Fund Program Grant Total				\$450,936.00		\$298,100.99	\$298,100.99	

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

PHA Name: Housing Authority of the City of Conyers		Grant Type and Number Capital Fund Program No: GA06P18450107 Replacement Housing Factor No:				Federal FY of Grant: 2007	
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	
PHA- Wide	9/12/09			9/12/11			
GA184-1	9/12/09			9/12/11			
GA184-1	9/12/09			9/12/11			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the City of Conyers	Grant Type and Number Capital Fund Program Grant No: GA06P18450106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 12/31/08
 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	\$10,000.00		\$10,000.00	\$10,000.00
3	1408 Management Improvements	\$63,685.00		\$63,685.00	\$61,982.88
4	1410 Administration	\$37,000.00		\$37,000.00	\$38,102.12
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$7,500.00		\$7,500.00	\$7,500.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$163,486.00		\$163,486.00	\$121,260.11
10	1460 Dwelling Structures	\$102,100.00		\$102,100.00	\$102,625.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00		\$0.00	\$0.00
12	1470 Nondwelling Structures	\$10,000.00		\$10,000.00	\$10,000.00
13	1475 Nondwelling Equipment	\$40,000.00		\$40,000.00	\$40,000.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 1-19)	\$433,771.00		\$433,771.00	\$391,470.11
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 compliance				
23	Amount of line 20 Related to Security –Soft Costs				
24	Amount of Line 20 related to Security-- Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
26	Collateralization Expenses or Debt Service				

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

PHA Name: Housing Authority of the City of Conyers		Grant Type and Number Capital Fund Program Grant No: GA06P18450106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006			
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	Obligated	Expended	
	<u>Operations</u>								
PHA-Wide	Interior cycle painting		1406	7 units	\$10,000.00		\$10,000.00	\$10,000.00	
	Subtotal 1406				\$10,000.00		\$10,000.00	\$10,000.00	
	<u>Management Improvements</u>								
PHA-Wide	Resident Training and Drug Elimination		1408	LS	\$0.00		\$0.00	\$0.00	
PHA-Wide	Resident Services Coordinator		1408	LS	\$50,000.00		\$50,000.00	\$0.00	
PHA-Wide	Planning, Consulting, and Other Professional Services		1408	LS	\$13,685.00		\$13,685.00	\$0.00	
	Subtotal 1408				\$63,685.00		\$63,685.00	\$61,982.88	
	<u>Administration</u>								
PHA-Wide	Mod. Secretary Salary and Benefits		1410	LS	\$33,000.00		\$33,000.00	\$0.00	
PHA-Wide	Sundry Costs		1410	LS	\$4,000.00		\$4,000.00	\$0.00	
	Subtotal 1410				\$37,000.00		\$37,000.00	\$38,102.12	
	<u>Fees and Cost</u>								
PHA-Wide	Capital Fund Accounting Fees		1430	LS	\$2,000.00		\$2,500.00	\$2,500.00	
PHA-Wide	Capital Fund Update Fees		1430	LS	\$5,500.00		\$5,000.00	\$5,000.00	
	Subtotal 1430				\$7,500.00		\$7,500.00	\$7,500.00	

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

PHA Name: Housing Authority of the City of Conyers		Grant Type and Number Capital Fund Program Grant No: GA06P18450106 Replacement Housing Factor Grant No:					Federal FY of Grant: 2006		
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	Obligated	Expended		
	Site Improvements								
GA184-6	Replace playground equipment at Allen Circle	1450	LS	\$0.00		\$0.00	\$0.00		
GA 184-1	Install fence around playground at Allen Circle	1450	350 LF	\$0.00		\$0.00	\$0.00		
GA 184-1	General landscaping including replacing trees at Taylor Street	1450	LS	\$0.00		\$0.00	\$0.00		
GA 184-2	Repave and stripe parking area at Hardin Street	1450	300 SY	\$0.00		\$0.00	\$0.00		
GA184-5	Repave main drive and parking areas	1450	11,000 SY	\$0.00		\$0.00	\$0.00		
GA184-6	Correct drainage issues at Allen Circle	1450	LS	\$0.00		\$0.00	\$0.00		
GA184-6	Add landscaping at Allen Circle	1450	LS	\$0.00		\$0.00	\$0.00		
GA184-6	General landscaping at Kathryn Court	1450	LS	\$0.00		\$0.00	\$0.00		
PHA-Wide	Add landscaping at buildings	1450	LS	\$128,486.00		\$128,486.00	\$0.00		
PHA-Wide	General landscaping at each site	1450	LS	\$35,000.00		\$35,000.00	\$0.00		
	Subtotal 1450			\$163,486.00		\$163,486.00	\$121,260.11		
	Dwelling Structures								
PHA-Wide	Install internet and cable connections in bedrooms (Phase 2)	1460	LS	\$0.00		\$0.00	\$0.00		
PHA-Wide	Install water-saving toilets	1460	LS	\$0.00		\$0.00	\$0.00		
PHA-Wide	Replace floor tile	1460	10 units	\$10,000.00		\$10,000.00	\$0.00		
PHA-Wide	Replace water heaters	1460	50 each	\$15,000.00		\$15,000.00	\$0.00		

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

PHA Name: Housing Authority of the City of Conyers		Grant Type and Number Capital Fund Program Grant No: GA06P18450106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006			
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	Obligated	Expended		
GA184-3	Pressure wash building exterior	1460	LS	\$4,306.00		\$4,306.00	\$0.00		
GA184-1	Add shutters to exterior of units	1460	LS	\$6,500.00		\$6,500.00	\$0.00		
GA184-1	Replace existing porch columns with decorative column	1460	LS	\$0.00		\$0.00	\$0.00		
GA184-1	Replace windows (Phase 1)	1460	LS	\$62,694.00		\$62,694.00	\$0.00		
GA184-6	Pressure wash building exterior	1460	24 bldgs.	\$3,600.00		\$3,600.00	\$0.00		
	Subtotal 1460			\$102,100.00		\$102,100.00	\$102,625.00		
	<u>Non-Dwelling Structures</u>								
PHA-Wide	Replace windows at community buildings and office	1470	LS	\$10,000.00		\$10,000.00	\$10,000.00		
	Subtotal 1470			\$10,000.00		\$10,000.00	\$10,000.00		
	<u>Non-Dwelling Equipment</u>								
PHA-Wide	Replace maintenance vehicle	1475	LS	\$24,522.00		\$24,522.00	\$24,522.00		
PHA-Wide	Upgrade computer/office equipment	1475	LS	\$12,847.78		\$12,847.78	\$12,847.78		
PHA-Wide	Purchase misc. maintenance tools and equipment	1475	LS	\$2,630.22		\$2,630.22	\$2,630.22		
	Subtotal 1475			\$40,000.00		\$40,000.00	\$40,000.00		
	Capital Fund Program Grant Total			\$433,771.00		\$433,771.00	\$391,470.11		

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

PHA Name: Housing Authority of the City of Conyers		Grant Type and Number Capital Fund Program No: GA06P18450106 Replacement Housing Factor No:				Federal FY of Grant: 2006	
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	
PHA- Wide	7/18/08			7/18/10			
GA184-1	7/18/08			7/18/10			
GA184-2	7/18/08			7/18/10			
GA184-5	7/18/08			7/18/10			
GA184-6	7/18/08			7/18/10			

CONYERS HOUSING AUTHORITY

GRIEVANCE POLICY

I. PURPOSE

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

II. GOVERNING LAW

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

III. APPLICABILITY

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

- A. This grievance procedure is not applicable to disputes between residents not involving the PHA, or to class grievances involving groups of residents. Also, this grievance procedure is not intended as a forum for initiating or negotiating policy changes between residents, or groups of residents, and the PHA's Board of Commissioners.
- B. HUD has issued a determination that Georgia State law provides the basic elements of due process necessary when eviction of a resident occurs in the following cases, and therefore this policy is not applicable when the eviction is due to:
 - (1) Any activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of HA; or
 - (2) Any drug-related criminal activity on or off such premises.

Even though State law does provide due process, however, the PHA has elected to offer an Expedited Grievance Procedure for evictions that occur for these two reasons, which is set forth in Section XII below.

IV. DEFINITIONS

The following definitions of terms shall be applicable to this grievance procedure:

- A. **Grievance:** Any dispute which a resident may have with respect to an action or a failure to act by PHA in accordance with the individual resident's lease or PHA regulations, which adversely affects the individual resident's rights, duties, welfare, or status.
- B. **CFR:** The code of federal regulations that contains the federal regulation governing this grievance procedure.

- C. **Complainant:** Any resident (as defined in this section below) whose grievance is presented to the Central Office of the Housing Authority in accordance with the requirements set forth in this procedure.
- D. **Drug-related criminal activity:** The illegal manufacture, sale, distribution, use or possession with intent to manufacture, sale, distribute, or use of a controlled substance as defined in sec. 102 of the Controlled Substances Act (21 U.S.C. sec 802), as from time to time amended.
- E. **PHA or “Housing Authority”:** The Housing Authority, a body corporate organized and existing under the laws of the State of Georgia.
- F. **Elements of due process:** The following procedural safeguards are required to be followed in an eviction action or a termination of tenancy in a state or local court:
- (1) Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
 - (2) Right of the resident to be represented by counsel;
 - (3) Opportunity for the resident to refute the evidence presented by the PHA, including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have;
 - (4) A decision on the merits.
- G. **Hearing Officer:** An impartial person selected in accordance with 24 CFR Sec 966.55 and this grievance procedure to hear grievances and render decisions with respect thereto.
- H. **Hearing Panel:** A three-member panel composed of impartial persons, selected in accordance with 24 CFR Sec. 966.55 and this procedure to hear grievances and render decisions with respect thereto.
- I. **HUD:** The United States Department of Housing and Urban Development.
- J. **Notice:** As used herein, the term notice shall, unless otherwise specifically provided, mean written notice.
- K. **The “Regulations”:** The HUD regulations contained in subpart B of 24 CFR part 966.
- L. **Resident Organization:** An organization of residents, which includes any Resident Management Corporation and specifically includes the Resident Organization.
- M. **Resident:** The adult person (or persons) other than a live-in aide:
- (1) Who resides in the unit and who executed the lease with the PHA as lessee of the dwelling unit, or, if no such person resides in the unit.
 - (2) The person who resides in the unit and who is the remaining head of the household of the resident family residing in the dwelling unit.

- N. **Business Days:** Monday through Friday of each week, except for legal holidays recognized by the federal government.

V. INCORPORATION IN LEASES

This grievance procedure shall be incorporated by reference in all public housing dwelling leases between residents and the PHA, whether or not so specifically provided in such leases.

VI. INFORMAL SETTLEMENT OF GRIEVANCES

- A. **Initial Presentation.** Any grievance must be presented, in writing to the Housing Authority's main office within thirty (30) days after the occurrence of the event giving rise to the grievance.
- B. **Informal Settlement Conference.** If the grievance is not determined by the PHA to fall within one of the two exclusions mentioned in Section III B (1 and 2) above, then the PHA shall, within five (5) business days after the initial presentation of the grievance to informally discuss the grievance with the complainant or his representative(s) in an attempt to settle the grievance without the necessity of a formal hearing. If the informal settlement conference cannot occur at the time the grievance is initially presented by the complainant, then the complainant shall be promptly notified in writing of the time and place for the informal settlement conference.
- C. **Written Summary.** Within five (5) business days after the informal settlement conference, a summary of the informal discussion shall be prepared by the PHA and a copy thereof shall be provided to the complainant. The summary shall be in writing and shall specify the names of the participants in the discussion, the date of the discussion, the nature of the proposed disposition of the grievance, and the specific reasons for such disposition. This written summary shall also specify the procedures by which the complainant may obtain a formal hearing if not satisfied by the proposed disposition of the grievance. A copy of the written summary shall also be placed in complainant's file.

VII. FORMAL GRIEVANCE HEARING

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

- A. **Request for Hearing:** If the complainant is not satisfied with the results of the informal settlement conference, the complainant must submit a written request for a formal hearing to PHA's Central Office no later than five (5) business days after the date complainant receives the summary of discussion delivered as required under Section VI above.

Complainant's written request for a formal hearing must specify:

- (1) The reasons for the grievance;
- (2) The action or relief sought by the complainant; and

- (3) If the complainant so desires, a statement setting forth the times at which the complainant shall be available for a hearing during the next ten (10) business days;
- (4) Complainant's preference, if any, concerning whether the grievance should be heard by a single hearing officer or by a hearing panel;
- (5) If the complainant has failed to attend an informal discussion conference, a request that the hearing officer or panel waive this requirement.

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

VIII. SELECTION OF HEARING OFFICER OR PANEL

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

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

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

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

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

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

IX. SCHEDULING OF HEARINGS

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

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

which the complained of act or failure to act took place. And, in the case of situations in which hearings are, for any reason delayed, the complainant shall thereafter, deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer or hearing panel. Unless waived by the PHA in writing, no waiver shall be given by the PHA except in cases of extreme and undue hardship to the complainant, determined in the sole and absolute discretion of the PHA.

B. Time, Place, Notice

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

X. PROCEDURES GOVERNING HEARINGS

A. Fair Hearings

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

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

The complainant shall be allowed to copy any such document at the complainant's expense. If the PHA does not make the document available for examination upon request by the complainant, the PHA may not rely on such document at the grievance hearing.
- (2) The right to be represented by counsel or other person chosen as the complainant's representative and to have such person make statements on the complainant's behalf.
- (3) The right to a private hearing unless the complainant requests a public hearing. The right to present evidence and arguments in support of the complainant's complaint, to controvert evidence relied on by the PHA and to confront and cross examine all witnesses upon whose testimony or information the PHA or its management relies.

(4) A decision solely and exclusively upon the facts presented at the hearing.

B. Prior Decision in Same Matter

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

C. Failure to Appear

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

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

D. Required Showing of Entitlement to Relief

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

E. Informality of Hearing

The hearing shall be conducted informally by the hearing officer or hearing panel, and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceeding.

F. Orderly Conduct Required

The hearing officer or hearing panel shall require the PHA, the complainant, counsel, and other participants or spectators, to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

G. Transcript of Hearing

The complainant or the PHA may arrange in advance, and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

H. Accommodation to Handicapped Persons

The PHA must provide reasonable accommodations for persons with disabilities to participate in grievance hearings. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.

XI. DECISION OF THE HEARING OFFICER OR HEARING PANEL

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

A. Written Decision

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

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

B. Binding Effect

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

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

C. **Continuing Right of Complainant to Judicial Proceedings**

A decision by the hearing panel or officer or Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant, in whole or in part, shall not constitute a waiver of, nor affect in any way the rights of the complainant to a trial or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

XII. EXPEDITED GRIEVANCE PROCEDURE

- A. The expedited grievance procedure shall apply only to those grievances concerning a termination of tenancy or eviction that involves:
- Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other tenants or employees of the PHA, or
 - Any drug-related criminal activity on or near the PHA's premises.
- B. When the PHA notifies the tenant of a termination of tenancy or eviction that involves the above referenced violations, the PHA shall also include in that notice that any grievance hearing requests shall be in accordance with the expedited grievance procedure.
- C. The complainant shall have five (5) business days from the date of the notice in which to file a written request for a hearing to the PHA. The written request shall specify:
- The reasons for the grievance; and,
 - The action or relief sought.
- D. The complainant shall not have the grievance informally discussed as outlined in Section VI of this policy.
- E. Within 24 hours of receipt by the PHA of the complainant's request for a hearing, the Executive Director or designee shall notify the Resident Organization(s) of his/her selection of a hearing officer or hearing panel. The Resident Organization(s) shall have five (5) business days from the date of the notice to submit comments as to the selection of the hearing officer or hearing panel. Upon expiration of the five (5) business day comment period, the Executive Director or designee shall have one (1) business day to review the comments and make a final selection as to the member(s) of the hearing officer or hearing panel.
- F. Upon complainant's compliance with subsection C of this section, a hearing shall be scheduled by the hearing officer or hearing panel promptly for a time and place reasonably convenient to both the complainant and the PHA, not in excess of five (5) business days of the selection of the hearing officer or hearing panel. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the complainant and the appropriate PHA official.

XIII. NOTICES

All notices under this grievance procedure shall be deemed delivered:

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

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

XIV. MODIFICATION

This grievance procedure may not be amended or modified except by approval of a majority of the Board of Commissioners of the PHA, present at a regular meeting or a special meeting called for such purposes. Further, in addition to the foregoing, any changes proposed to be made to this grievance procedure must provide for at least thirty (30) days advance notice to residents and resident organizations, setting forth the proposed changes and providing an opportunity to present written comments. The comments submitted shall be considered by the PHA, before final adoption of any amendments hereto.

XV. MISCELLANEOUS

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

CONYERS HOUSING AUTHORITY

AUDITED FINANCIAL STATEMENTS

CONYERS, GEORGIA
JUNE 30, 2007

Jean Sickels
Certified Public Accountant

870 Cinderella Court
Decatur, GA 30033
(404)297-9881

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(219)327-3475

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Jean Sickels

Certified Public Accountant

870 Cinderella Court

Decatur, GA 30033-5812

INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Housing Authority of the City of Conyers
1214 Summer Circle
Conyers, Georgia 30012

I was engaged to audit the accompanying financial statements of the Housing Authority of the City of Conyers, herein referred to as the Authority, as of and for the year ended June 30, 2007, which comprise the Authority's financial statements, as listed in the table of contents. These financial statements are the responsibility of the Authority's management.

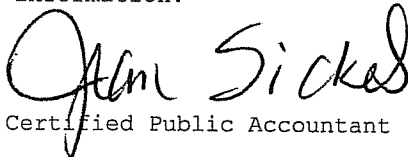
Authority management was unable to provide us with written representations and other information supporting the financial statements including PFS, MASS and payroll tax reporting information.

Because management did not provide us with written representations, the scope of my work was not sufficient to enable me to express, and I do not express, an opinion on the financial statements referred to in the first paragraph.

In accordance with *Government Auditing Standards*, I have also issued my report dated November 7, 2007, on my consideration of the Housing Authority of the City of Conyers' internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*, and should be considered in assessing the results of my audit.

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

The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, and is not a required part of the financial statements of the Authority. Also, the supplemental information as listed in the table of contents and Financial Data Schedule are presented for purposes of additional analysis and is not a required part of the financial statements. Because of the audit scope limitation as described in the second paragraph, I am unable to express, and do not express, an opinion on the supplemental information.


Certified Public Accountant

Decatur, Georgia
November 7, 2007

CONYER HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FYE: JUNE 30, 2006

Management's Discussion and Analysis

The management of the Conyers Housing Authority offers the readers of the Authority's financial statements this narrative overview and analysis of the Authority's financial activities for the year ended June 30, 2007. This discussion and analysis is designed to assist the reader in focusing on significant financial issues, provide an overview of the Authority's financial activity, identify changes in the Authority's financial position, and identify individual fund issues or concerns. Readers should consider the information presented here in conjunction with the Authority's financial statements to obtain a full understanding of its financial position.

This management discussion and analysis is presented in accordance with the requirements of the Governmental Accounting Standards Board Statement No. 34 (GASB 34). We have made every effort to provide data that allows the reader to gain an adequate understanding of the Authority's annual operating results and financial position as of June 30, 2007.

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

Financial Highlights

- The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$6,631,360 (net assets) as opposed to \$6,858,192 for the prior fiscal year.
- The Authority's unrestricted cash balance as of June 30, 2007 was \$1,647,829 representing an increase of \$43,429 from June 30, 2006.
- The Authority had total revenues and grants \$1,487,090 and total expenses of \$1,713,932 for the year ended June 30, 2007.

Overview of the Financial Reports

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

I. MD&A

Serves as an introduction to the Authority's financial statements

II. Financial Statements

Financial statements

Notes to the financial statements

III. Other Required Supplementary Information

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

CONYER HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FYE: JUNE 30, 2006

•Statement of Net Assets (Balance Sheet) - presents information about the Authority's assets and liabilities and is similar to a balance sheet. The Statement of Net Assets reports all financial and capital resources for the Authority. The statement is presented in the format where assets, minus liabilities, equal "Net Assets," formerly known as equity. Assets and liabilities are presented in order of liquidity and are classified as "current" (convertible to cash within one year), and "non-current." Increases or decreases in net assets will serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

•Statement of Revenues, Expenses and Changes in Net Assets - reports the authority's revenues by source and type and its expenses by category to substantiate the change in net assets for the fiscal year.

•Statement of Cash Flows - discloses net cash provided by, or used for operating activities, non-capital financing activities, and capital and related financing activities.

Our analysis of the Authority as a whole follows with the most important question, "Has the Authority's financial health improved or worsened as a result of the year's activities?" The following analysis of entity-wide net assets, revenues, and expenses is provided to assist with answering the above question. This analysis includes all assets and liabilities using the accrual method of accounting, which recognizes revenue when earned and expenses when incurred regardless of when cash is received or paid.

CONYER HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FYE: JUNE 30, 2006

Analysis of Authority-Wide Net Assets (Statement of Net Assets)

	<u>2007</u>	<u>2006</u>	<u>Change</u>
ASSETS			
Cash and Investments	1,685,979	1,642,175	43,804.
Other Current Assets	127,401	156,485	(29,084)
Capital Assets - Net	4,997,003	5,255,571	(258,568)
Total Assets	6,810,383	7,054,231	(243,848)
LIABILITIES			
Current Liabilities	150,750	155,192	(4,442)
Noncurrent Liabilities	28,283	40,847	(12,564)
Total Liabilities	179,033	196,039	(17,006)
NET ASSETS			
Investment in Capital Assets	4,997,003	5,255,571	(258,568)
Unrestricted Net Assets	1,634,347	1,602,621	31,726
Total Equity/Net Assets	6,631,350	6,858,192	(226,842)
Total Liabilities and Equity/Net Assets	6,810,383	7,054,231	(243,848)

Cash and Investments increased \$ 43,804 for the year ended June 30, 2007 due to good investment rates.

Other Current Assets decreased due to the following changes compared to June 30, 2006.

Decrease in HUD Capital Fund Program receivable	\$(27,897)
Decrease in tenant accounts receivable - net	(1,722)
Decrease in accrued interest income receivable	(1,104)
Increase in prepaid expenses and other assets	5,926
Increase in materials inventory net of allowance	<u>11,917</u>
Total increase for the year ended June 30, 2007	<u>\$(29,084)</u>

This overall increase is attributed to the normal daily operations and better inventory practice.

Capital Assets - Net decreased by \$ 258,568 which represents capital expenditures net of related depreciation expense for the year ended June 30, 2007. This decrease is detailed in the capital assets section of this report.

CONYER HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FYE: JUNE 30, 2006

Current Liabilities decreased due to an increase in the accrual of accounts payable at June 30, 2007 compared to the accrual at June 30, 2006. Payment of the accrued payables was made in July 2006.

Non-Current Liabilities increased based on the accrual of long-term compensated absences at June 30, 2006.

Equity / Net Assets decreased by \$ 226,842 which is outlined in detail on the Statement of Revenues, Expenses and Changes in Net Assets.

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

The federal government continued its historic under-funding of operating grants during the current period ended June 30, 2006. With no signs of improvement in federal funding or economic conditions in the foreseeable future, the Authority is now using proactive measures to control expenses in future years by adopting a plan to review staff responsibilities and implementing cost management strategies. The Authority continuously looks for new ways to improve operations, control costs, maximize effectiveness, and demonstrate accountability.

The following table illustrates changes in revenue from FY 2006 to FY 2007.

	<u>2007</u>	<u>2006</u>	<u>Change</u>
REVENUE AND GRANTS			
Tenant Revenue	878,721	875,664	3,057
HUD Operating Grants	459,537	502,278	(42,741)
HUD Capital Grants	77,299	214,023	(136,724)
Investment Income	63,705	51,157	12,548
Gain/(Loss) on Sale of Capital Assets	2,500	(332)	2,832
Other Revenue	5,328	6,048	(720)
Total Revenue and Grants	1,487,090	1,648,838	161,748

Total Revenue and Grants decreased by \$ 161,748 which is mainly attributed to a decrease in HUD Operating and Capital Grants of \$ 179,465 for the year ended June 30, 2007.

Funding for the Capital Grant Program decreased because of projects being placed on hold while investigation continues and turn over in personnel.

CONYER HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FYE: JUNE 30, 2006

Tenant Revenue increased due to tenant reexaminations and a corresponding increase in dwelling rental revenue.

Investment income increased due to rising interest rates and the availability of funds for investment.

The following table illustrates changes in expenses from FY 2006 to FY 2007

Analysis of Authority-Wide Net Assets (Statement of Net Assets)

EXPENSES	2007	2006	Change
Administration	541,080	485,408	55,672
Tenant Services	0	371	(371)
Utilities	285,206	274,880	10,326
Ordinary Maintenance	389,444	493,572	(104,128)
General Expenses	122,685	128,214	(5,529)
Total Operating Expenses	1,338,415	1,382,445	(44,030)
Depreciation Expense	375,517	359,135	16,382
Total Non-Operating Expenses	375,517	359,135	16,382
Total Expenses	1,713,932	1,741,580	(27,648)

Total Expenses increased by \$ 27,648 for the year ended June 30, 2007.

Expenses decreased \$ 44,030 compared to June 30, 2006 based on the following:

Administrative salaries / benefits increase	\$ 55,672
Ordinary maintenance decreased	(104,128)
Utilities increased	10,326
General Expenses decreased	<u>(5,529)</u>
Total decrease for year June 30, 2007	<u>\$ (43,659)</u>

Administrative salaries increased as a result of two employees retiring and received funds for accumulated time. As a result of re-scheduling the maintenance decreased. Utilities increased due to the rising rate prices for gas. Organizing inventory and using from out of inventory as opposed to purchasing as needed resulted in a decrease in the general expense.

CONYER HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FYE: JUNE 30, 2006

Ordinary Maintenance decreased \$ 104,128 compared to June 30, 2007 based on the following:

Decrease in maintenance salaries / benefits	\$(4,913)
Increase in maintenance materials expense	18,756
Increase in maintenance contract costs expense	<u>111,118</u>
Total increase for the year ended June 30, 2006	<u>\$ 124,961</u>

The increases related to maintenance materials and contract costs were created by the use of contract labor to perform maintenance and repair to dwelling units. In addition, the Authority expended \$22,405 for pest control services for the year ended June 30, 2006.

General Expenses increased due to the cost insurance premiums for the period.

Depreciation expense increased based on standard calculations for the year ended June 30, 2007.

Capital Assets and Debt Administration

	<u>2007</u>	<u>2006</u>	<u>Change</u>
Land	185,237	185,237	0
Buildings	11,072,043	10,790,485	281,558
Equipment	438,638	413,618	25,020
Construction in Progress	0	109,219	(109,219)
Accumulated Depreciation	(6,440,347)	(6,097,543)	(342,804)
Capital Assets - Net	5,255,571	5,401,016	(145,445)

Capital Assets - Net decreased by \$145,445 for the year ended June 30, 2007.

Buildings increased by \$ 281,558 as a result of the following capital transactions:

Construction in Progress transfer from Capital Fund 2004	\$ 109,219
Renovations to tenant units (bathrooms and structures)	158,223
Improvements	<u>14,116</u>
Total	<u>\$ 281,558</u>

Equipment increased by \$ 25,020 as a result of the following capital transactions:

Purchase and trade of vehicle - net	\$ 16,407
Purchase of playground equipment	<u>8,613</u>
Total	<u>\$ 25,020</u>

CONYER HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FYE: JUNE 30, 2006

Construction in Progress related to the Capital Fund Program 2004 was completed and transferred to operations during the year ended June 30, 2006.

Accumulated Depreciation increased for the year due to depreciation expense of \$359,135, less the book value of traded assets in the amount of \$ 16,331.

Debt Outstanding

There is no debt outstanding.

Economic Factors

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

- The Department of Housing and Urban Development has historically underestimated the subsidy needs of public housing authorities. We do not expect this trend to change.
- Effective with the calendar year beginning January 1, 2007, all operating subsidies will be computed using a new formula which has been adopted by the Department of Housing and Urban Development. As of this date, the financial impact on the Authority cannot be determined.
- Health care and other insurance costs are expected to increase dramatically over the next several years.

Financial Contact

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

Ms. Bobbi Hill
Executive Director
Housing Authority of the City of Conyers
1214 Summer Circle
Conyers, Georgia 30012
770-483-9301

FINANCIAL STATEMENTS

HOUSING AUTHORITY OF THE CITY OF CONYERS
Conyers, Georgia

STATEMENT OF NET ASSETS
JUNE 30, 2007

ASSETS

Current Assets

Cash and cash equivalents	\$ 1,647,829
Restricted cash and cash equivalents	38,150
Accounts receivable, net	24,581
Prepaid expenses	54,380
Inventory	48,440
Total Current Assets	<u>1,813,380</u>

Capital Assets

Land and other nondepreciable assets	185,237
Depreciable capital assets, net	4,811,766
Total Capital Assets	<u>4,997,003</u>

Total Assets 6,810,383

LIABILITIES

Current Liabilities

Accounts payable	103,359
Deferred revenue	9,241
Payable from restricted cash and cash equivalents:	
Tenants security deposits	38,150
Total Current Liabilities	<u>150,750</u>

Noncurrent Liabilities 28,283

Total Liabilities 179,033

NET ASSETS

Invested in capital assets	4,997,003
Unrestricted	1,634,347
Total Net Assets	\$ <u>6,631,350</u>

The accompanying notes are an integral part of these financial statements

HOUSING AUTHORITY OF THE CITY OF CONYERS
Conyers, Georgia

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2007

OPERATING REVENUES

Rental income	\$ 878,721
Other income	6,394

TOTAL OPERATING REVENUE	<u>885,115</u>
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OPERATING EXPENSES

Administrative	541,080
Tenant services	0
Utilities	285,206
Ordinary maintenance and operation	389,444
General expense	122,685
Depreciation expense	375,517

TOTAL OPERATING EXPENSES	<u>1,713,932</u>
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OPERATING INCOME (LOSS)	<u>(828,817)</u>
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NONOPERATING REVENUES (EXPENSES)

Federal operating grants	459,537
Loss on sale of capital assets	2,500
Interest income	62,639

TOTAL NONOPERATING REVENUES	<u>524,676</u>
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Net income before capital contributions	(304,141)
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CAPITAL CONTRIBUTIONS	<u>77,299</u>
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CHANGE IN NET ASSETS	(226,842)
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TOTAL NET ASSETS - BEGINNING OF YEAR	<u>6,858,192</u>
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TOTAL NET ASSETS - END OF YEAR	<u>\$ 6,631,350</u>
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The accompanying notes are an integral part of these financial statements

HOUSING AUTHORITY OF THE CITY OF CONYERS
Conyers, Georgia

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2007

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts from tenants and other deposits	\$ 922,104
Payments to vendors	(707,929)
Payments to employees	(655,397)
Net Cash Used by Operating Activities	<u>(441,222)</u>

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

Grants received	<u>459,537</u>
Net Cash From Noncapital Financing Activities	<u>459,537</u>

CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES

Capital grants received	77,299
Loss on sale of capital assets	2,500
Acquisition and construction of capital assets	(116,949)
Net Cash Flows Provided (Used) by Capital and Related Financing Activities	<u>(37,150)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Interest income	<u>62,639</u>
Net Cash From Investing Activities	<u>62,639</u>

Net Increase (Decrease) in Cash and Cash Equivalents 43,804

Cash - Beginning of year 1,642,175

Cash - End of year \$ 1,685,979

Reconciliation of Cash

Cash and cash equivalents	\$ 1,647,829
Restricted cash and cash equivalents	<u>38,150</u>
	\$ <u><u>1,685,979</u></u>

Continued

HOUSING AUTHORITY OF THE CITY OF CONYERS
Conyers, Georgia

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2007
(Continued)

RECONCILIATION OF OPERATING (LOSS) TO
NET CASH USED BY OPERATING ACTIVITIES

Operating income (loss)	\$	(828,817)
Adjustments to reconcile net income to net cash Provided by operating activities:		
Depreciation		375,517
Changes in operating assets and liabilities:		
(Increase) Decrease in:		
Accounts receivable		29,690
Prepaid expenses		(5,926)
Inventory		5,320
Increase (Decrease) in:		
Accounts payable		(11,741)
Accrued liabilities		(12,564)
Deferred revenue		7,299
Net Cash Flows Provided by Operating Activities	\$	<u>(441,222)</u>

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

HOUSING AUTHORITY OF THE CITY OF CONYERS
CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007

NOTE 1 - Summary of Significant Accounting Policies and Organization:

The financial statements of the HOUSING AUTHORITY OF THE CITY OF CONYERS ("the Authority") have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to special purpose governments engaged in business type activities. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Organization: HOUSING AUTHORITY OF THE CITY OF CONYERS is a public body corporate and politic pursuant to the Laws of the State of Georgia, which was, organized to provide low rent housing for qualified individuals in accordance with the rules and regulations prescribed by the U.S. Department of Housing and Urban Development (HUD) and other Federal Agencies.

Reporting Entity:

The entity is a public corporation, legally separate, fiscally independent and governed by the Board of Commissioners. As required by generally accepted accounting principles, these financial statements present the financial position and results of operations of the HOUSING AUTHORITY OF THE CITY OF CONYERS, a primary government. There are no component units to be included herewith, but this report does include all programs which are controlled by the entity's governing body.

Activities of the Housing Authority:

At June 30, 2007, the Housing Authority had 290 units in management and was administering other programs as listed below:

Management

Low-Income Public Housing	290
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Other Programs

Capital Fund Program	
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Basis of Presentation and Accounting: In accordance with uniform financial reporting standards for HUD housing programs, the financial statements are prepared in accordance with U. S. generally accepted accounting principles (GAAP) as applicable to special purpose governments engaged only in business type activities.

The Authority's financial statements are accounted for on the flow of economic resources measurement focus using the accrual basis of accounting. Revenues are recognized when they are earned, and expenses are recognized when incurred. Pursuant to GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that use Proprietary Fund Accounting*, the Authority applies all applicable GASB pronouncements as well as FASB Statements and Interpretations, APB Opinions, and ARB's issued on or before, November 30, 1989, unless those pronouncements conflict with or contradicts GASB pronouncements.

HOUSING AUTHORITY OF THE CITY OF CONYERS
CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2007

NOTE 1 - Summary of Significant Accounting Policies and Organization: (Continued)

Basis of Presentation and Accounting: (Continued)

This special purpose government engaged in activities similar to business activities uses an enterprise fund to account for those operations that are financed and operated in a manner similar to private business, or where the Board has decided that the determination of revenues earned, costs incurred, and/or net income is necessary for management accountability. The intent of the governing body is that the costs (expenses including depreciation) of providing services to the general public on a continuing basis be financed or recovered primarily through user charges.

Generally accepted accounting principles for state and local governments requires that resources be classified for accounting and reporting purposes into the following net asset categories:

Invested in Capital Assets, Net of Related Debt: Capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction or improvement of those assets.

Unrestricted: Net assets that are not subject to externally imposed stipulations. Unrestricted net assets may be designated for specific purposes by action of management or the Authority Board or may otherwise be limited by contractual agreements with outside parties.

Budgets: Budgets are prepared on an annual basis for each major operating program and are used as a management tool throughout the accounting cycle. The capital fund budgets are adopted on a "project length" basis. Budgets are not, however, legally adopted nor legally required for financial statement presentation.

Cash Equivalents: Cash equivalents consist principally of checking accounts, savings accounts and certificates of deposit. These are stated at fair value. Certificates of deposit that are redeemable immediately with little or no penalty are considered cash equivalents.

Interprogram Receivables and Payables: Interprogram receivables/payables are all current, and are the result of the use of the Low Rent Public Housing Program as the common paymaster for shared costs of the Authority. Cash settlements are made periodically, and all interprogram balances net zero. Offsetting due to/due from balances is eliminated for the financial statement presentation.

Inventories: Inventories (consisting of materials and supplies) are valued at cost using the first in, first out (FIFO) method. If inventory falls below cost due to damage, deterioration or obsolescence, the Authority establishes an allowance for obsolete inventory. In accordance with the consumption method, inventory is expensed when items are actually placed in service.

HOUSING AUTHORITY OF THE CITY OF CONYERS
CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007

NOTE 1 - Summary of Significant Accounting Policies and Organization: (Continued)

Prepaid Items: Payments made to vendors for goods or services that will benefit periods beyond the fiscal year end are recorded as prepaid items.

Restricted Assets: Certain assets may be classified as restricted assets on the balance sheet because their use is restricted by contracts or agreements with outside third parties and lending institutions.

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

Capital Assets:

a. **Book Value:** All purchased capital assets are valued at cost when historical records are available. When no historical records are available, capital assets are valued at estimated historical cost. Land values were derived from development closeout documentation.

Donated capital assets are recorded at their fair value at the time they are received. Donor imposed restrictions are deemed to expire as the asset depreciates.

All normal expenses of preparing an asset for use are capitalized when they meet or exceed the capitalization threshold.

b. **Depreciation:** The cost of buildings and equipment is depreciated over the estimated useful lives of the related assets using the straight-line method.

Depreciation commences on modernization and development additions in the year following completion.

The useful lives of buildings and equipment for purposes of computing depreciation are as follows:

Buildings & Improvements	20-40 years
Furniture, Equipment & Machinery	3-10 years

c. **Maintenance and Repairs Expenditures:** Maintenance and repairs expenditures are charged to operations when incurred. Betterments in excess of \$2,000 are capitalized. When buildings and equipment are sold or otherwise disposed of, the asset account and related accumulated depreciation account are relieved, and any gain or loss is included in operations.

HOUSING AUTHORITY OF THE CITY OF CONYERS
CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007

NOTE 1 - Summary of Significant Accounting Policies and Organization: (Continued)

Compensated Absences: Compensated absences are those absences for which employees will be paid, such as vacation and sick leave computed in accordance with GASB Standards. A liability for compensated absences that is attributable to services already rendered and that are not contingent on a specific event that is outside the control of the Authority and its employees, is accrued as employees earn the rights to the benefits. Compensated absences that relate to future services or that are contingent on a specific event that is outside the control of the Authority and its employees are accounted for in the period in which such services are rendered or in which such events take place.

Litigation Losses: The Authority recognizes estimated losses related to litigation in the period in which the occasion giving rise to the loss occurred the loss is probable and the loss is reasonably estimable.

Annual Contribution Contracts: Annual Contribution Contracts provide that HUD shall have the Authority to audit and examine the records of public housing authorities. Accordingly, final determination of the Authority's financing and contribution status for the Annual Contribution Contracts is the responsibility of HUD based upon financial reports submitted by the Authority.

Risk Management: The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority carries commercial insurance for all property and equipment, employee health and accident insurance, general liability, fire and extended coverage, fidelity bond, automobile, and Director and Officers liability. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. Additionally, there have been no significant reductions in insurance coverage from the prior year.

The Authority also participates in a public entity risk pool (Housing Authority's Risk Retention Pool, Inc.). Settled claims resulting from these risks have not exceeded risk pool coverage in any of the past three fiscal years. Rights and responsibilities of the Authority and the pool are contained within the pool agreement and the scope of coverage documents.

Operating Revenues and Expenses: Operating revenues and expenses generally result from providing and producing goods and/or services in connection with providing low income housing programs. Operating expenses include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Restricted Assets: When both restricted and unrestricted resources are available for use, it is the Authorities policy to use unrestricted resources first, then restricted, as they are needed.

HOUSING AUTHORITY OF THE CITY OF CONYERS
CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007

NOTE 1 - Summary of Significant Accounting Policies and Organization: (Continued)

Leasing Activities (as Lessor): The Authority is the Lessor of dwelling units mainly to low-income residents. The rents under the leases are determined generally by the resident's income as adjusted for eligible deductions regulated by HUD, although the resident may opt for a flat rent. Leases may be cancelled by the lessee at any time. The Authority may cancel the lease only for cause.

Revenues associated with these leases are recorded in the financial statements and schedules as "Rental Revenue". Rental Revenue per dwelling unit generally remains consistent from year to year, but is affected by general economic conditions, which impact personal income such as local job availability.

NOTE 2 - Deposits, Cash and Cash Equivalents:

1. HUD Deposit Restrictions

HUD requires Authorities to invest excess HUD program funds in obligations of the United States, certificates of deposit or any other federally insured instruments.

HUD also requires that deposits of HUD program funds be fully insured or collateralized at all times. Acceptable security includes FDIC/FSLIC insurance and the market value of securities purchased and pledged to the political subdivision. Pursuant to HUD restrictions, obligations of the United States are allowed as security for deposits. Obligations furnished as security must be held by the Authority or with an unaffiliated bank or trust company for the account of the Authority.

Checking accounts and money market	\$ 269,435
Certificates of Deposit	<u>1,416,544</u>
Total	<u>\$ 1,685,979</u>

NOTE 3 - Accounts Receivable:

Accounts receivables at June 30, 2007 consist of the following:

Miscellaneous	\$ 1,033
Tenant Receivables, Net of Allowance for Doubtful Accounts of \$1,094	2,554
Accrued interest	<u>20,994</u>
Total	<u>\$ 24,581</u>

NOTE 4 - Prepaid Expenses:

Prepaid Expenses at June 30, 2007, consist of the following:

Prepaid insurance and other prepaid assets	<u>\$ 54,380</u>
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HOUSING AUTHORITY OF THE CITY OF CONYERS
 CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2007

NOTE 5 - Inventory:

Inventory at June 30, 2007 consist of the following:

Inventory, net of allowance of \$(2,550) \$ 48,440

NOTE 9 - Capital Assets:

A summary in changes in capital assets is as follows:

	Balance 6/30/05	Increases	Decreases	Balance 6/30/06
<hr/>				
Capital Assets, not being depreciated				
Land	\$ 185,237	\$ 0	\$ 0	\$ 185,237
Total Capital Assets, not being depreciated	<u>185,237</u>	<u>0</u>	<u>0</u>	<u>185,237</u>
Capital Assets, being depreciated				
Buildings and Improvements	11,072,043	61,829	0	11,133,872
Furniture, Equipment and Machinery	<u>438,638</u>	<u>55,119</u>	<u>(7,000)</u>	<u>486,757</u>
Total Capital Assets, being depreciated	<u>11,510,681</u>	<u>116,948</u>	<u>(7,000)</u>	<u>11,620,629</u>
Buildings and Improvements	(6,155,214)	(303,215)	0	(6,458,429)
Furniture, Equipment and Machinery	<u>(285,133)</u>	<u>(72,301)</u>	<u>7,000</u>	<u>(350,434)</u>
Less Accumulated Depreciation	<u>(6,440,347)</u>	<u>(375,516)</u>	<u>7,000</u>	<u>(6,808,863)</u>
Total Capital Assets, being depreciated net	<u>5,070,334</u>	<u>(258,568)</u>	<u>0</u>	<u>4,811,766</u>
Capital Assets, Net	<u>\$ 5,255,571</u>	<u>\$ (258,568)</u>	<u>\$ 0</u>	<u>\$ 4,997,003</u>

Depreciation expense for the year was: \$368,513

HOUSING AUTHORITY OF THE CITY OF CONYERS
 CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2007

NOTE 10 - Accounts Payable:

Accounts payable at June 30, 2007 consist of the following:

Vendors' Accounts Payable	\$ 24,076
Accounts Payable - Other Governments	57,449
Compensated Absences - Current	13,940
Accrued Wages	<u>7,894</u>
 TOTAL	 <u>\$ 103,359</u>

NOTE 11 - Deferred Revenue:

Deferred Revenue at June 30, 2007, consists of the following:

Tenant prepaid rents	\$ 2,057
HUD advances	<u>7,184</u>
 Total	 <u>\$ 9,241</u>

NOTE 13 - Other Noncurrent Liabilities:

Other noncurrent liabilities at June 30, 2007, consist of the following:

	<u>06/30/06</u>	<u>Additions</u>	<u>Deletions</u>	<u>06/30/07</u>
Accrued compensated absences	<u>\$ 40,487</u>	<u>\$ 0</u>	<u>\$ 2,204</u>	<u>\$28,283</u>

NOTE 16 - Federal Operating Grants:

HUD contributed the following operating subsidies approved in the operating budgets under the Annual Contributions Contracts:

Low Rent Public Housing	\$ 308,574
Capital Fund Program	<u>150,963</u>
 TOTAL	 <u>\$ 459,537</u>

NOTE 17 - Capital Contributions:

The Authority receives capital grants from HUD for capital fund program improvements. Capital contributions for the fiscal year ended June 30, 2007 were \$ 77,299.

NOTE 18 - Contingencies:

Amounts received or receivable from HUD are subject to audit and adjustment by HUD. Any disallowed claims, including amounts already collected, may constitute a liability of the Authority. The amounts, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the Authority expects such amounts, if any, to be immaterial.

HOUSING AUTHORITY OF THE CITY OF CONYERS
CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007

NOTE 18 -Contingencies: (Continued)

The Authority is subject to possible examinations made by Federal and State authorities who determine compliance with terms, conditions, laws and regulations governing other grants given to the authority in the current and prior years. There were several examinations during the year ended June 30, 2007 none of which resulted in a finding.

There are certain major construction projects in progress at June 30, 2007. These include modernizing rental units at the project sites. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred. At June 30, 2007, the Authority had not spent a total of \$799,862 for the Capital Fund Program grants.

NOTE 19 -Conduit Type Debt:

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

NOTE 21 -Economic Dependency:

The Authority receives approximately 43% of its revenues from the U.S. Department of Housing and Urban Development (HUD). If the amount of revenues received from HUD falls below critical levels, the Authority's operations could be adversely affected.

NOTE 22 -Pension Plan:

The Authority contributes to Housing Renewal and Local Agency Retirement Plan, which is a defined contribution pension plan. ADP Retirement Services administers the plan. The Board of Commissioners is authorized to establish and amend the plan benefits.

A defined contribution pension plan provides pension benefits in return for services rendered, provides an individual account for each participant, and specifies how contributions to the individual's account are to be determined instead of specifying the amount of benefits the individual is to receive. Under a defined contribution pension plan, the benefits a participant will receive depends solely on the amount contributed to the participant's account, the returns earned on investments of those contributions, and forfeitures of other participants' benefits that may be allocated to such participant's account. As established by the Authority's personnel policy, all full-time employees of the Authority must participate in the pension plan beginning 6 months from the date they are hired. Contributions made by an employee vest immediately and contributions made by the Authority vest after five years of full time employment. An employee who waves the employment of the Authority is entitled to his or her contributions and the Authority's contributions to the extent vested and the earnings on these amounts.

HOUSING AUTHORITY OF THE CITY OF CONYERS
CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007

NOTE 22 -Pension Plan: (Continued)

As determined by the plan provisions, each employee must contribute 6% of his or her base annual salary to the pension plan. The Authority is required to contribute an amount equal to 8% of the employee's base annual salary.

During the year ended June 30, 2007, the Authority's required and actual contributions amounted to \$49,059, which was 10.9% of its current-year covered payroll. Employees' required and actual contributions amounted to \$0, which was 0% of the Authority's current-year covered payroll. The Authority contributed 45,448 in 2005 and \$19,354 in 2005.

No pension plan provision changes occurred during the year that affected the required contributions to be made by the Authority or its employees. The Housing Renewal and Local Agency Retirement Plan held no securities of the Authority or other related parties during the year or as of the close of the fiscal year ended June 30, 2007.

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due. Employer contributions are recognized when due and the employer has made a formal commitment to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan.

Valuation of Investments

Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Mortgages are valued on the basis of future principal and interest payments, and are discounted at prevailing interest rates for similar instruments. The fair value of real estate investments is based on independent appraisals. Investments that do not have an established market are reported at estimated fair value.

SUPPLEMENTAL FINANCIAL INFORMATION

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Interprogram
Elimination

Totals

\$	0	\$	1,647,829
	0		38,150
	0		24,581
	0		54,380
	0		48,440
	(5,000)		0
	<u>(5,000)</u>		<u>1,813,380</u>
	0		185,237
	0		4,811,766
	0		4,997,003
	<u>(5,000)</u>		<u>6,810,383</u>
	0		103,359
	0		9,241
	(5,000)		0
	0		38,150
	<u>(5,000)</u>		<u>150,750</u>
	0		28,283
	<u>(5,000)</u>		<u>179,033</u>
	0		4,997,003
	0		1,634,347
\$	<u>0</u>	\$	<u>6,631,350</u>

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Totals

\$ 878,721
6,394
885,115

541,080
0

285,206

389,444

122,685

375,517

1,713,932

(828,817)

459,537

2,500

62,639

601,975

(226,842)

77,299

(226,842)

6,858,192

0

6,858,192

\$ 6,631,350

PHA: GA184 FYED: 06/30/2007

Line Item No.	Account Description	Business Activities	Low Rent Public Housing	Public Housing Capital Fund Program	Total
111	Cash - Unrestricted	\$44,913	\$1,595,732	\$7,184	\$1,647,829
114	Cash - Tenant Security Deposits	\$0	\$38,150	\$0	\$38,150
100	Total Cash	\$44,913	\$1,633,882	\$7,184	\$1,685,979
125	Accounts Receivable - Miscellaneous	\$0	\$1,033	\$0	\$1,033
126	Accounts Receivable - Tenants - Dwelling Rents	\$0	\$3,648	\$0	\$3,648
126.1	Allowance for Doubtful Accounts - Dwelling Rents	\$0	\$-1,094	\$0	\$-1,094
126.2	Allowance for Doubtful Accounts - Other	\$0	\$0	\$0	\$0
129	Accrued Interest Receivable	\$0	\$20,994	\$0	\$20,994
120	Total Receivables, net of allowances for doubtful accounts	\$0	\$24,581	\$0	\$24,581
142	Prepaid Expenses and Other Assets	\$0	\$54,380	\$0	\$54,380
143	Inventories	\$0	\$50,990	\$0	\$50,990
143.1	Allowance for Obsolete Inventories	\$0	\$-2,550	\$0	\$-2,550
144	Interprogram Due From	\$0	\$5,000	\$0	\$5,000
150	Total Current Assets	\$44,913	\$1,766,283	\$7,184	\$1,818,380
161	Land	\$0	\$185,237	\$0	\$185,237
162	Buildings	\$0	\$10,790,485	\$343,387	\$11,133,872
164	Furniture, Equipment & Machinery - Administration	\$0	\$369,445	\$117,312	\$486,757
165	Leasehold Improvements	\$0	\$0	\$0	\$0
166	Accumulated Depreciation	\$0	\$-6,742,726	\$-66,137	\$-6,808,863
160	Total Fixed Assets, Net of Accumulated Depreciation	\$0	\$4,602,441	\$394,562	\$4,997,003
180	Total Non-Current Assets	\$0	\$4,602,441	\$394,562	\$4,997,003
190	Total Assets	\$44,913	\$6,368,724	\$401,746	\$6,815,383

PHA: GA184 FYED: 06/30/2007

Line Item No.	Account Description	Business Activities	Low Rent Public Housing	Public Housing Capital Fund Program	Total
312	Accounts Payable <= 90 Days	\$0	\$24,076	\$0	\$24,076
321	Accrued Wage/Payroll Taxes Payable	\$0	\$7,894	\$0	\$7,894
322	Accrued Compensated Absences - Current Portion	\$0	\$13,940	\$0	\$13,940
333	Accounts Payable - Other Government	\$0	\$57,449	\$0	\$57,449
341	Tenant Security Deposits	\$0	\$38,150	\$0	\$38,150
342	Deferred Revenues	\$0	\$2,057	\$7,184	\$9,241
347	Interprogram Due To	\$5,000	\$0	\$0	\$5,000
310	Total Current Liabilities	\$5,000	\$143,566	\$7,184	\$155,750
354	Accrued Compensated Absences - Non Current	\$0	\$28,283	\$0	\$28,283
350	Total Noncurrent Liabilities	\$0	\$28,283	\$0	\$28,283
300	Total Liabilities	\$5,000	\$171,849	\$7,184	\$184,033
508	Total Contributed Capital	\$0	\$0	\$0	\$0
508.1	Invested in Capital Assets, Net of Related Debt	\$0	\$4,602,441	\$394,562	\$4,997,003

511	Total Reserved Fund Balance	\$0	\$0	\$0	\$0
511.1	Restricted Net Assets	\$0	\$0	\$0	\$0
512.1	Unrestricted Net Assets	\$39,913	\$1,594,434	\$0	\$1,634,347
513	Total Equity/Net Assets	\$39,913	\$6,196,875	\$394,562	\$6,631,350
600	Total Liabilities and Equity/Net Assets	\$44,913	\$6,368,724	\$401,746	\$6,815,383

PHA: GA184 FYED: 06/30/2007

Line Item No.	Account Description	Business Activities	Low Rent Public Housing	Public Housing Capital Fund Program	Total
703	Net Tenant Rental Revenue	\$0	\$857,071	\$0	\$857,071
704	Tenant Revenue - Other	\$0	\$21,650	\$0	\$21,650
705	Total Tenant Revenue	\$0	\$878,721	\$0	\$878,721
706	HUD PHA Operating Grants	\$0	\$308,574	\$150,963	\$459,537
706.1	Capital Grants	\$0	\$0	\$77,299	\$77,299
711	Investment Income - Unrestricted	\$1,066	\$62,639	\$0	\$63,705
715	Other Revenue	\$5,000	\$328	\$0	\$5,328
716	Gain/Loss on Sale of Fixed Assets	\$0	\$2,500	\$0	\$2,500
700	Total Revenue	\$6,066	\$1,252,762	\$228,262	\$1,487,090

PHA: GA184 FYED: 06/30/2007

Line Item No.	Account Description	Business Activities	Low Rent Public Housing	Public Housing Capital Fund Program	Total
911	Administrative Salaries	\$0	\$272,012	\$48,773	\$320,785
914	Compensated Absences	\$0	\$-13,687	\$0	\$-13,687
915	Employee Benefit Contributions - Administrative	\$0	\$87,717	\$9,164	\$96,881
916	Other Operating - Administrative	\$0	\$122,746	\$14,355	\$137,101
931	Water	\$0	\$33,607	\$0	\$33,607
932	Electricity	\$0	\$17,422	\$0	\$17,422
933	Gas	\$0	\$185,801	\$0	\$185,801
938	Other Utilities Expense	\$0	\$48,376	\$0	\$48,376
941	Ordinary Maintenance and Operations - Labor	\$0	\$149,126	\$0	\$149,126
942	Ordinary Maintenance and Operations - Materials and Other	\$0	\$39,517	\$13,028	\$52,545
943	Ordinary Maintenance and Operations - Contract Costs	\$0	\$83,525	\$15,643	\$99,168
945	Employee Benefit Contributions - Ordinary Maintenance	\$0	\$88,605	\$0	\$88,605
961	Insurance Premiums	\$0	\$63,173	\$0	\$63,173
962	Other General Expenses	\$0	\$1,319	\$0	\$1,319
963	Payments in Lieu of Taxes	\$0	\$57,449	\$0	\$57,449
964	Bad Debt - Tenant Rents	\$0	\$744	\$0	\$744
969	Total Operating Expenses	\$0	\$1,237,452	\$100,963	\$1,338,415
970	Excess Operating Revenue over Operating Expenses	\$6,066	\$15,310	\$127,299	\$148,675
974	Depreciation Expense	\$0	\$330,983	\$44,534	\$375,517
900	Total Expenses	\$0	\$1,568,435	\$145,497	\$1,713,932
1001	Operating Transfers In	\$0	\$50,000	\$0	\$50,000
1002	Operating Transfers Out	\$0	\$0	\$-50,000	\$-50,000
1010	Total Other Financing Sources (Uses)	\$0	\$50,000	\$-50,000	\$0
1000	Excess (Deficiency) of Operating Revenue Over (Under) Expenses	\$6,066	\$-265,673	\$32,765	\$-226,842

PHA: GA184 FYED: 06/30/2007

Line Item No.	Account Description	Business Activities	Low Rent Public Housing	Public Housing Capital Fund Program	Total
1102	Debt Principal Payments - Enterprise Funds	\$0	\$0	\$0	\$0
1103	Beginning Equity	\$83,847	\$6,412,548	\$361,797	\$6,858,192
1104	Prior Period Adjustments, Equity Transfers and Correction of Errors	\$-50,000	\$50,000	\$0	\$0
1120	Unit Months Available	0	3,336	0	3,336
1121	Number of Unit Months Leased	0	3,321	0	3,321

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HOUSING AUTHORITY OF THE CITY OF CONYERS
Conyers, Georgia

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2007

<u>ANNUAL CONTRIBUTION CONTRACT</u>	<u>PROGRAM AND ASSISTANCE TYPE</u>	<u>CFDA NUMBER</u>	<u>AWARD</u>	<u>EXPENDITURES</u>
	<u>U. S. DEPARTMENT OF HUD</u>			
GA-184	Low Rent Public Housing	14.850	\$ 308,574	\$ 308,574
GA-184	Capital Fund Program	14.872	<u>918,056</u>	<u>228,262</u>
TOTAL FEDERAL FINANCIAL ASSISTANCE			<u>\$ 1,226,630</u>	<u>\$ 536,836</u>

Notes to Schedule of Expenditures of Federal Awards:

Note 1 - The Schedule of Expenditures of Federal Awards is presented on the accrual basis of accounting as described in Note A.

OTHER REPORTS

Jean Sickels

Certified Public Accountant
870 Cinderella Court
Decatur, GA 30033-5812

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

Board of Commissioners
Housing Authority of the City of Conyers
1214 Summer Circle
Conyers, Georgia 30012

I was engaged to audit the financial statements of the Housing Authority of the City of Conyers, as of and for the year ended June 30, 2007 and have issued my report thereon dated November 7, 2007. My report disclaimed an opinion on the financial statements due to the lack of sufficient audit evidence in the form of management representations and other supporting information.

Internal Control Over Financial Reporting

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

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

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. I consider the deficiencies described in the accompanying schedule of findings and questioned costs to be significant deficiencies in internal control over financial reporting. The finding reference numbers are 2006-03, 2006-04, 2006-05, 2006-06, 2006-07, 2006-08, 2007-01 and 2007-02.

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


My consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. Findings number 2006-03, 2006-05 and 2006-08 are considered material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, I performed tests of its compliance with certain provision of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed instances on noncompliance or other matters that are required to be reported under Government Auditing Standards and which are described in the accompanying Schedule of Findings and Questioned Costs. The finding reference numbers are 2006-03, 2006-04, 2006-05, 2006-06, 2006-07, 2006-08, 2007-01 and 2007-02.

I noted certain matters that I reported to the management of the Housing Authority of the City of Conyers in a separate letter dated November 7, 2007.

This report is intended solely for the information and use of the Authority's management, the U.S. Department of HUD, and is not intended to be and should not be used by anyone other than these specified parties.


Certified Public Accountant

Decatur, Georgia
November 7, 2007

Jean Sickels

Certified Public Accountant

**870 Cinderella Court
Decatur, GA 30033-5812**

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

Board of Commissioners
Housing Authority of the City of Conyers
1214 Summer Circle
Conyers, Georgia 30012

Compliance

I was engaged to audit the compliance of Housing Authority of the City of Conyers with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2007. Housing Authority of the City of Conyers's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the Housing Authority of the City of Conyers's management.

Authority management was unable to provide me with certain written representations and other information supporting the major federal award programs.

Because management did not provide me with written representations, the scope of my work was not sufficient to enable me to express, and I do not express, an opinion on compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs.

However, as described in items 2006-03, 2006-04, 2006-05, 2006-06, 2006-07, 2006-08, 2007-01 and 2007-02 in the accompanying schedule of findings and questioned costs, in the conduct of my work, I noted that the Housing Authority of the City of Conyers did not comply with requirements regarding activities allowed or unallowed, special tests and provisions, procurement, eligibility, and cash management that are applicable to its Low Income Public Housing and Capital Fund programs.

Internal Control Over Compliance

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

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

A *control deficiency* in an authority's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the authority's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the authority's internal control. I consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2006-03, 2006-04, 2006-05, 2006-06, 2006-07, 2006-08, 2007-01 and 2007-02 to be significant deficiencies.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the authority's internal control. Of the significant deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs, I consider items 2006-03, 2006-05 and 2006-08 to be material weaknesses.

The Housing Authority of the City of Conyers's responses to the finding identified in my audit are described in the accompanying schedule of findings and questioned costs. I did not audit the Housing Authority of the City of Conyers's response and, accordingly, I express no opinion on it.

This report is intended solely for the information and use of the Authority's management and the Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than these specified parties.


Certified Public Accountant

Decatur, Georgia
November 7, 2007

HOUSING AUTHORITY OF THE CITY OF CONYERS
Conyers, Georgia

JUNE 30, 2007

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

SECTION I - SUMMARY OF AUDITOR'S RESULTS

FINANCIAL STATEMENTS

Type of auditor's report issued: Disclaimer

Internal control over financial reporting:
~ Material weakness(es) identified? X yes no
~ Significant deficiencies identified that are
not considered to be material weaknesses? X yes none reported

Noncompliance material to financial statements
noted? X yes no

FEDERAL AWARDS

Internal control over major programs:
~ Material weakness(es) identified? X yes no
~ Significant deficiencies identified that are
not considered to be material weakness(es)? X yes none reported

Type of auditor's report issued on compliance
for major programs: Disclaimer

Any audit findings disclosed that are required
to be reported in accordance with section 510(a)
of Circular A-133? X yes no

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program</u>
14.850	Low Income Public Housing
14.872	Capital Fund Program

Dollar threshold used to distinguish
between type A and type B programs: \$ 300,000

Auditee qualified as low-risk auditee? yes X no

SECTION II - FINANCIAL STATEMENT FINDINGS

Findings 2006-03, 2006-04, 2006-05, 2006-06, 2006-07, 2006-08, 2007-01 and 2007-02 are
Financial Statement Findings.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Findings 2006-03, 2006-04, 2006-05, 2006-06, 2006-07, 2006-08 and 2007-01 are Federal Award
Findings.

HOUSING AUTHORITY OF THE CITY OF CONYERS
Conyers, Georgia

JUNE 30, 2007

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(Continued)

PRIOR YEAR FINDINGS

2006-01 PRIOR
CONDITION: AUDIT CONDUCTED LATE

The audit for the June 30, 2006 year end did not begin until June of 2006

CURRENT
CONDITION: The audit was completed within the 9 months allowed.

This finding is cleared

2006-02 PRIOR
CONDITION: CASH RECEIPTS AND TAR RECONCILIATIONS

In the months sampled the Tenant Accounts Receivable (TAR) registers did not agree to the General Ledger account balances.

CURRENT
CONDITION: In the months sampled the Tenant Accounts Receivable and cash collections agreed to the general ledger.

This finding is cleared

2006-03 PRIOR
CONDITION: CASH DISBURSEMENTS

During the review of cash disbursements the following discrepancies were noted: The Authority did not properly support the expenditures. The Authority expended amounts for unallowable costs. The Authority did not have a sufficient internal control system in place to ensure that all expenses are allowable and necessary for the Housing Authority operations.

CURRENT
CONDITION: During the beginning of the current fiscal year, the Authority did not have adequate internal controls in place. Vouchers did not have adequate supporting documentation and there were no controls in place over expenditures on charge cards.

CFDA #: 14.850, 14.872

CRITERIA: HUD rules and regulations require adequate supporting documentation for expenditures. OMB Circular A-87 and A-122 require expenditures for allowable costs.

QUESTIONED
COSTS: approximately \$56,000

CAUSE/EFFECT: The Authority did not have sufficient internal control procedures in place to ensure that all expenditures were legitimate and adequately supported.

HOUSING AUTHORITY OF THE CITY OF CONYERS
Conyers, Georgia

JUNE 30, 2007

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

(Continued)

PRIOR YEAR FINDINGS (Continued)

2006-03 CASH DISBURSEMENTS - Continued

RECOMMENDATION: The Authority should develop a system of internal control that is sufficient to ensure that all expenditures are allowable costs and adequately supported. The Authority should pursue all possible methods of remuneration.

REPLY: Bobbie Hill, Director has set up as of July 1, 2007 a purchase order system and before checks are signed for payment for any purchases there will be an invoice attached explaining the need for the purchase and where it was used.

This finding continues

2006-04

PRIOR
CONDITION:

MINUTES AND BOARD APPROVAL

During the year under audit, there is only documentation of 2 board meetings. There is limited documentation of Board approvals.

CURRENT
CONDITION:

The Board is meeting on a more regular basis, however, the board minutes do not include sufficient financial data which would be needed in order to insure that the Board is reviewing and approving expenditures.

CFDA #: 14.850

CRITERIA: HUD rules and regulations require Board approval for Budgets, MASS and financial submissions.

CAUSE/EFFECT: It was not the policy of the Authority to have monthly board meetings where the board was presented with an adequate amount of financial information. The board did not review and approve expenditures, policies or submissions.

RECOMMENDATION: The Authority should have monthly board meetings and document approvals of financial and compliance issues. The board should obtain a sufficient amount of training in order to understand their job.

REPLY: During the period of time audited, there were no records that the Board met monthly or at any set time. The records that were located did not have signatures and therefore were of no credit. The 2007-07 Board will be meeting monthly and minutes will be taken and approved at the next Board meeting with signatures of the Board members attending.

The Board of Commissioners currently are meeting the second Tuesday of each month. Minutes of the meetings are taken and mailed to the Board Members before the next meeting for their review. At the next meeting, the meeting minutes are approved and signed by each member. The approved minutes are being kept in a book for future use.

This finding continues

HOUSING AUTHORITY OF THE CITY OF CONYERS
Conyers, Georgia

JUNE 30, 2007

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

(Continued)

PRIOR YEAR FINDINGS (Continued)

2006-05 PRIOR CONDITION: PURCHASE ORDER AND PROCUREMENT SYSTEM

There is no evidence that the Authority had a purchase order or procurement system in place during the audit period.

CURRENT CONDITION: The current procurement sample showed no evidence of procurement polices and procedures or internal controls over procurement being in place.

CFDA #: 14.850, 14.872

CRITERIA: HUD rules and regulations require documentation for purchases and contracts.

QUESTIONED COSTS: \$26,352

CAUSE/EFFECT: There was no purchase order or procurement system in place during the audit period.

RECOMMENDATION: The Authority should set up procurement files that are in compliance with HUD's procurement policies.

REPLY: Previous administration did not use any purchase order or any other type of approval for any purchases. The Authority had a procurement policy but did not adhere to it.

Future administrators will use a purchase order system, in which, is in use now, in which all are approved by the Director. Procurement files will be set up and will be in compliance with HUD's Procurement policy.

This finding continues

2006-06 CURRENT CONDITION: JOURNAL VOUCHERS

In the sample of Journal Vouchers, it was noted that the Authority does not have a system of internal control to review and approve the Vouchers and that the Vouchers lack proper supporting documentation.

CURRENT CONDITION: The Authority does not have a system in place to review and approve Journal Vouchers.

CFDA #: 14.850

CRITERIA: HUD rules and Regulations require internal controls over Journal Vouchers.

CAUSE/EFFECT: The Authority did not have a system in place during the year under audit to review and approve journal vouchers.

HOUSING AUTHORITY OF THE CITY OF CONYERS
Conyers, Georgia

JUNE 30, 2007

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

(Continued)

PRIOR YEAR FINDINGS (Continued)

2006-06 JOURNAL VOUCHERS - Continued

RECOMMENDATION: Review and approve Journal Vouchers and ensure that they are properly supported.

REPLY: In the future, all journal vouchers shall have a supporting document approved by the Director or Assistant Director.

This finding continues

2006-07 CURRENT
CONDITION:

RESIDENT FILES

In a sample of 29 resident files (10%) the following exceptions were noted:

3 were missing 214 Citizenship verifications
27 were missing EIV income verification
1 had no social security verification
3 had no 50058 for end participation
1 had an incomplete 9886
21 inspections were not current

CURRENT
CONDITION:

In the current sample of 29 resident files (10%) the following exceptions were noted:

1 was missing a 214 Citizenship verifications
29 were missing EIV income verification
4 had no current 9886

CFDA #: 14.850

CRITERIA: HUD rules and regulations require specific documentation to be present in the resident's files.

CAUSE/EFFECT: The Authority was not aware of some of the rules for income verification and there were no internal control procedures in place for reviewing resident files.

RECOMMENDATION: Use the EIV system or document why it is not used in accordance with the HUD rules and regulations. An internal control system should be put into place where the resident files are randomly sampled and reviewed on a regular basis.

REPLY: Beginning July 1, 2007 all new applicants' files will be reviewed by the Director and will have the specific documentation in them. At re-exam, each file will be updated.

This finding continues

HOUSING AUTHORITY OF THE CITY OF CONYERS
Conyers, Georgia

JUNE 30, 2006

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(Continued)

RECOMMENDATION: Review and approve Journal Vouchers and ensure that they are properly supported.

REPLY: In the future, all journal vouchers shall have a supporting document approved by the Director or Assistant Director.

2006-07

CURRENT
CONDITION:

RESIDENT FILES

In a sample of 29 resident files (10%) the following exceptions were noted:

3 was missing 214 Citizenship verifications
27 were missing EIV income verification
1 had no social security verification
3 had no 50058 foe end participation
1 had an incomplete 9886
21 inspections were not current

CFDA #: 14.850

CRITERIA: HUD rules and regulations require specific documentation to be present in the resident's files.

QUESTIONED
COSTS: 6/30/2007 approximately \$42,570

CAUSE/EFFECT: The Authority did not have an adequate system of internal controls for payroll.

RECOMMENDATION: The Authority should put internal control procedures into place that are strong enough to endure that salaries are paid in accordance with a board approved schedule of all positions and salaries. The Authority should utilize a proper record retention system for payroll. The internal control procedures should include a segregation of duties that is sufficient to ensure the employees are paid for hours worked. The Authority should have a system of internal control that insures that the proper maintenance wage rate and Davis Beacon salaries are paid where applicable. The Authority should pursue reimbursements for the over payments to individuals.

REPLY: Beginning July 1, 2007 there will be work sheets submitted for work performed. The supervisor of the employees will review and sign off on and then submit to the Assistant Director for approval. Once this process has been completed it will go to the payroll clerk for processing of a check. The Director will review the hours and checks before signing. The Authority should pursue all possible collection methods for recouping the questioned costs.

This finding continues

HOUSING AUTHORITY OF THE CITY OF CONYERS
Conyers, Georgia

JUNE 30, 2007

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(Continued)

CURRENT YEAR FINDINGS

2007-01 CURRENT
CONDITION: INVENTORY

In a sample of 10 inventory items counted, 4 items did not agree and could not be reconciled.

CFDA #: 14.850

CRITERIA: HUD rules and regulations required an accurate inventory count at least annually.

CAUSE/EFFECT: The Authority did not have an adequate system of internal controls for counting inventory.

RECOMMENDATION: The Authority should put internal control procedures into place that are strong enough to ensure that the inventory is accurately counted at least annually.

REPLY: We will comply with the auditor's recommendation.

2007-02 CURRENT
CONDITION: COLLATERIALIZATION

The Authority did not have a system of internal control in place to ensure that collateralization was in place.

CFDA #: 14.850

CRITERIA: HUD rules and regulations required an bank accounts to be collateralized.

CAUSE/EFFECT: The Authority did not have an adequate system of internal controls for tracking collateralization.

RECOMMENDATION: The Authority should put internal control procedures into place that are strong enough to ensure that the bank accounts are adequately collateralized.

REPLY: We will comply with the auditor's recommendation.

HOUSING AUTHORITY OF THE CITY OF CONYERS
Conyers, Georgia

JUNE 30, 2007

PRIOR YEAR FINDINGS

SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

2006-01	Audit Conducted Late	Cleared
2006-02	Cash receipts and TAR Reconciliations	Cleared
2006-03	Cash disbursements Questioned costs - approximately \$76,000	Continued
2006-04	Minutes and Board Approval	
2006-05	Purchase order and procurement system	Continued
2006-06	Journal Vouchers	Continued
2006-07	Resident Files	Continued
2006-08	Payroll Questioned costs - approximately \$111,500	Continued

Jean Sickels

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November 7, 2007

Management and
Board of Commissioners of the
Housing Authority of the City of Conyers
Conyers, Georgia

In the conduct of my work over the financial statements of the Housing Authority of the City of Conyers as of and for the year ended June 30, 2007, I was engaged to consider the Authority's internal control in order to determine my auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control.

However, during my work, I became aware of matters that are opportunities for strengthening internal controls and operating efficiency. This letter does not affect my report dated November 7, 2007 on the financial statements of the Authority.

I will review the status of the comment during my next audit engagement. I have already discussed the comment and suggestion with Authority personnel, and will be pleased to discuss the comment in further detail at your convenience, to perform any additional study of the matter, or to assist you in implementing the recommendation. My comments are summarized as follows:

1. **CONDITION: LOW RENT OVER BUDGET:**

Budgeted expenditures are \$1,202,986. Actual expenses per the FDS are \$1,237,452. The Authority is over budget by \$34,466 or 3%.

RECOMMENDATION:

The Authority should monitor the budget more closely and file revisions when necessary.

2. **CONDITION: MISCELLANEOUS ACCOUNTS RECEIVABLE:**

The Authority does not have a supporting schedule that ties to the miscellaneous accounts receivable balances.

RECOMMENDATION:

The Authority should maintain supporting schedules or write off the account balances.

3. **CONDITION: TENANT SECURITY DEPOSITS:**

The General Ledger does not agree with the Security Deposit Ledger.

RECOMMENDATION:

The Authority should adjust the General Ledger to agree with the security deposit ledger and then insure that controls are in place to maintain the accuracy of the account balance.

4. **CONDITION: UTILITY ALLOWANCES:**

The Authority did not review the Utility allowances in the last year.

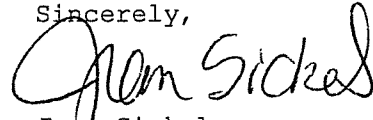
RECOMMENDATION:

The Authority should review the utility allowances at least annually.

I wish to thank the Executive Director and the staff of the Authority for their support and assistance during my audit.

This report is intended solely for the information and use of the Board of Commissioners, Management, and others within the Authority and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

A handwritten signature in black ink that reads "Jean Sickels". The signature is written in a cursive style with a large, looped initial "J".

Jean Sickels
Certified Public Accountant