

<b>1.0</b>	<b>PHA Information</b>	<b>Housing Authority of DeKalb County</b>	<b>GA237</b>
	PHA Name: _____	PHA Code: _____	
	PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8)		
	PHA Fiscal Year Beginning: (MM/YYYY): <b>07/01/2009</b>		
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above)		
	<b>266 units</b>	<b>4,152 units</b>	
	Number of PH units: _____ Number of HCV units: _____		
<b>3.0</b>	<b>Submission Type</b>		
	<input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only		
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)		
	Participating PHAs	PHA Code	Program(s) Included in the Consortia
	PHA 1:		
	PHA 2:		
			Programs Not in the Consortia
			No. of Units in Each Program
			PH HCV
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.		
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  <b>"To serve the citizens and communities of DeKalb County, Georgia by promoting quality housing and related economic development through the engagement of human and financial resources".</b>		
<b>5.2</b>	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.  <b>PHA Goal: Expand the supply of assisted housing</b> <b>Objectives:</b> <ul style="list-style-type: none"> <li>➤ HADC will apply for any additional Vouchers upon notice of funding availability</li> <li>➤ Reduce public housing vacancies</li> <li>➤ Leverage private or other public funds to create additional &amp; affordable housing opportunities</li> <li>➤ Acquire or build units or developments and provide redevelopment opportunities</li> </ul> <b>PHA Goal: Improve the quality of assisted housing</b> <b>Objectives:</b> <ul style="list-style-type: none"> <li>➤ Improve public housing management by providing &amp; maintaining accurate data for the MASS supporting documentation and by increasing MASS score in all areas of deficiency</li> <li>➤ Improve voucher management by providing &amp; maintaining accurate data for the SEMAP supporting documentation and by increasing scores in all areas of deficiency</li> <li>➤ Improve customer satisfaction by improving customer service by providing customer service trainings to staff in-house and also by sending staff to trainings outside the agency</li> <li>➤ Implement an ongoing customer service program for landlords and residents through periodic survey assessments</li> <li>➤ Develop performance measures based on survey responses from RASS</li> <li>➤ Hire a customer service staff person to address problems and concerns from the public</li> <li>➤ Provide an opportunity for staff to attend resident meetings, address issues and concerns and to meet periodically with Resident Advisory Board</li> <li>➤ Provide workshops and trainings for residents to become more familiar with HADC policies and procedures</li> </ul>		
			<b>Status:</b> Ongoing Ongoing Ongoing Ongoing  Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing

5.2	<p><b>PHA Goal: Improve the quality of assisted housing</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>➤ Provide continual training sessions/workshops for staff to become more effective in the enforcement of all HADC policies and procedures</li> <li>➤ Implement aggressive lease enforcement in all areas</li> <li>➤ Concentrate on efforts to improve specific management functions by providing staff with</li> <li>➤ Trainings such as: Housing Quality Standards, Customer Service, Rental Integrity Monitoring, Rent Calculation, Program Eligibility, Leadership and various other related trainings to Improve management effectiveness</li> <li>➤ Update Section 8 and Public Housing Policies &amp; Procedures as regulation changes warrant it</li> <li>➤ Thorough enforcement of all policies and procedures of the HADC</li> <li>➤ Review all job descriptions to restructure agency for most effective implementation of services</li> <li>➤ Renovate or modernize public housing units by conducting a comprehensive physical needs assessment on Tobie Grant Manor and Johnson Ferry East public housing apartments</li> <li>➤ Develop a comprehensive Revitalization Plan to address the viability of JFE public housing with the needs of the immediate community. The JFE Redevelopment Plan was approved by HUD which includes the demolition of JFE public housing units and the construction of 458 housing units: 1) Ashford Parkside with 151 rental units &amp; 30 ACC units, 2) Ashford Landing with 117 rental units &amp; 36 ACC units, 3) Marketside Villas with 170 rental units &amp; 17 ACC units, and 4) 20 for-sale townhouse units utilizing the homeownership program</li> <li>➤ Utilize ARRA funding to make Tobie Grant Manor more energy efficient</li> <li>➤ Demolish or dispose of obsolete public housing. On 11/12/05 HUD approved a demolition and disposition application and an Amendment on 8/10/06 for 498 units at Johnson Ferry East. Phase I Demolition (176 units) was completed in 2007. Phase II Demolition (190 units) was completed in 2008 and Phase III Demolition (last 132 units) will begin &amp; be completed in 2009.</li> <li>➤ Provide replacement public housing to JFE residents</li> <li>➤ A Designated Housing Plan for JFE was approved by HUD on 11/30/07 which includes a total of 83 ACC units in Ashford Parkside, Ashford Landing and Marketside Villas.</li> <li>➤ Provide replacement vouchers to residents involved in the JFE Redevelopment Project</li> <li>➤ Administer a Project Based Assistance program and a Section 8 Homeownership program</li> <li>➤ Administer Section 8 opt-out vouchers when it is not possible to save the impacted complex, a HUD contract, extension or renewal</li> </ul>	<p><b>Status:</b></p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
	<p><b>PHA Goal: Increase assisted housing choices</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>➤ Implement a resident mobility counseling program to improve the image of the HCV program</li> <li>➤ Conduct outreach efforts to potential voucher landlords by providing regular landlord meetings, by attending various landlord association meetings, and providing marketing for direct outreach</li> <li>➤ Develop an extensive Public Relations Plan</li> <li>➤ Increase voucher payment standards</li> <li>➤ Implement voucher homeownership program by identifying and evaluating other homeownership opportunities for HCV families such as lease-purchase, down-payment assistance programs and other creative financing options</li> <li>➤ Become a certified Housing Counseling Agency</li> <li>➤ Become a HUD certified Homebuyer Education Agency</li> <li>➤ Implement a Foreclosure Purchase Plan</li> </ul> <p>On 2/28/08 the HADC board approved for the Housing Development Corporation of DeKalb to obtain a credit line of \$1,000,000 with which to purchase single family detached home fore-closures needing repairs to increase the stock of affordable housing initiatives in DeKalb County</p>	<p><b>Status:</b></p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p>
	<p><b>PHA Goal: Improve community quality of life and economic vitality</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>➤ Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments by identifying the areas of DeKalb County to be targeted for enhanced HCV program, marketing and outreach to both families and landlords</li> <li>➤ Create and enter into informal partnerships with human services agencies to help facilitate the participating families' transition from living in poor neighborhoods to moving to non-traditional areas, such as north DeKalb County.</li> </ul>	<p><b>Status:</b></p> <p>Ongoing</p> <p>Ongoing</p>

5.2	<ul style="list-style-type: none"> <li>➤ Develop and utilize revised briefing and orientation packages and programs for families that will emphasize their options in selecting units outside areas of high poverty and non-impacted areas</li> </ul> <p><b>PHA Goal: Improve community quality of life and economic vitality</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>➤ Implement public housing security improvements by conducting a Crime Prevention Through Environmental Design (CPTED) Study to ensure the adequacy of safety and security features within the PHA properties</li> <li>➤ Develop a HADC Security Plan to track crime related problems at HADC properties, and to involve residents in actively combating crime in their community by informing residents of procedure for reporting crime</li> <li>➤ Redevelop a partnership with local law enforcement</li> <li>➤ Implement comprehensive screening and One Strike Policy</li> <li>➤ Collect and maintain crime statistical data summaries</li> <li>➤ Designate developments/buildings for particular resident groups such as elderly at JFE</li> </ul> <p><b>PHA Goal: Promote Self-Sufficiency and asset development of families and individuals</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>➤ Apply for FSS funding</li> <li>➤ Continue to collaborate with community and human service organizations to identify and implement programs that can promote self-sufficiency</li> <li>➤ Identify Section 8 homeownership candidates by opening the program to all current Section 8 Participants making \$18,500 or more and who meet other program requirements</li> <li>➤ To provide workshops for enhancing employability skills including an annual on-site job fair</li> <li>➤ To provide on-the-job training apprenticeships enhancing Section 3 initiatives when applicable</li> <li>➤ Increase number and percentage of employed persons in assisted families</li> <li>➤ Provide or attract supportive services to improve the employability of recipients receiving assistance</li> <li>➤ Provide or attract supportive services to increase independence for the elderly or families with disabilities</li> </ul> <p><b>PHA Goal: Ensure Equal Opportunity in Housing for all Americans</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>➤ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status or disability</li> <li>➤ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing regardless of race, color, religion, national origin, sex, familial status or disability</li> <li>➤ Increase the percentage of all HCV families with children who are moving from one unit to another in a non-impacted census tract</li> <li>➤ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required</li> <li>➤ Continue to develop and improve on landlord outreach and orientation programs to attract more landlords with units in HADC's targeted areas.</li> </ul>	<p>Ongoing</p> <p><b>Status:</b> Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p><b>Status</b> Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p><b>Status</b> Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Public Housing Admissions And Continued Occupancy Policy (ACOP), Section 8 Administrative Plan, Procurement Policies &amp; Procedures, CFP 5-Year Action Plan, JFE Revitalization Plan, Management Organizational Chart, Section 3 Plan, Fraud Policy and Travel Policy</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. Central Office &amp; Public Housing Management Offices now and on the HADC website after it's approved</p> <p><b>PHA Plan Elements:</b> For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p>	

# 1: Eligibility, Selection & Admissions Policies, including De-Concentration & Wait List Procedures

## PHA Policies Governing Eligibility, Selection, and Admissions - Public Housing

### (1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing?  
When families are within a certain number of being offered a unit  
All eligible verifications are based on unit availability and type
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing  
Criminal or Drug-related activity, Rental or credit history  
PHA does not request criminal records from local law enforcement agencies for screening purposes  
PHA does request criminal records from State law enforcement agencies for screening purposes  
PHA does access FBI criminal records from the FBI for screening purposes? (directly or through an NCIC source)

### (2) Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list?  
Site-based waiting lists – Tobie Grant Manor and Ashford Parkside
- b. Where may interested persons apply for admission to public housing?  
PHA development site management office
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year? YES  
How many site-based waiting lists will the PHA operate in the coming year? 2  
None of the PHA's site-based waiting lists are new for the upcoming year  
Can families be on more than one list simultaneously? YES, PHA has 2 lists  
Where can interested persons obtain more information about and sign up to be on the site-based waiting lists?  
PHA main administrative office, all PHA development management offices and management offices at developments with site-based waiting lists and at the development to which they would like to apply

### (3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? One
- b. Is this policy consistent across all waiting list types? YES

### (4) Admissions Preferences

- a. Income targeting:  
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? NO
- b. Transfer policies: Under what circumstances will transfers take precedence over new admissions?  
Emergencies, Over-housed, Under-housed, Medical justification or Administrative reasons determined by the PHA (e.g., to permit modernization work)
- c. Preferences  
PHA has established preferences for admission to public housing  
Which of the following admission preferences does the PHA plan to employ in the coming year?  
-Former Federal preferences:  
Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition and Victims of domestic violence  
-Other preferences:  
Working families and those unable to work because of age or disability  
Residents who live and/or work in the jurisdiction  
Those enrolled currently in educational, training, or upward mobility programs  
Residents who are employed and outside of the jurisdiction  
Residents who are not employed and live in the jurisdiction  
Employed singles who live in the jurisdiction  
Employed singles that do not live in the jurisdiction  
Near Elderly (50-61) that live in the jurisdiction

### (5) Occupancy

- a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing?  
The PHA-resident lease, the PHA's Admissions and Continued Occupancy policy, PHA briefing seminars or written materials and/or the HADC website

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- b. How often must residents notify the PHA of changes in family composition? 1-3 times  
At an annual reexamination and lease renewal, any time family composition changes or at family request for revision

**(6) De-concentration and Income Mixing**

- a. Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote de-concentration of poverty or income mixing? NO
- b. Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote de-concentration of poverty or to assure income mixing? NO
- d. : Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for de-concentration of poverty and income mixing? NO
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? Not applicable - results of analysis did not indicate a need for such efforts

**PHA Policies Governing Eligibility, Selection, and Admissions – Section 8**

**(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? Criminal or drug-related activity only to the extent required by law or regulation
- b. Does the PHA request criminal records from local law enforcement agencies for screening purposes? YES
- c. Does the PHA request criminal records from State law enforcement agencies for screening purposes? NO
- d. Does the PHA access FBI criminal records from the FBI for screening purposes? NO
- e. Indicate what kinds of information you share with prospective landlords?  
HADC provides tenant information to landlords upon request and only the tenant's last known address, landlord name, and landlord address will be released. Landlords are encouraged to perform their own criminal records check on their prospective tenant

**(2) Waiting List Organization**

- a. The Section 8 tenant-based assistance waiting list is not merged with any other lists
- b. Where may interested persons apply for admission to section 8 tenant-based assistance?  
HCVP Leasing Services Dept at Tobie Grant Manor Apts, 3218 Tobie Circle, Scottdale, GA 30079

**(3) Search Time**

Does the PHA give extensions on standard 60-day period to search for a unit? NO  
Initially the HADC will issue extensions for 120 days and will only extend the voucher search time for extenuating circumstances, such as family medical hardship, hard-to-house or disability as defined in the administrative plan

**(4) Admissions Preferences**

- a. Income targeting  
Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income? NO
- b. Preferences  
Has the PHA established preferences for admission to section 8 tenant-based assistance? YES  
HADC has the following special purpose vouchers: 1) Family Unification Program (FUP), 2) Veteran Administration Supportive Housing (VASH), 3) Project based
2. Which of the following admission preferences does the PHA plan to employ in the coming year? None  
Former Federal preferences or Other preferences

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

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained?  
The HADC will continue to update the Section 8 Administrative Plan: as program regulations change  
The HADC will continue to provide both tenants and landlords with briefing manuals, packages of information beneficial to their program participation success and with briefing sessions:
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?  
Through published notices: In addition to published notices, we also put notices in other human service agency offices, such as Department of Family and Children Services, Department of Labor, etc.

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**2: Financial Resources**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2008 grants)</b>		
a) Public Housing Operating Fund	1,807,220	Operations
b) Public Housing Capital Fund <b>(Based on FY 2008 amount)</b>	2,755,480	Site Improvement & Revitalization.
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	44,290,387	Housing Choice Voucher
f) Public Housing Drug Elimination Program (including any technical assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	3,279,063	CDBG Operations
i) HOME		Tenant Based Rental Assistance
Other Federal Grants (list below)	900,544	S-8 New Const.-HAP Subsidy
<b>2. Prior Year Federal Grants (list CFP un-obligated funds ONLY )</b>		
CFP #GA06P23750108 FY2008	20,000	Modernization
CFP #GA06P23750107 FY2007	108,362	Modernization
CFP #GA06P23750106 FY2006	23,691	Modernization
CFP #GA06P23750105 FY2005	0	Modernization
<b>3. Public Housing Dwelling Rental Income:</b>		
<b>Johnson Ferry East</b>	318,343	Operations
<b>Tobie Grant Manor</b>	449,267	Operations
<b>4. Other income (Management Fees – Bond Revenue – Miscellaneous)</b>		
Investment Income	3,879,930	Operations
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>59,837,376</b>	

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**3: Rent Determination**

**A Public Housing**

**(1) Income Based Rent Policies**

- a. The PHA employs discretionary policies for determining income based rent
- b. Minimum Rent  
What amount best reflects the PHA’s minimum rent? \$26-\$50
- c. Rents set at less than 30% than adjusted income  
Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income? NO
- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ?  
The earned income of a previously unemployed household member
- e. Ceiling rents  
Do you have ceiling rents? NO
- f. Rent re-determinations:  
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?  
Any time there is a change in family composition and when the change in income is the result of a new source of income
- g. 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? NO

**(2) Flat Rents**

In setting the market-based flat rents, what sources of information did the PHA use to establish comparability?  
Survey of rents listed in local newspaper  
Survey of similar unassisted units in the neighborhood  
Databank Inc. – A residential survey and analysis of multi-family housing in the Atlanta Metropolitan area, updated quarterly

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

**(1) Payment Standards**

- a. What is the PHA’s payment standard?  
At or above 90% but below 100% of FMR / 100% of FMR / Above 100% but at or below 110% of FMR
- b. If the payment standard is lower than FMR, why has the PHA selected this standard?  
FMRs are adequate to ensure success among assisted families in the PHA’s segment of the FMR area
- c. If the payment standard is higher than FMR, why has the PHA chosen this level?  
To increase housing options for families
- d. How often are payment standards reevaluated for adequacy? **Annually**
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?  
Success rates of assisted families  
Rent burdens of assisted families  
Location within the HADC’s jurisdiction of units being selected

**(2) Minimum Rent**

- a. What amount best reflects the PHA’s minimum rent? \$26-\$50

**4: Operation and Management**

**A. PHA Management Structure**

An organization chart showing the PHA’s management structure and organization is attached to this Plan

**B. HUD Programs Under PHA Management**

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Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	362	32 units annually
Section 8 Vouchers	3450	1.5%
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers:		
FUP	250	2%
VASH	40	1.5%
FSS	63	1%
Section 8 Vouchers	3450	1.5%
Section 8 Certificates	NA	

**C. Management and Maintenance Policies**

- (1) Public Housing Maintenance and Management:
  - Admissions and Continued Occupancy Policy (ACOP)
  - Rent Collection Policy
  - Unit Transfer Policy
  - Application Processing Policy
  - Security Deposit Refunds Processing Policy
  - Maintenance Plan & Procedures Policy
  - Preventative Maintenance Plan
  - Pet Policy
  - HADC Security Plan
  - Procurement Policy
- (2) Section 8 Management:
  - Section 8 Administrative Plan (HCV)
  - FSS Action Plan

**5: Grievance and Management**

**A. PHA Grievance Procedures**

**Public Housing**

- 1. Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing? **YES**
- 2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? **PHA main administrative office and PHA development management offices**

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

- 1. Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982? **NO**
- 2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? **PHA main administrative office**

**6: Designated Housing for Elderly and Disabled Families**

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? **YES**

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Ashford Parkside</b>
1b. Development (project) number: <b>GA237-005</b>
2. Designation type: <b>Occupancy by only the elderly</b>
3. Application status (select one) <b>Approved; included in the PHA’s Designation Plan Designated Housing Plan approved by HADC Board Resolution #4444 on 9/27/07 and by US Dept of HUD on 11/30/07</b>
4. Date this designation approved, submitted, or planned for submission: <b>Submitted to HUD on 10/01/2007</b>
5. If approved, will this designation constitute a (select one) <b>New Designation Plan Attachment ga237j01</b>
6. Number of units affected: <b>498</b>
7. Coverage of action (select one) <b>Total development</b>

**7: Community Service and Self-Sufficiency**

**Community Service Is Defined As:**

The performance of volunteer work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

**1. General**

In order to be eligible for continued occupancy, each adult family member (18 or over) must either (1) contribute eight hours per month of community service (not including political activities) within the community or (2) participate in an economic self-sufficiency program unless they are exempt from this requirements. Failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

**2. Exemptions**

The following adult family members of resident families are exempt from this requirement:

- a. family members who are 62 or older
- b. Family members who are blind or disabled
- c. Family members who are the primary care giver for someone who is blind or disabled
- d. Family members engaged in work activity
- e. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- f. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program
- g. Family member enrolled in school or training program

**3. Notification of the Requirement**

The HADC shall notify the head of household of the community service requirement and the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The HADC shall verify, such claims and shall notify the family of the exemption is approved.

**4. Volunteer Opportunity**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community. An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

**5. The Process**

As of March 1, 2001, the HADC will do the following at the first annual reexamination and each annual re-examination thereafter:

- a. Provide a list of volunteer opportunities to the head of household who will be responsible for providing it to the appropriate family member(s).
- b. Provide information about obtaining suitable volunteer positions.
- c. Provide a volunteer time sheet(s). Instructions for the time sheet will require the resident to complete the form, have a supervisor date and sign for each period of work and return the form to the HADC.
- d. Thirty (30) days before the family’s next lease anniversary date, the Housing Authority will determine whether each applicable adult family member is in compliance with the community service requirement.

**6. Notification of Non-Compliance with Community Service Requirement**

If any family member has been determined to be in non-compliance, the HADC will notify the family member(s) that they have been determined to be in non-compliance.

The determination is subject to the grievance procedures, and unless the family member(s) enter into an agreement to comply, the lease will not be renewed and/or will be terminated.

**7. Agreement Opportunity**

The HADC will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. This shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year’s community service requirement. The first hours a resident earns goes toward the current commitment until the current year’s commitment is made.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service, HADC shall take action to terminate the lease.

**Community Service Organizations And Activities Are Defined As:**

A convenience to participating residents, the Housing Authority will develop, post on the Authority’s bulletin boards and provide to applicable residents a list of qualified organizations (and activities) that have agreed to work with residents in helping them perform community service activities. Residents required to participate are not limited to the published list and are encouraged to identify other organizations and activities.

The following list of qualified service organizations and activities is presented as a convenience to covered residents. Residents are not limited to the following list and are encouraged to identify other organizations and activities

**Qualified Organizations:**

- HADC
- County Government Departments
- Nonprofit Organizations
- Local Hospitals

**Qualified Activities**

- Volunteer services to any qualified organization
- Self-sufficiency activities such as education, training and self-improvement classes
- Participation in monthly resident programs as presented by HADC



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

1. Cooperative agreements:

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? **NO**

The HADC will enter into a contract agreement with the local TANF Agency during the upcoming year

2. Other coordination efforts between the PHA and TANF agency

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

Schedule periodic meetings with the local TANF agency to insure a comprehensive delivery of services

Services and Programs				
Program Name and Description (including location, if appropriate)	Estimated Size	Allocation Method waiting list, random selection, specific criteria other	Access - development office, PHA main office or name of other provider	Eligibility - public housing or Section 8 participants or both
DeKalb Workforce Center and One Stop System Partnership	Open to all	Must be seeking full-time or part-time employment ages 14 and up	Tobie Grant Manor Center and satellite offices at Goodwill & GA Dept of Labor	All HADC clients

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? **NO**  
 The HADC reinstated the mandatory FSS program in year 2005 and a revised FSS Action Plan will be submitted to HUD for approval during the upcoming year and the HADC will strive to ensure that all requirements of this program are addressed and met.

**B. Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	250	64

**C. Welfare Benefit Reductions**

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

Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies

Informing residents of new policy on admission and reexamination

Actively notifying residents of new policy at times in addition to admission and reexamination.

Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

Establishing a protocol for exchange of information with all appropriate TANF agencies

Having periodic meeting with the Resident Advisory board and Residents to inform them of them of the HUD Policy & Regulatory changes that may affect any and all welfare benefit reductions

**8: Safety and Crime Prevention**

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

1. Describe the need for measures to ensure the safety of public housing residents

“One Strike You’re Out” Policy and crime statistics from local Police Enforcement Agency

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents? The HADC has developed a Security Plan for the HADC developments.

Safety and security survey of residents, analysis of crime statistics over time for crimes committed “in and around” public housing, resident reports, PHA employee reports, police reports, demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs, and property managers keep log on activities

	<p>3. Which developments are most affected? Tobie Grant Manor and Johnson Ferry East Developments</p> <p><b>B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year</b></p> <p>1. List the crime prevention activities the PHA has undertaken or plans to undertake:  Crime Prevention Through Environmental Design  Activities targeted to at-risk youth, adults, or seniors  Volunteer Resident Patrol/Block Watchers Program  HADC Security Plan  Concentrated community policing patrols on an as needed basis within developments</p> <p>2. Which developments are most affected? Tobie Grant Manor and Johnson Ferry East Developments</p> <p><b>C. Coordination between PHA and the police</b></p> <p>1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:  Police involvement in development, implementation, 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 meet with the PHA management and residents</p> <p>2. Which developments are most affected? Tobie Grant Manor and Johnson Ferry East Developments</p> <p><b>9: Pet Policy</b>  The HADC Pet Policy is attached to this Plan</p> <p><b>10: Civil Rights Certification</b>  An original copy of the Civil Rights Certification is being mailed to the Atlanta HUD Office</p> <p><b>12: Asset Management</b></p> <p>1. Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have <b>not</b> been addressed elsewhere in this PHA Plan? <b>YES</b></p> <p><b>13: Violence Against Women Act (VAWA)</b>  The Housing Authority of DeKalb County (HADC) has adopted a policy to implement applicable provisions of the Violence Against Women (the “HADC VAWA Policy”) and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA). The goals, objectives and policies to enable the HADC to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA, are stated in the HADC VAWA Policy. A copy of this Policy is attached to this Plan.</p> <p>A. The following activities, services, or programs are provided by HADC, directly or in partnership with other service providers, to child and adult victims of domestic violence, dating violence, sexual assault or stalking</p> <p>B. The following activities, services, or programs are provided by HADC to help child and adult victims of domestic violence, dating violence, sexual assault, or stalking maintain housing.</p> <p>C. The following activities, services, or programs are provided by HADC to prevent domestic violence, dating violence, sexual assault and stalking, or to enhance victim safety in assisted families.</p> <p>The HADC Violence Against Women Act (VAWA) Policy is attached to this Plan</p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p><b>A. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)</b></p> <p>a) Has the PHA received a HOPE VI revitalization grant? <b>NO</b></p> <p>b) Status of HOPE VI Revitalization Grant?) HADC has applied for tax credits which has been approved by DeKalb Community Development but a grant has not been awarded yet.</p> <p>1. Development name: Ashford Parkside (formerly Johnson Ferry East)</p> <p>2. Development (project) number: GA237-005</p> <p>3. Status of grant: Revitalization Plan approved by HADC Board and HUD  Activities pursuant to an approved Revitalization Plan underway</p>

- c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? **NO**
- d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? **YES**

If yes, list developments or activities below:

**The Johnson Ferry East Redevelopment Project is an ongoing project which includes the construction of Ashford Parkside, Ashford Landing and Marketside Villas**

- e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? **NO**

**(B) Demolition/Disposition Activity Description**

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? **YES**

- 1a. Development name: **Johnson Ferry East Redevelopment Project**
- 1b. Development (project) number: **GA237-004**
2. Activity type: Demolition  Disposition
3. Application status:  Approved  Submitted, pending approval  Planned application
4. Date application approved, submitted, or planned for submission: **11/12/2005 and Amended 8/10/06**
5. Number of units affected: **498**
6. Coverage of action (select one)  Part of the development  Total development
7. Timeline for activity: a. Actual or projected start date of activity: **05/01/2006**  
b. Projected end date of activity: **12/31/2009**

**(C) Conversion of Public Housing.** With respect to public housing owned by a PHA: **N/A**

- 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.

**(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

**Section 8 Tenant Based Assistance –Section 8 (y) Homeownership Program**

1. Does the PHA plan to administer a Section 8 Homeownership program? **YES**
2. Program Description: **1) Housing Choice Voucher Homeownership Program**  
**2) DeKalb First Time Homebuyers Program**
- a. Size of Program  
Will the PHA limit the number of families participating in the section 8 homeownership option? **YES**  
If the answer to the question above was yes, which statement best describes the number of participants?  
**10% of Allocation and more than 100 participants**
- b. PHA-established eligibility criteria  
Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? **YES** If yes, list criteria below:  
**Program participants must be a HCV participant for 1 year and meet program and income requirements. HADC is a HUD and Georgia Department of Community Affairs Housing Counseling Agency. The HADC is the only Housing Authority in the State of Georgia to hold this designation. As a Housing Counseling Agency, the HADC Homeownership Center assists families in pre-purchase counseling, post purchase counseling, rental counseling & mortgage default and delinquency counseling.**
- c. What actions will the PHA undertake to implement the program this year (list)?  
**The program is fully implemented. The Housing Authority of DeKalb County will continue to hold educational workshops, partner with lending industry and market our program. The HADC administers 2 distinct homeownership programs: 1) the Housing Choice Voucher Homeownership Program and 2) the DeKalb First Time Homebuyers Program, which is administered on behalf of the DeKalb County Community Development Department.**

7.0	<p>The Housing Choice Voucher Homeownership Program is a component of the Housing Choice Voucher Program. The homeownership option provides vouchers to assist eligible first-time homeowners who are currently on the Housing Choice Voucher program with their monthly home ownership expenses in lieu of a rental subsidy.</p> <p>The DeKalb First Time Homebuyers Program provides \$5,000 to \$8,000 in assistance with downpayment, pre-paid and closing cost assistance to eligible first time homeowners who purchase a home in DeKalb County. HADC Homebuyer orientations are held the first Tuesday of each month from 6:30pm to 7:30pm at the HADC central office, located at 750 Commerce Drive, Decatur, GA. Orientations are open to the general public to receive general information on HADC homeownership programs and services.</p> <p>A “Realizing the American Dream Future Homeowners” educational workshop is held every third Saturday of each month at the central office located at 750 Commerce Drive, Decatur, GA from 9:00am to 4:00pm. Successful completion of this class certifies future homeowners with the US Dept of HUD and the Georgia Department of Community Affairs.</p>																																																																																																
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>																																																																																																
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>Annual Statements for the Capital Fund Program, Replacement Housing Factor and AARP funding are attached to this Plan</p>																																																																																																
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>The Capital Fund Program Five-Year Plan is attached to this Plan along with a CFP Analysis FY 2003-2008</p>																																																																																																
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>																																																																																																
9.0	<p><b>Housing Needs.</b></p> <p><b>1. Statement of Housing Needs</b></p> <p><b>A. Housing Needs of Families in the Jurisdiction/s Served by the PHA</b></p> <table border="1" data-bbox="232 1207 1403 1787"> <thead> <tr> <th colspan="8">Housing Needs of Families in the Jurisdiction by Family Type – Housing Choice Voucher Program</th> </tr> <tr> <th>Family Type</th> <th>Overall</th> <th>Affordability</th> <th>Supply</th> <th>Quality</th> <th>Accessibility</th> <th>Size</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td></td> <td>5919</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Income &lt;= 30% of AMI</td> <td>4913</td> <td>5</td> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>2</td> </tr> <tr> <td>Income &gt;30% but &lt;=50% of AMI</td> <td>816</td> <td>3</td> <td>2</td> <td>3</td> <td>2</td> <td>2</td> <td>2</td> </tr> <tr> <td>Income &gt;50% but &lt;80% of AMI</td> <td>168</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Elderly</td> <td>460 7.77%</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> <td>2</td> </tr> <tr> <td>Families with Disabilities</td> <td>1103 18.63%</td> <td>4</td> <td>5</td> <td>4</td> <td>4</td> <td>3</td> <td>3</td> </tr> <tr> <td>Race/Ethnicity White</td> <td>74 1.25%</td> <td>3</td> <td>3</td> <td>2</td> <td>3</td> <td>3</td> <td>2</td> </tr> <tr> <td>Race/Ethnicity Black</td> <td>5818 98.3%</td> <td>3</td> <td>2</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> <tr> <td>Race/Ethnicity Asian</td> <td>10 0.175%</td> <td>3</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> </tr> <tr> <td>Race/Ethnicity Other</td> <td>12 0.211 5</td> <td>3</td> <td>2</td> <td>2</td> <td>2</td> <td>3</td> <td>1</td> </tr> </tbody> </table> <p><b>**Average median income for DeKalb County, Georgia \$72,006</b></p>	Housing Needs of Families in the Jurisdiction by Family Type – Housing Choice Voucher Program								Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location		5919							Income <= 30% of AMI	4913	5	5	4	3	3	2	Income >30% but <=50% of AMI	816	3	2	3	2	2	2	Income >50% but <80% of AMI	168	1	1	1	1	1	1	Elderly	460 7.77%	3	3	3	3	3	2	Families with Disabilities	1103 18.63%	4	5	4	4	3	3	Race/Ethnicity White	74 1.25%	3	3	2	3	3	2	Race/Ethnicity Black	5818 98.3%	3	2	3	3	3	3	Race/Ethnicity Asian	10 0.175%	3	2	2	2	2	2	Race/Ethnicity Other	12 0.211 5	3	2	2	2	3	1
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What sources of information did the PHA use to conduct this analysis?

**Consolidated Plan of the Jurisdiction/s for Year 2006**  
**MuniNet Guide (2000 Census Data adjusted for inflation)**

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

<b>Housing Needs of Families on the Waiting List - Public Housing</b>			
Waiting list type: <b>Public Housing presently closed</b>			
<b>Public Housing Site-Based</b> (or sub-jurisdictional waiting list) <b>To be opened early 2007</b> (optional) If used, identify which development/sub-jurisdiction: <b>Johnson Ferry East</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>938</b>		
Extremely low income <=30% AMI	<b>928</b>	<b>98.9%</b>	
Very low income: (>30% but <=50% AMI)	<b>9</b>	<b>1.0%</b>	
Low income: (>50% but <80% AMI)	<b>1</b>	<b>.1%</b>	
Families with children	<b>655</b>	<b>69.8%</b>	
Elderly families	<b>14</b>	<b>1.5%</b>	
Families with Disabilities	<b>144</b>	<b>15.4%</b>	
Race/ethnicity (White)	<b>131</b>	<b>14.0%</b>	
Race/ethnicity (Black)	<b>572</b>	<b>61.0%</b>	
Race/ethnicity (Asian/Other)	<b>235</b>	<b>25.1%</b>	
Race/ethnicity (Hispanic)	<b>130</b>	<b>13.9%</b>	
Characteristics by Bedroom Size (PH Only)			
1BR	<b>96</b>	<b>10.2%</b>	
2 BR	<b>697</b>	<b>74.3%</b>	
3 BR	<b>84</b>	<b>9.0%</b>	
4 BR	<b>43</b>	<b>4.6%</b>	
5 BR	<b>18</b>	<b>1.9%</b>	
5+ BR	<b>N/A</b>	<b>N/A</b>	

<b>Housing Needs of Families on the Waiting List - Section 8</b>			
Is the waiting list closed)? <b>YES</b> If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? <b>CLOSED 11/17/2004</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <b>NO</b>			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <b>No</b>			
Housing Needs of Families on the Waiting List Section 8			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list) <b>To be opened early 2009</b> (optional) If used, identify which development/sub-jurisdiction: <b>Johnson Ferry East</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>3,117</b>		
Extremely low income <=30% AMI	<b>3,110</b>	<b>99.7 %</b>	
Very low income (>30% but <=50% AMI)	<b>7</b>	<b>.3 %</b>	
Low income (>50% but <80% AMI)	<b>0</b>	<b>N/A</b>	
Families with children	<b>678</b>	<b>21 %</b>	
Elderly families	<b>287</b>	<b>9 %</b>	
Families with Disabilities	<b>2,211</b>	<b>70 %</b>	
Race/ethnicity (White)	<b>436</b>	<b>14 %</b>	
Race/ethnicity (Black)	<b>2,525</b>	<b>81 %</b>	
Race/ethnicity (Asian/Other)	<b>94</b>	<b>3 %</b>	
Race/ethnicity (Hispanic)	<b>62</b>	<b>2 %</b>	
Is the waiting list closed (select one)? <b>YES</b> If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? <b>CLOSED 11/17/2004</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <b>YES</b>			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <b>YES</b>			

9.0



**C. Strategy for Addressing Needs**

**(1) Strategies**

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

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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration, increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

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

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Improve systems and resource usage so that units are available for occupancy.

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

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

- Adopt rent policies to support and encourage work
- Increase marketing campaign to target families that meet these requirements.

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

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

- Adopt rent policies to support and encourage work
- Increase marketing campaign to target families that meet these requirements.

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

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

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- HADC will apply for any such vouchers upon the release of Notice of Funding Availability.
- Increase marketing campaign to target families that meet these requirements.

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

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

- Carry out modifications needed in public housing based on the section 504 Needs Assessment for public housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available.
- HADC will apply for any special allocated vouchers should they become available and known to HADC.
- Affirmatively market to local non-profit agencies that assist families with disabilities: HADC has longstanding relationships with such local non-profit agencies that assist families with disabilities and through HADC staff attending regular meetings and participating on various boards with these groups and the regular exchange of information, the need for and availability of housing resources for families with disabilities is made known.
- Encourage joint ventures with non-profit providers of services and housing for the disabled to provide additional housing for the disabled.

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

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

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs:
- HADC will aggressively market the Housing Choice Voucher Program to any race/ethnicity that it feels have been adversely affected disproportionately in application intake, issuance of vouchers or lease-up process.

9.1

<p>9.1</p>	<p><b>Strategy 2: Conduct activities to affirmatively further fair housing</b>  Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.  Implement the mobility counseling program. Staff developed write-up procedures for the new process.  Market the Section 8 program to owners outside of areas of poverty /minority concentrations  Attend regular scheduled Landlord Association Meetings to present information as pertains to the Housing Choice Voucher Program.</p> <p><b>(2) Reasons for Selecting Strategies</b>  The following factors influenced the PHA’s selection of the strategies it will pursue:  Funding constraints - Due to funding shortfalls, HADC is monitoring effective methods and measures to offset the shortfall  Staffing constraints  Limited availability of sites for assisted housing  The extent to which particular housing needs are met by other organizations in the community  Evidence of housing needs as demonstrated in the Consolidated Plan and other available info to PHA  Influence of the housing market on PHA programs  Community priorities regarding housing assistance  Results of consultation with local or state government  Results of consultation with residents and the Resident Advisory Board  Results of consultation with advocacy groups</p>
<p>10.0</p>	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.  <b>The HADC is on target with its goals. Though most of the goals have been completed and we continue to achieve them on an ongoing basis. The progress status of the Goals &amp; Objectives is noted on pages 1- 5.</b></p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>The Housing Authority of the County of Dekalb, GA defines a Substantial Deviation to the Annual Plan from the 5-Year Plan and a Significant Amendment or Modification of the Annual Plan as any work item that represents more than 40% of the Annual Statement Amount.</p> <p>The Housing Authority of the County of Dekalb, GA supports HUD’s definition of a Significant Amendment of Modification to the PHA policies and procedures as follows:</p> <ol style="list-style-type: none"> <li>1) Changes to rent and admissions policies or organization of the waiting list</li> <li>2) Additions of non-emergency work items (over 40% of Annual Statement amount) not included in the 5-Year Plan</li> <li>3) Changes in the use of the replacement reserve funds under the Capital Fund</li> <li>4) Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities</li> </ol> <p>An exception to this definition would be items that have been adopted to comply with HUD regulatory requirements, inspections or recommendations.</p> <p>In the event that a Substantial Deviation, a Significant Amendment or Modification to the Annual Plan is made, the Housing Authority of DeKalb County (HADC) will hold a Public Hearing and/or notify the Resident Advisory Board of the changes and allow the opportunity to view the changes and make suggestions. Once the public process requirements have been met, the HADC shall submit a revised PHA Plan to the Atlanta HUD Office.</p>

<p><b>10.0</b></p>	<p><b>Additional Information attached for review:</b></p> <p>New or revised HADC Policies, Procedures, Plans or Statements (over the last year and/or 5-year period):</p> <ol style="list-style-type: none"> <li>1) Organizational Chart</li> <li>2) Domestic Violence Policy</li> <li>3) Public Housing Security Plan</li> <li>4) Pet Policy</li> <li>5) Johnson Ferry East Revitalization Plan</li> <li>6) Johnson Ferry East Designated Housing Plan</li> <li>7) Affirmatively Further Fair Housing Plan</li> <li>8) Ethics Policy</li> <li>9) Fraud Policy</li> <li>10) Disaster Housing Assistance Program Administrative Plan</li> <li>11) Procurement Policy</li> <li>12) Travel Policy</li> <li>13) American Recovery and Reinvestment Act Statement</li> </ol>
<p><b>11.0</b></p>	<p><b>Required Submission for HUD Field Office Review</b></p> <p>Original copies (and signatures) of the following documents are being mailed to the Atlanta HUD Office:</p> <ol style="list-style-type: none"> <li>1) Form HUD-50075 – PHA Five Year and Annual Plan</li> <li>2) Form HUD-50075.1 - GA06P23750108</li> <li>3) Form HUD-50075.1 - GA06R23750108</li> <li>4) Form HUD-50075.1 - GA06S23750108</li> <li>5) Form HUD-50075.1 - P&amp;E for CFP Grant # GA06P23750105 for period ending 12/31/08</li> <li>6) Form HUD-50075.1 - P&amp;E for CFP Grant # GA06P23750106 for period ending 12/31/08</li> <li>7) Form HUD-50075.1 - P&amp;E for CFP Grant # GA06P23750107 for period ending 12/31/08</li> <li>8) Form HUD-50075.1 - P&amp;E for CFP Grant # GA06P23750108 for period ending 12/31/08</li> <li>9) Form HUD-50075.1 - P&amp;E for CFP Grant # GA06R23750108 for period ending 12/31/08</li> <li>10) Form HUD-50075.2 - 5-Year Plan</li> <li>11) Form HUD-50070 - Certificate for a Drug-Free Workplace</li> <li>12) Form HUD 50071 - Certification of Payments to Influence Federal Transactions</li> <li>13) Standard Form LLL - Disclosure of Lobbying Activities</li> <li>14) Form HUD-50077 - PHA Certifications of Compliance with PHA Plans and Related Regulations</li> <li>15) Form HUD-50077CR - Civil Rights Certification</li> <li>16) Form HUD-50077SL - Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan</li> <li>17) RAB Advisory Board Comments – Attachment ga237s03</li> </ol>

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## Instructions form HUD-50075

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

### **1.0 PHA Information**

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

### **2.0 Inventory**

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

### **3.0 Submission Type**

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

### **4.0 PHA Consortia**

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

### **5.0 Five-Year Plan**

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

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

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

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

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

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

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.
2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: **(i)** A description of the need for measures to ensure the safety of public housing residents; **(ii)** A description of any crime prevention activities conducted or to be conducted by the PHA; and **(iii)** A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.
9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how

the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

- 13. Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

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

- (a) Hope VI or Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

- (b) Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)

**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

- (c) Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>
- (d) Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social

viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

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

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

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

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

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

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

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

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

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



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

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

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

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

<b>Part I: Summary</b>	
PHA Name: GA237 Housing Authority of the County of DeKalb, GA	<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P23750109 Replacement Housing Factor Grant No: Date of CFFP:
<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval: 2009</b>	

**Type of Grant**  
 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	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds	.00			
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	83,000.00			
3	1408 Management Improvements	28,000.00			
4	1410 Administration (may not exceed 10% of line 21)	83,000.00			
5	1411 Audit	.00			
6	1415 Liquidated Damages	.00			
7	1430 Fees and Costs	11,200.00			
8	1440 Site Acquisition	.00			
9	1450 Site Improvement	40,000.00			
10	1460 Dwelling Structures	125,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable	10,000.00			
12	1470 Non-dwelling Structures	12,000.00			
13	1475 Non-dwelling Equipment	5,000.00			
14	1485 Demolition	50,000.00			
15	1492 Moving to Work Demonstration	.00			
16	1495.1 Relocation Costs	.00			
17	1499 Development Activities <sup>4</sup>	382,937.00			

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

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

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

<b>Part I: Summary</b>					
<b>PHA Name:</b> GA237 <b>Housing Authority</b> of DeKalb County		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P23750109 Replacement Housing Factor Grant No: Date of CFFP:		<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval: 2009</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:                      ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	.00			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	.00			
19	1502 Contingency (may not exceed 8% of line 20)	.00			
20	Amount of Annual Grant:: (sum of lines 2 - 19)	830,137.00			
21	Amount of line 20 Related to LBP Activities	.00			
22	Amount of line 20 Related to Section 504 Activities	.00			
23	Amount of line 20 Related to Security - Soft Costs	.00			
24	Amount of line 20 Related to Security - Hard Costs	.00			
25	Amount of line 20 Related to Energy Conservation Measures	.00			
<b>Signature of Executive Director</b>		<b>Date 6/25/09</b>		<b>Signature of Public Housing Director</b>	
				<b>Date 6/25/09</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: GA237 Housing Authority of DeKalb County		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P23750109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2009</b>			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Operations	operating expenses for TGM & JFE	1406	PHA wide	83,000.00				
Management Improvements	Resident, board & staff training, trainers & general technical assistance	1408	PHA wide	28,000.00				
Administration	Non-technical PHA salaries & employee contributions, travel & expenses	1410	PHA wide	83,000.00				
Fees & Costs	procurement activities, bid packages, etc	1430	PHA wide	4,500.00				
	A&E, Technical or Consulting Services	1430	PHA wide	6,700.00				
	subtotal			11,200.00				
Site Improvements	driveway & sidewalk concrete repairs in public areas	1450 - TGM	sitewide	18,000.00				
	steel fence & sidewalk railing repairs around community center & office bldg	1450 - TGM	sitewide	10,000.00				
	utility line repairs	1450 - TGM	10 bldgs	8,000.00				
	tree removal or major pruning	1450 - TGM	sitewide	4,000.00				
	subtotal			40,000.00				

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

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

<b>Part II: Supporting Pages</b>								
PHA Name: GA237 Housing Authority of DeKalb County			<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P23750109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2009</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Dwelling Structures	exterior door replacement - 2 entrances	1460 - TGM	8 units	12,000.00				
	interior door replacement	1460 - TGM	8 units	8,000.00				
	roof repair / replacement	1460 - TGM	2-4 units	55,000.00				
	kitchen/bath cabinet repairs/replacement	1460 - TGM	10 units	12,000.00				
	flooring/tile or carpet repair/replacement	1460 - TGM	8 -9 units	8,000.00				
	sheetrock repair & interior painting of occupied units	1460 - TGM	20 units	30,000.00				
	subtotal			125,000.00				
Dwelling Equipment	range & refrigerator replacement	1465 - TGM	8 units	10,000.00				
Non-Dwelling Struct.	sheetrock & door repair & painting	1470 - TGM	1 bldg	12,000.00				
Non-Dwelling Equip.	tankless hot water heaters	1475 - TGM	1 bldg	5,000.00				
Demolition	JFE Redevelopment Plan	1485 - JFE	sitewide	50,000.00				
Development Activity	JFE Redevelopment Plan	1499 - JFE	sitewide	382,937.00				
	<b>GRAND TOTAL</b>			830,137.00				

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

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



<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: GA237 Housing Authority of DeKalb County			GA06P23750109		<b>Federal FFY of Grant: 2009</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Estimated start date	9/15/09				
GA237000001 Tobie Grant Manor	03/15/11		09/15/12		
GA237000002 Johnson Ferry East	03/15/11		09/15/12		

<sup>1</sup> 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.

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

<sup>1</sup> 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.

<b>Part I: Summary</b>	
PHA Name: GA237 Housing Authority of DeKalb County	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: GA06R23750109 Date of CFFP:
<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval: 2009</b>	

**Type of Grant**  
 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	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds	.00			
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	24,000.00			
3	1408 Management Improvements	2,000.00			
4	1410 Administration (may not exceed 10% of line 21)	2,000.00			
5	1411 Audit	.00			
6	1415 Liquidated Damages	.00			
7	1430 Fees and Costs	17,317.00			
8	1440 Site Acquisition	.00			
9	1450 Site Improvement	.00			
10	1460 Dwelling Structures	.00			
11	1465.1 Dwelling Equipment—Nonexpendable	.00			
12	1470 Non-dwelling Structures	.00			
13	1475 Non-dwelling Equipment	.00			
14	1485 Demolition	.00			
15	1492 Moving to Work Demonstration	.00			
16	1495.1 Relocation Costs	.00			
17	1499 Development Activities <sup>4</sup>	200,000.00			

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

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

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

<b>Part I: Summary</b>					
<b>PHA Name:</b> GA237 <b>Housing Authority of DeKalb County</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: GA06R23750109 Date of CFFP:	<b>FFY of Grant:2009</b> <b>FFY of Grant Approval: 2009</b>			
<b>Type of Grant</b>					
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b>		<input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>	
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>		<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	.00			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	.00			
19	1502 Contingency (may not exceed 8% of line 20)	.00			
20	Amount of Annual Grant:: (sum of lines 2 - 19)	245,317.00			
21	Amount of line 20 Related to LBP Activities	.00			
22	Amount of line 20 Related to Section 504 Activities	.00			
23	Amount of line 20 Related to Security - Soft Costs	.00			
24	Amount of line 20 Related to Security - Hard Costs	.00			
25	Amount of line 20 Related to Energy Conservation Measures	.00			
<b>Signature of Executive Director</b>		<b>Date 6/25/09</b>		<b>Signature of Public Housing Director</b>	
				<b>Date 6/25/09</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: GA237 Housing Authority of DeKalb County			<b>Grant Type and Number</b> Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No: GA06R23750109			<b>Federal FFY of Grant: 2009</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Operations	operating expenses for AP & AL	1406	PHA wide	24,000.00				
Management	Resident, board & staff training	1408	PHA wide	1,000.00				
Improvements	record keeping improvements	1408	PHA wide	1,000.00				
	subtotal			2,000.00				
Administration	Non-technical salaries & employee contributiions	1410	PHA wide	2,000.00				
Fees & Costs	procurement activities, bid packages, etc	1430	PHA wide	7,317.00				
	Technical or consulting services	1430	PHA wide	10,000.00				
	subtotal			17,317.00				
Development Activity	per JFE Redevelopment Plan	1499	sitewide	200,000.00				
	<b>GRAND TOTAL</b>			245,317.00				

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

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

Part II: Supporting Pages								
PHA Name: GA237 Housing Authority of DeKalb County		Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No: GA06R23750109			Federal FFY of Grant: 2009			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	

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

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

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: GA237 Housing authority of DeKalb County			GA06R23750109		Federal FFY of Grant: 2009
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
estimated start date	9/15/09				
GA237000003 Ashford Parkside	03/15/10		09/15/11		
GA237000004 Ashford Landing	03/15/10		09/15/11		

<sup>1</sup> 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.



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

<sup>1</sup> 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.

<b>Part I: Summary</b>	
PHA Name: GA237 Housing Authority of the County of DeKalb, GA	<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06S23750109 Replacement Housing Factor Grant No: Date of CFFP:
<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval: 2009</b>	

**Type of Grant**  
 **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	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds	.00			
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	.00			
3	1408 Management Improvements	.00			
4	1410 Administration (may not exceed 10% of line 21)	136,131.00			
5	1411 Audit	.00			
6	1415 Liquidated Damages	.00			
7	1430 Fees and Costs	.00			
8	1440 Site Acquisition	.00			
9	1450 Site Improvement	136,000.00			
10	1460 Dwelling Structures	214,869.00			
11	1465.1 Dwelling Equipment—Nonexpendable	80,000.00			
12	1470 Non-dwelling Structures	34,812.00			
13	1475 Non-dwelling Equipment	9,500.00			
14	1485 Demolition	750,000.00			
15	1492 Moving to Work Demonstration	.00			
16	1495.1 Relocation Costs	.00			
17	1499 Development Activities <sup>4</sup>	.00			

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

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

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

<b>Part I: Summary</b>					
<b>PHA Name:</b> GA237 <b>Housing Authority</b> of DeKalb County		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06S23750109 Replacement Housing Factor Grant No: Date of CFFP:		<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval: 2009</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:                      ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	.00			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	.00			
19	1502 Contingency (may not exceed 8% of line 20)	.00			
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,361,312.00			
21	Amount of line 20 Related to LBP Activities	.00			
22	Amount of line 20 Related to Section 504 Activities	.00			
23	Amount of line 20 Related to Security - Soft Costs	.00			
24	Amount of line 20 Related to Security - Hard Costs	.00			
25	Amount of line 20 Related to Energy Conservation Measures	.00			
<b>Signature of Executive Director</b>		<b>Date 6/25/09</b>		<b>Signature of Public Housing Director</b>	
				<b>Date 6/25/09</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: GA237 Housing Authority of DeKalb County			<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06S23750109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2009</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Administration	Non-technical PHA salaries/contributions	1410	PHA wide	98,000.00				
	advertising, printing, admin expenses	1410	PHA wide	38,131.00				
	subtotal			136,131.00				
Site Improvements	driveway /sidewalk repairs / replacement	1450 - TGM	sitewide	75,000.00				
	landscaping & site improvements	1450 - TGM	sitewide	30,000.00				
	fencing & entrance work	1450 - TGM	sitewide	20,000.00				
	shrubs, trees, mulching & grading	1450 - TGM	sitewide	11,000.00				
	subtotal			136,000.00				
Dwelling Structures	building foundation repairs & painting	1460 - TGM	11 bldgs	11,000.00				
	resurface / line bathrubs or replace	1460 - TGM	40 units	14,000.00				
	replace polybutylene plumbing	1460 - TGM	12 bldgs	36,000.00				
	interior door/frame replacement	1460 - TGM	50 units	100,000.00				
	painting of occupied units	1460 - TGM	45 units	53,869.00				
	subtotal			214,869.00				
Dwelling Equipment	tankless hot water heaters	1465 - TGM	40 units	80,000.00				

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

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

<b>Part II: Supporting Pages</b>								
PHA Name: GA237 Housing Authority of DeKalb County			<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06S23750109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2009</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Non-Dwelling Structures	interior painting of community center , office and maintenance buildings	1470 - TGM	3 bldgs	9,000.00				
	install energy efficient skylights	1470 - TGM	3 bldgs	6,000.00				
	office upgrade / renovation	1470 - TGM	1 bldg	10,000.00				
	flooring/tile or carpet repair/replacement	1470 - TGM	1 bldg	2,312.00				
	ductwork sealing & insulation	1470 - TGM	3 bldgs	7,500.00				
	subtotal			34,812.00				
Non-Dwelling Equipment	tankless water heaters	1475 - TGM	3 bldgs	6,000.00				
	install "water sence" plumbing fixtures	1475 - TGM	3 bldgs	3,500.00				
	subtotal			9,500.00				
Demolition	JFE Redevelopment Plan - Phase III	1485 - JFE	sitewide	750,000.00				
	<b>GRAND TOTAL</b>			1,361,312.00				

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

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

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: GA237 Housing Authority of DeKalb County			GA06S23750109		<b>Federal FFY of Grant: 2009</b>
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Estimated start date	9/15/09				
GA237000001	03/15/11		09/15/12		
Tobie Grant Manor					
GA237000002	03/15/11		09/15/12		
Johnson Ferry East					

<sup>1</sup> 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.

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

<sup>1</sup> 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**

<b>Part I: Summary</b>						
PHA Name/Number <b>GA237</b> <b>Housing Authority of DeKalb County, GA</b>		Locality (City/County & State) <b>750 Commerce Drive, Suite 201, Decatur, GA 30030</b>			<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 4	
A.	Development No. and Name <b>FFY 2009</b>	Work Statement for Year 1 <b>FFY 2009</b>	Work Statement for Year 2 <b>FFY 2010</b>	Work Statement for Year 3 <b>FFY 2011</b>	Work Statement for Year 4 <b>FFY 2012</b>	Work Statement for Year 5 <b>FFY 2013</b>
	GA237000001 <b>Tobie Grant Manor</b> GA237000002 <b>Johnson Ferry East</b> GA237000003 <b>Ashford Parkside</b>		GA237000001 <b>Tobie Grant Manor</b> GA237000003 <b>Ashford Parkside</b> GA237000004 <b>Ashford Landing</b>	GA237000001 <b>Tobie Grant Manor</b> GA237000003 <b>Ashford Parkside</b> GA237000004 <b>Ashford Landing</b> GA237000005 <b>Marketside Villa</b>	GA237000001 <b>Tobie Grant Manor</b> GA237000003 <b>Ashford Parkside</b> GA237000004 <b>Ashford Landing</b> GA237000005 <b>Marketside Villa</b>	GA237000001 <b>Tobie Grant Manor</b> GA237000003 <b>Ashford Parkside</b> GA237000004 <b>Ashford Landing</b> GA237000005 <b>Marketside Villa</b>
B.	Physical Improvements Subtotal (Dwelling)	Annual Statement	66,316.00 16,000.00	96,645.00 16,000.00	40,000.00 20,000.00	40,000.00 20,000.00
C.	Management Improvements		59,700.00	85,400.00	82,650.00	82,650.00
D.	PHA-Wide Non-dwelling Structures and Equipment		10,000.00 5,000.00	15,000.00 5,000.00	10,000.00 10,000.00	10,000.00 10,000.00
E.	Administration		29,866.00	42,650.00	41,795.00	41,795.00
F.	Other - Site Improvements		36,000.00	66,000.00	50,000.00	50,000.00
	Other – Fees & costs		14,980.00	15,000.00	20,000.00	20,000.00
G.	Operations		29,866.00	42,650.00	42,650.00	42,650.00
H.	Demolition		0	0	0	0
I.	Development		44,800.00	43,750.00	110,000.00	110,000.00
J.	Capital Fund Financing – Debt Service		0	0	0	0
K.	Total CFP Funds		\$495,788.00	\$298,668.00	\$298,668.00	\$298,668.00
L.	Total Non-CFP Funds (RHF)		\$44,800.00	\$98,560.00	\$123,947.00	\$123,947.00
M.	Grand Total		<b>\$540,588.00</b>	<b>\$397,248.00</b>	<b>\$422,635.00</b>	<b>\$422,635.00</b>
	<b>Tobie Grant Manor</b>	200 units	200 units	200 units	200 units	200 units
	<b>Johnson Ferry East</b>	132 units	0 units	0 units	0 units	0 units
	<b>Ashford Parkside</b>	30 units	30 units	30 units	30 units	30 units
	<b>Ashford Landing</b>		36 units	36 units	36 units	36 units
	<b>Marketside Villas</b>			17 units	17 units	17 units
	<b>Total Units</b>	<b>362 units</b>	<b>266 units</b>	<b>283 units</b>	<b>283 units</b>	<b>283 units</b>

Capital Fund Program—Five-Year Action Plan

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>				<b>Housing Authority of DeKalb County, GA</b>		
Work Statement for Year 1 <b>FFY 2009</b>	Work Statement for Year 2 <b>FFY 2010</b>			Work Statement for Year 2 <b>FFY 2010</b>		
	Development Number/Name	Quantity General Description of Major Work Categories	Estimated Cost	Development Number/Name	Quantity General Description of Major Work Categories	Estimated Cost
See	<b>1406</b>	<b>Operations</b>		<b>1408</b>	<b>Management</b>	
Annual	TGM	Operations	49,720.00	TGM & JFE	Staff training, mtgs or assistance	47,000.00
Statement	AP, AL	Operations	15,680.00	TGM & JFE	Resident mtgs, bus, newsletters	12,700.00
		<b>Subtotal</b>	<b>29,866.00</b>		<b>Subtotal</b>	<b>59,700.00</b>
	<b>1410</b>	<b>Administration</b>		<b>1430</b>	<b>Fees &amp; Costs</b>	
	TGM & JFE	Staff salaries & expenses	20,826.00	TGM	Sundry: Bids, Ads, printing, etc	6,470.00
	TGM & JFE	Procurement, Advertising, PR	10,824.00	JFE	Sundry: Bids, Ads, printing, etc	8,510.00
		<b>Subtotal</b>	<b>29,866.00</b>		<b>Subtotal</b>	<b>14,980.00</b>
	<b>1450</b>	<b>Site Improvements</b>		<b>1460</b>	<b>Dwelling Structures</b>	
	TGM	Sewer line repair/ replacement	19,000.00	TGM	replace entry doors	30,000.00
	TGM	install new walkways & repairs	17,000.00	TGM	interior painting of occupied units	18,750.00
		<b>Subtotal</b>	<b>36,000.00</b>	TGM	replace interior lighting	7,566.00
	<b>1465.1</b>	<b>Dwelling Equipment</b>		TGM	siding & soffit repair/replacement	10,000.00
	TGM	replace 10 range / refrigerator	16,000.00		<b>Subtotal</b>	<b>66,316.00</b>
		<b>Subtotal</b>	<b>16,000.00</b>	<b>1470</b>	<b>Non-Dwelling Structures</b>	
	<b>1475</b>	<b>Non-Dwelling Equipment</b>		TGM	repair & upgrade office, c center	6,000.00
	TGM	Office furniture / equipment	2,500.00		repairs to maintenance shop	4,000.00
	TGM	Community center equipment	2,500.00	<b>1485</b>	<b>Subtotal</b>	<b>10,000.00</b>
		<b>Subtotal</b>	<b>5,000.00</b>	<b>1485</b>	<b>Demolition</b>	
	<b>1499</b>	<b>Development Activities</b>		JFE	Demolition activities	.00
	AP	Re-development activities	44,800.00		<b>Subtotal</b>	<b>.00</b>
		<b>Subtotal</b>	<b>44,800.00</b>			
					Subtotal of Estimated Cost	<b>\$397,228.00</b>

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>				<b>Housing Authority of DeKalb County, GA</b>		
Work Statement for Year 1 <b>FFY 2009</b>	Work Statement for Year 3 <b>FFY 2011</b>			Work Statement for Year 3 <b>FFY 2011</b>		
	Development Number/Name General	Quantity Description of Major Work Categories	Estimated Cost	Development Number/Name General	Quantity Description of Major Work Categories	Estimated Cost
See	1406	Operations		1408	Management	
Annual	TGM	Operations	29,850.00	TGM, AP & AL	Staff training, mtgs or assistance	59,720.00
Statement	AP & AL	Operations	12,800.00	TGM, AP & AL	Resident mtgs, bus, newsletters	25,680.00
		<b>Subtotal</b>	<b>42,650.00</b>		<b>Subtotal</b>	<b>85,400.00</b>
	<b>1410</b>	<b>Administration</b>		<b>1430</b>	<b>Fees &amp; Costs</b>	
	TGM, AP, AL	Staff salaries & expenses	29,826.00	TGM	Sundry: Bids, Ads, printing, etc	10,490.00
	TGM, AP, AL	Procurement, Advertising, PR	12,824.00	<b>AP &amp; AL</b>	Sundry: Bids, Ads, printing, etc	4,510.00
		<b>Subtotal</b>	<b>42,650.00</b>		<b>Subtotal</b>	<b>15,000.00</b>
	<b>1450</b>	<b>Site Improvements</b>		<b>1460</b>	<b>Dwelling Structures</b>	
	TGM	Sewer line repair/ replacement	31,000.00	TGM	replace entry doors	40,000.00
	TGM	install new walkways & repairs	35,000.00	TGM	interior painting of occupied units	18,750.00
		<b>Subtotal</b>	<b>66,000.00</b>	TGM	replace interior lighting	7,895.00
	<b>1465.1</b>	<b>Dwelling Equipment</b>		TGM	siding & soffit repair/replacement	30,000.00
	TGM	replace 10 range / refrigerator	16,000.00		<b>Subtotal</b>	<b>96,645.00</b>
		<b>Subtotal</b>	<b>16,000.00</b>	<b>1470</b>	<b>Non-Dwelling Structures</b>	
	<b>1475</b>	<b>Non-Dwelling Equipment</b>		TGM	repair & upgrade office bldg	10,000.00
	TGM	Office furniture / equipment	2,500.00		<b>Subtotal</b>	<b>15,000.00</b>
	TGM	Community center equipment	2,500.00	<b>1485</b>	<b>Demolition</b>	
		<b>Subtotal</b>	<b>5,000.00</b>		Demolition activities	.00
		<i>Development Activities</i>			<b>Subtotal</b>	<b>.00</b>
	<i>AP, AL</i>	Re-development activities	42,750.00			
		<b>Subtotal</b>	<b>43,750.00</b>			
					Subtotal of Estimated Cost	<b>\$\$\$427,095.00</b>

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

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

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>				<b>Housing Authority of DeKalb County, GA</b>		
Work Statement for Year 1 <b>FFY 2009</b>	Work Statement for Year 4 <b>FFY 2012</b>			Work Statement for Year 4 <b>FFY 2012</b>		
	Development Number/Name General	Quantity Description of Major Work Categories	Estimated Cost	Development Number/Name General	Quantity Description of Major Work Categories	Estimated Cost
See	<b>1406</b>	<b>Operations</b>		<b>1408</b>	<b>Management</b>	
Annual	TGM	<b>Operations</b>	29,826.00	TGM	Staff training, mtgs or assistance	59,826.00
Statement	AP & AL	Operations	12,824.00	TGM, AP, AL	Resident mtgs, bus, newsletters	32,824.00
		<b>Subtotal</b>	<b>42,650.00</b>		<b>Subtotal</b>	<b>82,650.00</b>
	<b>1410</b>	<b>Administration</b>		<b>1430</b>	<b>Fees &amp; Costs</b>	
	TGM, AP, AL	Staff salaries & expenses	25,242.00	TGM	Sundry: Bids, Ads, printing, etc	11,994.00
	TGM, AP, AL	Procurement, Advertising, PR	16,553.00	AP, AL	Sundry: Bids, Ads, printing, etc	8,006.00
		<b>Subtotal</b>	<b>41,795.00</b>		<b>Subtotal</b>	<b>20,000.00</b>
	<b>1450</b>	<b>Site Improvements</b>		<b>1460</b>	<b>Dwelling Structures</b>	
	TGM	Landscaping	20,000.00	TGM	replace porch light fixtures	9,000.00
	TGM	Plant new trees/prune old trees	10,000.00	TGM	resurface bathtubs	13,500.00
	TGM	Install hand railing	5,000.00	TGM	carpet replacement in elderly apts	17,500.00
	TGM	walkway repair/replacement	15,000.00		<b>Subtotal</b>	<b>40,000.00</b>
		<b>Subtotal</b>	<b>50,000.00</b>			
	<b>1465.1</b>	<b>Dwelling Equipment</b>		<b>1470</b>	<b>Non-Dwelling Structures</b>	
	TGM	replace 12 range & refrigerators	20,000.00	TGM	repair & upgrade office bldg	10,000.00
		<b>Subtotal</b>	<b>20,000.00</b>		<b>Subtotal</b>	<b>10,000.00</b>
	<b>1475</b>	<b>Non-Dwelling Equipment</b>		<b>1485</b>	<b>Demolition</b>	
	TGM	Office furniture / equipment	5,000.00		Demolition activities	.00
	TGM	Community center furniture	5,000.00		<b>Subtotal</b>	<b>.00</b>
		<b>Subtotal</b>	<b>10,000.00</b>			
	<b>1499</b>	<b>Development Activities</b>				
	AP, AL	Re-development activities	110,000.00			
		<b>Subtotal</b>	<b>110,000.00</b>			
					Subtotal of Estimated Cost	<b>\$427,095.00</b>

Part II: Supporting Pages – Physical Needs Work Statement(s)				Housing Authority of DeKalb County, GA		
Work Statement for Year 1 FFY 2009	Work Statement for Year 5 FFY 2013			Work Statement for Year 5 FFY 2013		
	Development Number/Name General	Quantity Description of Major Work Categories	Estimated Cost	Development Number/Name General	Quantity Description of Major Work Categories	Estimated Cost
See	<b>1406</b>	<b>Operations</b>		<b>1408</b>	<b>Management</b>	
Annual	TGM	Operations	29,826.00	TGM, AP, AL	Staff training, mtgs or assistance	59,826.00
Statement	AP, AL	Operations	12,824.00	TGM, AP, AL	Resident mtgs, bus, newsletters	32,824.00
		<b>Subtotal</b>	<b>42,650.00</b>		<b>Subtotal</b>	<b>82,650.00</b>
	<b>1410</b>	<b>Administration</b>		<b>1430</b>	<b>Fees &amp; Costs</b>	
	TGM, AP, AL	Staff salaries & expenses	25,242.00	TGM	Sundry: Bids, Ads, printing, etc	11,994.00
	TGM, AP, AL	Procurement, Advertising, PR	16,553.00	AP, AL	Sundry: Bids, Ads, printing, etc	8,006.00
		<b>Subtotal</b>	<b>41,795.00</b>		<b>Subtotal</b>	<b>20,000.00</b>
	<b>1450</b>	<b>Site Improvements</b>		<b>1460</b>	<b>Dwelling Structures</b>	
	TGM	Landscaping	20,000.00	TGM	replace porch light fixtures	9,000.00
	TGM	Plant new trees/prune old trees	10,000.00	TGM	resurface bathtubs	13,500.00
	TGM	Install hand railing	5,000.00	TGM	carpet replacement in elderly apts	17,500.00
	TGM	walkway repair/replacement	15,000.00		<b>Subtotal</b>	<b>40,000.00</b>
		<b>Subtotal</b>	<b>50,000.00</b>			
	<b>1465.1</b>	<b>Dwelling Equipment</b>		<b>1470</b>	<b>Non-Dwelling Structures</b>	
	TGM	replace 12 range & refrigerators	20,000.00	TGM	repair & upgrade office bldgs	10,000.00
		<b>Subtotal</b>	<b>20,000.00</b>		<b>Subtotal</b>	<b>10,000.00</b>
	<b>1475</b>	<b>Non-Dwelling Equipment</b>		<b>1485</b>	<b>Demolition</b>	
	TGM	Office equipment	5,000.00		Demolition activities	.00
	TGM	Community center equipment	5,000.00		<b>Subtotal</b>	<b>.00</b>
		<b>Subtotal</b>	<b>10,000.00</b>			
	<b>1499</b>	<b>Development Activities</b>				
	AP, AL	Re-development activities	110,000.00			
		<b>Subtotal</b>	<b>110,000.00</b>			
				Subtotal of Estimated Cost		<b>\$427,095.00</b>

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

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

<b>Part I: Summary</b>		<b>FFY of Grant: 2008</b>	
PHA Name: GA237		FFY of Grant Approval: 2009	
Housing Authority of the County of Dekalb, GA		Date of CFFP:	
Grant Type and Number		Capital Fund Program Grant No: GA06P23750108	
Replacement Housing Factor Grant No:		Replacement Housing Factor Grant No:	


Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report		Total Actual Cost <sup>1</sup>	
			Original	Total Estimated Cost Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds		0	0	0	0
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		83,000.00	0	0	0
3	1408 Management Improvements		27,950.00	0	0	0
4	1410 Administration (may not exceed 10% of line 21)		83,000.00	0	0	0
5	1411 Audit		0	0	0	0
6	1415 Liquidated Damages		0	0	0	0
7	1430 Fees and Costs		11,187.00	0	0	0
8	1440 Site Acquisition		0	0	0	0
9	1450 Site Improvement		40,000.00	0	0	0
10	1460 Dwelling Structures		135,000.00	0	0	0
11	1465.1 Dwelling Equipment—Nonexpendable		10,000.00	0	0	0
12	1470 Non-dwelling Structures		15,000.00	0	0	0
13	1475 Non-dwelling Equipment		0	0	0	0
14	1485 Demolition		5,000.00	0	0	0
15	1492 Moving to Work Demonstration		0	0	0	0
16	1495.1 Relocation Costs		0	0	0	0
17	1499 Development Activities <sup>4</sup>		420,000.00	0	0	0

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

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

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

<b>Part I: Summary</b>		<b>FFY of Grant: 2008</b>	
<b>PHA Name:</b> Housing Authority of the County of DeKalb, GA	<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P23750108 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant Approval:</b>	

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
18a		1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba		9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19		1502 Contingency (may not exceed 8% of line 20)	0	0	0	0
20		Amount of Annual Grant:: (sum of lines 2 - 19)	830,137.00	0	0	0
21		Amount of line 20 Related to LBP Activities	0	0	0	0
22		Amount of line 20 Related to Section 504 Activities	0	0	0	0
23		Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24		Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25		Amount of line 20 Related to Energy Conservation Measures	0	0	0	0
Signature of Executive Director  Date 4/17/09			Signature of Public Housing Director _____ Date 4/17/09			

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



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

U.S. Department of Housing and Urban Development  
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Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2008		Status of Work		
PHA Name: GA237 Housing Authority of the County of DeKalb, GA		Capital Fund Program Grant No: GA06P23750108 CFPP (Yes/ No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost			
Operations	TGM Operations	1406	TGM	Original 49,800.00	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	JFE Operations	1406	JFE	33,200.00		0	0	
	Operations Subtotal			83,000.00		0	0	
Management Improvements	resident, board & staff training; trainer(s) and general technical assistance	1408	JFE			0	0	
	resident, board & staff training; trainer(s) and general technical assistance	1408	TGM	23,950.00		0	0	
	record keeping & mngt improvement	1408	PHA-wide	4,000.00		0	0	
	Management Improvements Subtotal			27,950.00				
Administration	Non-Technical PHA salaries & employee contributions	1410	JFE			0	0	
	Non-Technical PHA salaries & employee contributions	1410	TGM	78,000.00		0	0	
	Travel, advertising, printing & procurement	1410	PHA-wide	5,000.00		0	0	
	Administration Subtotal			83,000.00				
Fees & Costs	Sundry Expenses	1430	PHA-wide	5,000.00		0	0	
	A&E Services and/procurement costs	1430	PHA-wide	6,187.00		0	0	
	Fees & Costs Subtotal			11,187.00				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
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Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2008		Status of Work	
PHA Name: GA237 Housing Authority of the County of DeKalb, GA		Capital Fund Program Grant No: GA06P23750108 CFPP (Yes/No): Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost		
				Original	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Site Improv.	Landscaping & site Improvement	1450	TGM	20,000.00	0	0	
	Fencing and or entrance work	1450	TGM	10,000.00	0	0	
	Shrubs, trees, mulching and grading	1450	JFE&TGM	10,000.00	0	0	
	Site Improvement Subtotal			40,000.00			
<b>Dwelling Structures</b>							
TGM	Building foundation repair	1460	As needed	12,000.00	0	0	
TGM	Resurce / line tubs	1460	20 units	6,000.00	0	0	
TGM	Replace windows or doors	1460	As needed	45,000.00	0	0	
TGM	Replace polybutylene pipes	1460	As needed	35,000.00	0	0	
JFE	Replace or repair flooring	1460	As needed	7,000.00	0	0	
	Occupied painting unit of units	1460	As needed	20,000.00	0	0	
	Miscellaneous emergency repairs	1460	As needed	10,000.00	0	0	
	Dwelling Structure Subtotal			135,000.00			
<b>Dwelling Equipment</b>							
TGM	Range & refrigerator	1465	12 units	10,000.00	0	0	
	Dwelling Equipment Subtotal			10,000.00	0	0	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
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**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name: GA237 Housing Authority of DeKalb County GA06P23750108

Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Start date 9/15/08					
GA237000001 Tobie Grant Manor	3/15/10		9/15/11		
GA237000002 Johnson Ferry East	3/15/10		9/15/11		

<sup>1</sup> 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.

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

U.S. Department of Housing and Urban Development  
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<b>Part I: Summary</b>	
PHA Name: GA237 Housing Authority of the County of DeKalb, GA	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: GA06R23750108 Date of CFFP:
FFY of Grant: 2008 FFY of Grant Approval: 2009	

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
				Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds			0	0	0	0
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>			2,500.00	0	0	0
3	1408 Management Improvements			2,500.00	0	0	0
4	1410 Administration (may not exceed 10% of line 21)			2,000.00	0	0	0
5	1411 Audit			0	0	0	0
6	1415 Liquidated Damages			0	0	0	0
7	1430 Fees and Costs			2,500.00	0	0	0
8	1440 Site Acquisition			0	0	0	0
9	1450 Site Improvement			0	0	0	0
10	1460 Dwelling Structures			0	0	0	0
11	1465.1 Dwelling Equipment—Nonependable			0	0	0	0
12	1470 Non-dwelling Structures			0	0	0	0
13	1475 Non-dwelling Equipment			0	0	0	0
14	1485 Demolition			0	0	0	0
15	1492 Moving to Work Demonstration			0	0	0	0
16	1495.1 Relocation Costs			0	0	0	0
17	1499 Development Activities <sup>4</sup>			235,317.00	0	0	0

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

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

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<b>Part I: Summary</b>	
PHA Name: <b>Housing Authority of the County of DeKalb, GA</b> Grant Type and Number: <b>Capital Fund Program Grant No: Replacement Housing Factor Grant No: GA06R23750108</b> Date of CFFP:	FFY of Grant: 2008 FFY of Grant Approval: 2009

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	0	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	245,317.00	0	0	0
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	0	0	0	0
Signature of Executive Director		Date 4/17/09		Signature of Public Housing Director	
		Date 4/17/09			

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

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Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2008		Status of Work	
PHA Name: GA237 Housing Authority of the County of DeKalb, GA		Capital Fund Program Grant No: CFPP (Yes/ No): Replacement Housing Factor Grant No: GA06R23750108					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost		
Operations	Operations	1406	PHA-wide	Original 2,500.00	Revised <sup>1</sup>	Funds Obligated <sup>2</sup> 0	Funds Expended <sup>2</sup> 0
	Operations Subtotal	1406		2,500.00		0	0
Management Improvements	resident, board & staff training, trainer(s) and general technical assistance Management Improvements Subtotal	1408	PHA-wide	2,500.00		0	0
Administration	Non-Technical PHA salaries & employee contributions Administration Subtotal	1410	PHA-wide	2,500.00		0	0
Fees & Costs	Sundry expenses and/or procurement cost Fees & Costs Subtotal	1430	PHA-wide	2,500.00		0	0
Development Activities	Ashford Parkside/Ashford Landing Development Activities Subtotal	1499		235,317.00	0	0	0
	<b>GRAND TOTAL</b>			245,317.00			

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.



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

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**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of DeKalb, GA	Grant Type and Number Capital Fund Program Grant No: CFPP (Yes/ No): Replacement Housing Factor Grant No: GA06R23750108		Federal FFY of Grant: 2008					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost Original Revised <sup>1</sup>		Total Actual Cost Funds Obligated <sup>2</sup> Funds Expended <sup>2</sup>		Status of Work

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.



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

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**Part III: Implementation Schedule for Capital Fund Financing Program**  
 PHA Name: GA237 Housing Authority of the County of Dekalb, GA      GA06R23750108      Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date
Start date 9/15/08				
GA237000003	3/15/10		9/15/11	
Ashford Parkside				

<sup>1</sup> 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.

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

U.S. Department of Housing and Urban Development  
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<b>Part I: Summary</b>	
PHA Name: GA237 Housing Authority of the County of Dekalb, GA	Grant Type and Number Capital Fund Program Grant No: GA06P23750107 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2007 FFY of Grant Approval: 2009	

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008	Reserve for Disasters/Emergencies <input type="checkbox"/>	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds		0	0	0	0
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		33,000.00		0	0
3	1408 Management Improvements		75,000.00		10,180.48	10,180.48
4	1410 Administration (may not exceed 10% of line 21)		109,847.00		54,923.51	54,923.51
5	1411 Audit		0		0	0
6	1415 Liquidated Damages		0		0	0
7	1430 Fees and Costs		0		2,205.00	2,205.00
8	1440 Site Acquisition		0		0	0
9	1450 Site Improvement		20,000.00		13,200.00	13,200.00
10	1460 Dwelling Structures		0		0	0
11	1465.1 Dwelling Equipment—Nonexpendable		4,000.00		0	0
12	1470 Non-dwelling Structures		0		0	0
13	1475 Non-dwelling Equipment		0		0	0
14	1485 Demolition		650,000.00		598,140.00	598,140.00
15	1492 Moving to Work Demonstration		0		0	0
16	1495.1 Relocation Costs		0		0	0
17	1499 Development Activities <sup>4</sup>		206,630.00		156,927.96	156,927.96

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

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 Capital Fund Financing Program

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 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2007	
PHA Name: Housing Authority of the County of DeKalb, GA	Grant Type and Number: Capital Fund Program Grant No: GA06P23750107 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2009	

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	0	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,098,477.00	0	835,579.95	835,579.95
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	0	0	0	0

Type of Grant:  Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: 1 )  Final Performance and Evaluation Report

Performance and Evaluation Report for Period Ending: 12/31/2008

Signature of Executive Director *[Signature]* Date 4/17/09 Signature of Public Housing Director *[Signature]* Date 4/17/09

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

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
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U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
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Part II: Supporting Pages		PHA Name: Housing Authority of the County of DeKalb, GA	Grant Type and Number Capital Fund Program Grant No: GA06P23750107 CFPP (Yes/No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2007				Status of Work
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost			
Operations	TGM Operations	1406	TGM	12,644.00	12,644.00	0		
	JFE Operations	1406	JFE	20,356.00	20,356.00	0		
	Operations Subtotal			33,000.00	33,000.00	0		
Management Improvements	resident, board & staff training, trainer(s) and general technical assistance	1408	JFE	36,264.00	36,264.00	0	Ongoing	
	resident, board & staff training, trainer(s) and general technical assistance	1408	TGM	28,736.00	28,736.00	180.48		
	resident, board & staff training, trainer(s) and general technical assistance	1408	PHA- WIDE	10,000.00	10,000.00	10,000.00		
	Management Improvements Subtotal			75,000.00	75,000.00	10,180.48	Ongoing	
Administration	Non-Technical PHA salaries & employee contributions	1410	JFE	68,375.00	68,375.00	54,923.51		
	Non-Technical PHA salaries & employee contributions	1410	TGM	27,460.00	27,460.00	0		
	Travel, advertising, printing & procurement	1410	PHA- WIDE	14,012.00	14,012.00	0		
	Administration Subtotal			109,847.00	109,847.00	54,923.51	Ongoing	
Fees & Costs	Architectural and/or Engineering Fees	1430	JFE	0	2,205.00	2,205.00		
	Fees & Costs Subtotal	1430		0	2,205.00	2,205.00	Ongoing	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2007				
PHA Name: Housing Authority of the County of DeKalb, GA		Capital Fund Program Grant No: GA06P23750107 CFFP (Yes/ No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work		
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Site Improv.	Landscaping & site Improvement	1450	TGM	20,000.00		20,000.00	13,200.00	Ongoing
	Site Improvements Subtotal			20,000.00		20,000.00	13,200.00	Ongoing
Dwelling Structures	Building foundation repair	1460	TGM	0		0	0	
	Dwelling Structures Subtotal	1460	TGM	0		0	0	
Dwelling Equipment	Range & Refrigerator Replacement							
	Dwelling Equipment Subtotal	1465	TGM	4,000.00		4,000.00	0	Ongoing
Demolition JFE	Site Demolition-Ashford Parkside GA23705	1485	JFE 322 Units	650,000.00		650,000.00	598,140.00	Ongoing
	Demolition Subtotal	1485		650,000.00		650,000.00	598,140.00	Ongoing
Development Activities	Site demolition for 190 units - Ashford Landing							
	Development Activities Subtotal	1499	JFE	206,630.00		202,220.00	156,927.96	
	GRAND TOTAL			1,098,477.00		1,098,477.00	835,579.95	Ongoing

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

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

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**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name: GA237 Housing Authority of DeKalb County GA0523750107

Federal FFY of Grant: 2007

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates <sup>1</sup>	
Start date	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date
GA237000001 Tobie Grant Manor	9/7/07	3/7/09	9/7/10	
GA237000002 Johnson Ferry East	9/7/07	3/7/09	9/7/10	

<sup>1</sup> 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.



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<b>Part I: Summary</b>		<b>FFY of Grant: 2006</b>	
<b>PHA Name:</b> Housing Authority of the County of DeKalb, GA	<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P23750106 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant Approval: 2009</b>	

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: 2 ) <input type="checkbox"/> Final Performance and Evaluation Report		Total Actual Cost <sup>1</sup>
			Original	Revised <sup>2</sup>	
1	Total non-CFP Funds		0	0	0
2	1406 Operations (may not exceed 20% of line 21) <sup>1</sup>		113,054.00	23,000.00	0
3	1408 Management Improvements		96,317.00	15,000.00	8,127.03
4	1410 Administration (may not exceed 10% of line 21)		113,054.00	117,000.0	113,054.00
5	1411 Audit		0	0	0
6	1415 Liquidated Damages		0	0	0
7	1430 Fees and Costs		5,000.00	150,000.00	5,000.00
8	1440 Site Acquisition		0		0
9	1450 Site Improvement		36,116.00	32,000.00	36,116.00
10	1460 Dwelling Structures		38,000.00	10,000.00	38,000.00
11	1465 J Dwelling Equipment—Nonependable		8,000.00	4,000.00	8,000.00
12	1470 Non-dwelling Structures		0	0	0
13	1475 Non-dwelling Equipment		0	0	0
14	1485 Demolition		221,000.00	279,541.00	221,000.00
15	1492 Moving to Work Demonstration		0	0	0
16	1495 J Relocation Costs		0	0	0
17	1499 Development Activities <sup>4</sup>		500,000.00	500,000.00	500,000.00

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

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<b>Part I: Summary</b>		FFY of Grant: 2006	
PHA Name: Housing Authority of the County of DeKalb, GA		FFY of Grant Approval: 2009	
Grant Type and Number Capital Fund Program Grant No: GA06P23750106 Replacement Housing Factor Grant No: Date of CFFP:			

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	0	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,130,541.00	1,130,541.00	1,130,541.00	859,605.41
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	0	0	0	0

Signature of Executive Director \_\_\_\_\_ Date 4/17/09 Signature of Public Housing Director \_\_\_\_\_ Date 4/17/09

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



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**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of DeKalb, GA		Grant Type and Number Capital Fund Program Grant No: GA06P23750106 GFPP (Yes/ No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2006	
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Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Operations	TGM Operations	1406	TGM	32,393.00		32,393.00	0	
	JFE Operations	1406	JFE	80,661.00		80,661.00	0	
	Operations Subtotal			113,054.00		113,054.00	0	
Management Improvements	Resident, Board & Staff Training, Trainer(s) and general technical assistance	1408	JFE	60,000.00		60,000.00	0	Ongoing
	Resident, Board & Staff Training, Trainer(s) and general technical assistance	1408	TGM	27,598.00		27,598.00	0	
	Resident, Board & Staff Training, Trainer(s) and general technical assistance	1408	PHA- WIDE	8,719.00		8,719.00	8,127.03	
	Management Improvements Subtotal			96,317.00		96,317.00	8,127.03	Ongoing
Administration	Non-Technical PHA salaries & employee contributions	1410	JFE	68,375.00		68,375.00	68,375.00	
	Non-Technical PHA salaries & employee contributions	1410	TGM	27,460.00		27,460.00	27,460.00	
	Travel, advertising, printing & procurement	1410	PHA- WIDE	17,219.00		17,219.00	17,219.00	
	Administration Subtotal			113,054.00			113,054.00	Complete
Fees & Costs	Architectural and/or & Engineering Fees	1430	PHA- WIDE	5,000.00	0	5,000.00	5,000.00	Complete
	Fees & Costs Subtotal	1430		5,000.00	0	5,000.00	5,000.00	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2006		
PHA Name: Housing Authority of the County of DeKalb, GA		Capital Fund Program Grant No: GA06P23750106 CFFP (Yes/No): Replacement Housing Factor Grant No:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
Site Improv.	Landscaping & site Improvement Site Improvements Subtotal	1450	TGM	Original 36,116.00 Revised <sup>1</sup> 36,116.00	Funds Obligated <sup>2</sup> 36,116.00 Funds Expended <sup>2</sup> 30,900.00	Ongoing
Dwelling Structures	Building foundation repair Resurce/line tubs Replace polybutylene plumbing Miscellaneous emergency repairs Dwelling Structures Subtotal	1460 1460 1460 1460	TGM TGM TGM JFE	8,000.00 3,000.00 19,000.00 8,000.00 38,000.00	0 0 0 0 0	Ongoing
Dwelling Equipment	Range & Refrigerator Replacement Dwelling Equipment Subtotal	1465	TGM	8,000.00 8,000.00	0 0	Ongoing
Demolition JFE	Site Demolition-Ashford Parkside GA23705 Demolition Subtotal	1485	JFE 176 units	221,000.00 221,000.00	202,524.38 202,524.38	Complete

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<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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**Part III: Implementation Schedule for Capital Fund Financing Program**  
 PHA Name: GA237 Housing Authority of DeKalb County

Federal FFY of Grant: 2006

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)	Actual Obligation End Date	All Funds Expended (Quarter Ending Date)	Actual Expenditure End Date	Reasons for Revised Target Dates <sup>1</sup>
Start date 9/7/06					
GA237000001 Tobie Grant Manor	3/7/08	3/7/08	9/7/09	9/7/09	
GA000002 Johnson Ferry East	3/7/08	3/7/08	9/7/09	9/7/09	

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<b>Part I: Summary</b>		<b>Grant Type and Number</b>		<b>FY of Grant: 2005</b>	
PHA Name: GA237 Housing Authority of the County of DeKalb, GA		Capital Fund Program Grant No: GA06P23750105 Replacement Housing Factor Grant No: Date of CFPP:		FFY of Grant: 2005 FFY of Grant Approval: 2009	

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: 3 ) <input type="checkbox"/> Final Performance and Evaluation Report		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds		0	0	0	0
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		47,837.00	47,837.00	47,837	0
3	1408 Management Improvements		77,837.00	77,837.00	77,837	40,497.76
4	1410 Administration (may not exceed 10% of line 21)		117,837.00	117,837.00	117,837.00	117,837.00
5	1411 Audit		0	0	0	0
6	1415 Liquidated Damages		0	0	0	0
7	1430 Fees and Costs		0	0	0	0
8	1440 Site Acquisition		0	0	0	0
9	1450 Site Improvement		202,696.07	202,696.07	202,696.07	202,696.07
10	1460 Dwelling Structures		38,442.00	38,442.00	38,442.00	25,415.00
11	1465.1 Dwelling Equipment—Nonexpendable		0	0	0	0
12	1470 Non-dwelling Structures		0	0	0	0
13	1475 Non-dwelling Equipment		40,000.00	40,000.00	40,000.00	35,161.36
14	1485 Demolition		105,185.93	105,185.93	105,185.93	133,668.00
15	1492 Moving to Work Demonstration		0	0	0	0
16	1495.1 Relocation Costs		0	0	0	0
17	1499 Development Activities <sup>4</sup>		548,535.00	548,535.00	548,535.00	548,535.00

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



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<b>Part I: Summary</b>		FFY of Grant: 2005	
PHA Name: Housing Authority of the County of DeKalb, GA	Grant Type and Number Capital Fund Program Grant No: GA06P23750105 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2009	

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0	0	0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	0	0	0
19	1502 Contingency (may not exceed 8% of line 20)	0	0	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,178,370.00	0	1,178,370.00	1,103,810.19
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Activities	0	0	0	0
23	Amount of line 20 Related to Security - Soft Costs	0	0	0	0
24	Amount of line 20 Related to Security - Hard Costs	0	0	0	0
25	Amount of line 20 Related to Energy Conservation Measures	0	0	0	0

Type of Grant:  Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: 3 )  
 Performance and Evaluation Report for Period Ending: 12/31/2008  Final Performance and Evaluation Report

Signature of Executive Director:  Date 4/17/09 Signature of Public Housing Director:  Date 4/17/09

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

**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of DeKalb, GA

Grant Type and Number  
 Capital Fund Program Grant No: GA06P23750105  
 CFPP (Yes/ No):  
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2005

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Operations	TGM Operations	1406	TGM	13,706.00		13,706.00	0	
	JFE Operations	1406	JFE	34,131.00		34,131.00	0	
	Operations Subtotal			47,837.00		47,837.00	0	Ongoing
Management Improvements	Resident, Board & Staff Training, Trainer(s) and general technical assistance	1408	JFE	50,535.00		50,535.00	24,966.00	
	Resident, Board & Staff Trainings, Trainer(s) and general technical assistance	1408	TGM	22,302.00		22,302.00	12,034.00	
	Resident, Board & Staff Trainings, Trainer(s) and general technical assistance	1408	PHA- WIDE	5,000.00		5,000.00	3,497.76	
	Management Improvements Subtotal			77,837.00		77,878.00	40,497.76	Ongoing
Administration	Non-Technical PHA salaries & employee contributions	1410	JFE	77,935.00		77,935.00	77,935.00	
	Non-Technical PHA salaries & employee contributions	1410	TGM	31,833.00		31,833.00	31,833.00	
	Travel, advertising, printing & procurement	1410	PHA- WIDE	8,069.00		8,069.00	8,069.00	
	Administration Subtotal			117,837.00		117,837.00	117,837.00	Complete
Fees & Costs	Architectural and/or Engineering Fees	1430		0	0	0	0	
	Fees & Costs Subtotal	1430		0	0	0	0	



<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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 Capital Fund Financing Program

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<b>Part II: Supporting Pages</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P23750105 CFPP (Yes/ No): Replacement Housing Factor Grant No:		<b>Federal FFY of Grant: 2005</b>	
PHA Name: Housing Authority of the County of DeKalb, GA					

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work		
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Site Improv.	Sewer work & sewer line repair and replacement	1450	TGM	30,000.00		30,000.00	30,000.00	Complete
	Install Driveways-parking pads,striping	1450	TGM	40,000.00		40,000.00	40,000.00	
	lighting repair / replacement	1450	TGM	40,000.00		40,000.00	40,000.00	
	Fencing repair / replacement	1450	TGM	20,352.00		20,352.00	20,352.00	
	Playground repair & upgrade	1450	TGM	10,000.00		10,000.00	10,000.00	
	Install new trees & tree pruning	1450	TGM	30,000.00		30,000.00	30,000.00	
	Landscaping & site Improvement	1450	TGM	32,344.07		32,344.07	32,344.07	
	Site Improvements Subtotal	1450		202,696.07		202,696.07	202,696.07	Complete
<b>Dwelling Structures</b>								
	Building foundation repair 10 buildings	1460	TGM	10,000.00		10,000.00	10,000.00	
	Resurface line tubs 20 units	1460	TGM	6,000.00		6,000.00	6,000.00	
	Cabinet and countertops replacement	1460	TGM	18,442.00		18,442.00	6,000.00	
	TGM_Miscellaneous repair as needed	1460	TGM	4,000.00		4,000.00	3,415.00	
	Dwelling Structures Subtotal			38,442.00		38,442.00	25,415.00	Ongoing

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<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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**Part III: Implementation Schedule for Capital Fund Financing Program**  
 PHA Name: GA237 Housing Authority of DeKalb County      **Federal FFY of Grant: 2005**

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates
Start date 9/7/05			
GA237000001	3/7/08	3/7/08	
Tobie Grant Manor			
GA237000002	3/7/08	3/7/08	
Johnson Ferry East			



Housing Authority of DeKalb County GA237

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the  5-Year and/or  Annual PHA Plan for the PHA fiscal year beginning 7/1/09, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of DeKalb County

GA237

PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2005 - 2009

Annual PHA Plan for Fiscal Years 2009 - 2010

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Name of Authorized Official

Sterling Bethea

Title

Executive Director

Signature

Date

04/17/2009



# Civil Rights Certification

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

## Civil Rights Certification

### Annual Certification and Board Resolution

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*


The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Housing Authority of the County DeKalb, Georgia

GA06/237

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)			
Name of Authorized Official	Carleen Cumberbatch	Title	Board Chair
Signature			
Date	04/09/2009		

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

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

Housing Authority of DeKalb County (GA237)  
Annual and 5-Year PHA Plan FY2009 including CFP, RF and ARRA Funding

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Chris Morris the Community Development Director certify that the Five Year and  
Annual PHA Plan of the Housing Authority of DeKalb County is consistent with the Consolidated Plan of  
the County of DeKalb County, GA prepared pursuant to 24 CFR Part 91.

*Chris H. Morris May 21, 2009*

Signed / Dated by Appropriate State or Local Official

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of DeKalb County (GA237)

Program/Activity Receiving Federal Grant Funding

Annual and 5-Year PHA Plan FY2009 including CFP, RHF and ARRA Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

GA237000001 - Tobie Grant Manor

GA237000002 - Johnson Ferry East

GA237000003 - Ashford Parkside

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Sterling Bethea

Title

Executive Director

Signature

Date

04/17/2009

X

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

Housing Authority of DeKalb County (GA237)

Program/Activity Receiving Federal Grant Funding

Annual and 5-Year PHA Plan FY2009 including CFP, RHF and ARRA Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Sterling Bethea

Title

Executive Director

Signature

Date (mm/dd/yyyy)

04/17/2009



# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

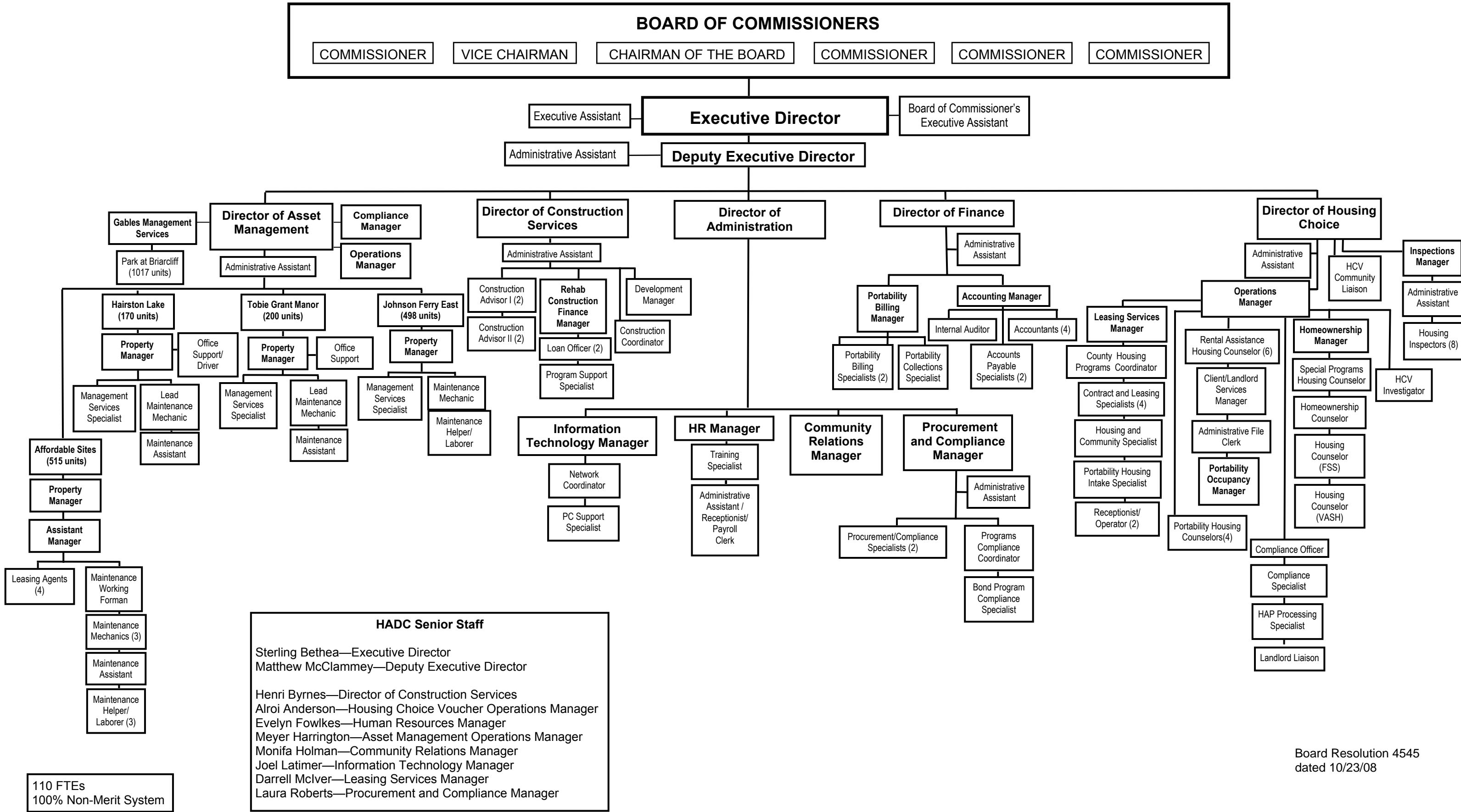
Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Housing Authority of DeKalb County 750 Commerce Drive, Suite 201 Decatur, GA 30030-2612  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):   <p style="text-align: center; color: blue;">NO LOBBYING ACTIVITIES TO REPORT</p>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: Sterling Bethea Title: Executive Director Telephone No.: 404-270-2633      Date: 04/17/2009	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

# HOUSING AUTHORITY OF THE COUNTY OF DEKALB, GEORGIA ORGANIZATIONAL CHART





Approved by Board  
Resolution # 4376  
dated 8/16/06



## **DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSULT, STALKING**

The Housing Authority of Dekalb County (HADC) has adopted a policy to implement applicable provisions of the Violence Against Women (the “HADC VAWA Policy”) and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA). The goals, objectives and policies to enable HADC to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA, are stated in the HADC VAWA Policy, a copy of which is attached to this Plan. In addition:

- A. The following activities, services, or programs are provided by HADC, directly or in partnership with other service providers, to child and adult victims of domestic violence, dating violence, sexual assault or stalking. [“None”]
- B. The following activities, services, or programs are provided by HADC to help child and adult victims of domestic violence, dating violence, sexual assault, or stalking maintain housing. [“None”]
- C. The following activities, services, or programs are provided by HADC to prevent domestic violence, dating violence, sexual assault and stalking, or to enhance victim safety in assisted families. [“None”]

### **HADC VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY**

#### **I. Purpose and Applicability**

The purpose of this policy (herein called “Policy”) is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth HADC’s policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by HADC of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. §1437 et seq.). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

#### **II. Goals and Objectives**

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by HADC;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between HADC, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by HADC;
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by HADC.

#### **III. Other HADC Policies and Procedures**

This Policy shall be referenced in and attached to the HADC Five-Year PHA Plan and shall be

incorporated in and made a part of HADC's ACOP Policy. HADC's annual PHA Plan shall also contain information concerning HADC's activities, services or programs relating to domestic violence, dating violence, and stalking. To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of HADC, the provisions of this Policy shall prevail.

#### IV. Definitions

As used in this Policy:

- A. **Domestic Violence** The term 'domestic violence' includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."
- B. **Dating Violence** means violence committed by a person-
- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim;
  - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - (i) The length of the relationship.
    - (ii) The type of relationship.
    - (iii) The frequency of interaction between the persons involved in the relationship.
- C. **Stalking** means -
- (A) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person;
  - (B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person; (ii) a member of the immediate family of that person; or (iii) the spouse or intimate partner of that person;
- D. **Stalking Immediate Family Member** means with respect to a person -
- (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
  - (B) any other person living in the household of that person and related to that person by blood or marriage.
- E. **Perpetrator** means person who commits an act of domestic violence, dating violence or stalking against a victim.

#### V. Admissions and Screening

- A. **Non-Denial of Assistance.** HADC will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission. [Optional preference provision: Note that VAWA does not require an admissions preference, and, therefore, if such a preference is adopted it need not be applicable to victims of dating violence and stalking as well as to domestic violence]
- B. **Admissions Preference.** Applicants for housing assistance from HADC will receive a preference in admissions by virtue of their status as victims of domestic violence [dating violence, stalking]. This preference is particularly described as follows: [insert description including any requirements with respect to evidence of past domestic violence incidents, etc. [Optional adverse information provision: Note that VAWA does not require such a provision]

**C. Mitigation of Disqualifying Information.** When so requested in writing by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, HADC, may but shall not be obligated to, take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling. If requested by an applicant to take such mitigating information into account, HADC shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information. HADC will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

## **VI. Termination of Tenancy or Assistance**

**A. VAWA Protections.** Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by HADC:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
2. In addition to the foregoing, tenancy or assistance will not be terminated by HADC as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
  - (a) Nothing contained in this paragraph shall limit any otherwise available authority of HADC or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, neither HADC nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
  - (b) Nothing contained in this paragraph shall be construed to limit the authority of HADC or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or HADC, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

**B. Removal of Perpetrator.** Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, HADC or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by HADC. Leases used for all public housing operated by HADC and, at the option of Section 8 owners or managers, leases for

dwelling units occupied by families assisted with Section 8 rental assistance administered by HADC, shall contain provisions setting forth the substance of this paragraph.

## **VII. Verification of Domestic Violence, Dating Violence or Stalking**

**A. Requirement for Verification.** The law allows, but does not require, HADC or a Section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., HADC shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by HADC. Section 8 owners or managers receiving rental assistance administered by HADC may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. **HUD-approved form** - by providing to HADC or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
2. **Other documentation** - by providing to HADC or to the requesting Section 8 owner or manager documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.
3. **Police or court record** – by providing to HADC or to the requesting Section 8 owner or manager a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.

**B. Time allowed to provide verification/ failure to provide.** An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by HADC, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

**C. Waiver of verification requirement.** The Executive Director of HADC, or a Section 8 owner or manager, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance

or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

### **VIII. Confidentiality**

- A. **Right of confidentiality.** All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to HADC or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:
1. requested or consented to by the individual in writing, or
  2. required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or
  3. otherwise required by applicable law.
- B. **Notification of rights.** All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by HADC shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

### **IX. Transfer to New Residence [Optional provisions – paragraphs A through D]**

- A. **Application for transfer.** In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, HADC will, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.
- B. **Action on applications.** HADC will act upon such an application promptly [alternatively, insert a number of business days].
- C. **No right to transfer.** HADC will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance as provided in paragraph IX. E. below the decision to grant or refuse to grant a transfer shall lie within the sole discretion of HADC and this policy does not create any right on the part of any applicant to be granted a transfer.
- D. **Family rent obligations.** If a family occupying HADC public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by HADC. In cases where HADC determines that the family's decision to move was reasonable under the circumstances, HADC may wholly or partially waive rent payments and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.
- E. **Portability.** Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the

tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect a health or safety of an individual member of the household who is or has been the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

#### **X. Court Orders/Family Break-up [Optional Provision]**

- A. **Court orders.** It is HADC's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by HADC and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.
- B. **Family break-up.** Other HADC policies regarding family break-up are contained in HADC's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

#### **XI. Relationships with Service Providers [Optional provision]**

It is the policy of HADC to cooperate with organizations and entities, both private and governmental shall provide shelter and/or services to victims of domestic violence. If HADC staff becomes aware that an individual assisted by HADC is a victim of domestic violence, dating violence or stalking, HADC will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring HADC either to maintain a relationship with any particular provider of shelter or services to victims or domestic violence or to make a referral in any particular case. HADC's annual PHA Plan shall describe providers of shelter or services to victims of domestic violence with which HADC has referral or other cooperative relationships.

#### **XII. Notification**

HADC shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

#### **XIII. Relationship with Other Applicable Laws**

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

#### **XIV. Amendment**

This policy may be amended from time to time by HADC as approved by the HADC Board of Commissioners. Approved by the Board Resolution # 4376 dated August 16, 2006.



## HADDC SECURITY PLAN FY 2005- 2009

OBJECTIVE	ACTIVITY	RESPONSIBLE	PERFORMANCE MEASURE
Inform residents of procedure for reporting crime.	In concert with DeKalb Police Public Education Department notices, write procedure bulletin for residents to follow	Asset Management	Bulletin written, posted and distributed to residents.
Inform residents of procedure for reporting emergencies in and around their homes.	Write and distribute memo to 100% of households, translated in all represented languages	Asset Management	Memo written, posted, and distributed to all residents.
Implement HADC Policy for Track Crime and Crime Related Problems for properties	Compile data from local law enforcement agencies quarterly	Asset Management	Quarterly report issued and used to track crime and address problems / concerns at properties.
Keep residents knowledgeable about crime in their communities.	Request area crime statistics monthly for DeKalb County Police. Post statistic.	Asset Management Public Relations	Crime statistics posted in community center and published in monthly newsletter.
Reduce and eliminate presence of graffiti in community.	Maintenance looks for graffiti during daily grounds check and residents are encouraged to report graffiti when found. Graffiti is removed within 24 hours of report.	Asset Management	Log and maintenance work orders showing graffiti removed within 24 hours.
Involve residents in actively combating crime in their community.	Neighborhood Watch, safety and crime awareness meetings are scheduled with North DeKalb Police Precinct.	Asset Management.	Meetings held. Percentage of residents in attendance.
Promote safe environment.	Monthly security inspection at night noting non working lighting, and broken and missing fencing.	Asset Management	Security Inspection Log.
Promote good relations between Property Managers and local police department.	Attend monthly Crime Watch meeting sponsored by DeKalb Police Department	Asset Management	Attendance at Crime Watch meetings.
Integrate safety and security as part of property management function.	Incidents of criminal activity, break-ins, suspected drug dealing, and security concerns (lighting, fencing, locks, signage) are discussed at monthly staff mtgs.	Asset Management	Meeting held and meeting notes.

OBJECTIVE	ACTIVITY	RESPONSIBLE	PERFORMANCE MEASURE
Increase police patrols at properties.	Contact government agencies (county, municipal, state) to lobby for greater police presence	Public Relations.	More patrols throughout the properties. Increased resident perception of security from RASS surveys.
Improve familiarity of properties with local police and fire departments.	Supply annually updated site maps to police and fire departments	Asset Management	Acknowledgements of maps received.
Promote sense of security among culturally diverse populations.	Translate security related bulletins and notices into languages represented by residents.	Asset Management	Bulletins translated into relevant languages.
Promote cultural sensitivity among residents.	Sponsor cultural events	Public Relations	Number of events held annually.
Promote fire safety.	Schedule fire safety talks with county Fire Department. Post notices of fire safety and emergency preparedness events in community.	Asset Management Public Relations	Number of talks held. Number of flyers posted and distributed. Notices in monthly newsletters.
Monitor unit fire safety.	Inspect each unit for EH&S violations during annual UPCS inspections. Check for blocked exits, test smoke detectors & fire extinguishers. Inspect hydrants.	Asset Management.	Unit inspection reports. Percentage of units with no EH&S violations found during annual REAC inspections.





## PET POLICY AND PROCEDURES

The Pet Policy and Procedures are currently in effect for the Housing Authority of DeKalb (HADC) residents. A Pet Policy was developed and attached to the Admission and Continuing Occupancy Policy (ACOP) during FY 2005. The ACOP was adopted by the HADC Board in 2006 and forwarded to HUD in the PHA Plan FY 2006.

### INTRODUCTION.

HADC residents, who desire to keep a pet (as later defined in this Pet Policy) in his or her apartment, may only do so in strict accordance with the procedures set forth in this Pet Policy. All other residents are prohibited from keeping pets in their apartments, in their yards, around their apartment or in or around any HADC property.

#### **A. APPLICABILITY:**

This policy (“Policy”) is applicable for all HADC owned or managed communities that have been approved for common household pets, including those that have units designated as elderly, handicapped or disabled and family communities.

#### **B. DEFINITION OF COMMON HOUSEHOLD PET:**

“Common household pet” or “pet” means a HADC recognized domesticated animal which, for the purpose of this Policy, shall be confined to a dog, cat, bird or fish that is kept in the home for pleasure. The pet can not be used for any commercial purposes, and each pet must otherwise meet the requirement of this Policy.

Notwithstanding the foregoing, the term “Common household pets” or “pets” exclude:

**Birds of prey with an overly aggressive nature.**

**Any cat with an overly aggressive nature or any cat with a known or suspected propensity, tendency or disposition to unprovoked attacks, or any cat, which actually attacks, or threatens to attack, a resident, visitor, guests or HADC staff member.**

**Any dog owned or harbored primarily or in part for the purpose of dog fighting, or any dog trained or training for dog fighting; or**

**Any vicious and/or intimidating dogs. The terms “vicious” or “intimidating dog shall mean: Any dog with a known or suspected propensity, tendency or disposition to unprovoked attacks that cause injury or any dog that otherwise endangers the safety of human beings or domestic animals.**

**Any dog which approaches any person in an apparent attitude of attack upon the streets, sidewalk or any community grounds or places.**

**Any dog which, when unprovoked, in a vicious or terrorizing manner approaches any person in an apparent attitude of attack upon the streets, sidewalks or any public grounds or places;**

**Any dog that bites, inflicts injury, assaults or otherwise attacks a human being or domestic animal with or without provocation on public or private property, including but not limited to, a bite which occurs inside of the resident’s apartment.**

**Any dog which actually or may reasonably endanger or threaten to endanger the safety of any resident, staff member, visitor or guest of or to a HADC community.**

**C. APPLICATION FOR PET PERMIT:**

1. Prior to housing any pet in a HADC apartment, in a resident's yard, or on or about any HADC community, the resident shall apply to the management office of the community where the resident lives for a Pet Permit. The application must be accompanied by:
  - A current animal or pet license or tag issued by the appropriate authority;
  - Evidence that the pet has been spayed or neutered as applicable; and
  - Current shot record from the resident's veterinarian or the DeKalb County Humane Society or other applicable county Humane Society evidencing that the pet has received current rabies and distemper inoculations or boosters, as applicable.

Such other evidence or documents as HADC may require to ensure that the keeping of the proposed pet is in accordance with applicable state and local public health, animal control, and animal anti-cruelty laws and regulations.

Such other evidence or documents as HADC may require to ensure that the keeping of the proposed pet is in accordance with HADC's Pet Policy and Procedures for HADC residents.

2. The Resident shall indicate the tag with an identifying number by the Humane Society in DeKalb County or other applicable county Humane Society, or by a licensed veterinarian. Such tag is generally provided after a pet has received the appropriate inoculations. The pet's tag number along with the shot inoculation record shall be recorded at the management office and, if all other requests and conditions have been responsible for securing the identifying tag to the pet in such a way that the pet wears the tag at all times.
3. Any pet found outside of the dwelling unit unattended by the pet's owner or keeper will be considered stray animals and placed in custody of the DeKalb County Animal Control Center.
4. The Pet Permit shall be completed as prescribed by the form and signed by both the Resident and the Property Manager or designee.

**D. PET DEPOSIT:**

1. A pet deposit shall be required in the amount indicated below:
  - i. \$325.00 for each cat or dog;  
This fee is collected in the event it is necessary to clean/replace carpets and/or floors, fumigating apartment and common areas, replace tile, paint, repair window treatments, walls or doors, or other such repairs or replacements which are attributable to the pet being in the unit. The amounts for each of these charges are contained on HADC Authority Wide Maintenance/Resident Charges Listing. Past experience has shown that such charges are approximately \$300.00+.
  - ii. \$240.00 for all birds in the same cage;  
This fee is collected in the event it is necessary to clean/replace carpet, fumigating apartment, paint, repair window treatments, walls and doors, or other such repairs or replacements which are attributable to the pet being in the unit. The amounts for each of these charges are contained on HADC Authority Wide Maintenance/Resident Charges Listing. Past experience had shown that such charges are approximately \$200.00+.
  - iii. \$160.00 for all fish in a single aquarium over one (1) gallon capacity;  
This fee is collected in the event it is necessary to clean/replace carpet, paint, repair water damage if the aquarium should fall or break, or other such repairs or replacements which are attributable to the pet being in the unit. The amounts of these charges are contained on the HADC Authority wide Maintenance/Resident Charges Listing. Past experience has

shown charges are approximately \$140.00+.

2. HADC shall refund the unused portion of the pet deposit, after subtracting any damages to the apartment, to the resident within a reasonable time after the resident moves from the community or a reasonable time after the resident no longer owns or keeps a pet in the apartment.
3. Current pet owners who: (I) already reside in HADC property; (ii) have a current Pet Permit; and (iii) are in lease compliance must submit the appropriate pet deposit and fee within twelve (12) months from the date of notification by the property management office. Resident must submit twenty-five percent (25%) of the appropriate pet deposit within sixty (60) days of the date the resident received notification of the pet deposit with the balance due in equal payments over the next ten (10) months.
4. HADC shall amend the Pet Policy in accordance with HUD regulations periodically. If an increase in the amount of the Pet Deposit is warranted, residents shall be notified, by letter, as to the amount and the effective date of the increase. The increase amount may be paid in full or in two monthly installments, depending upon the amount and as stipulated by the Authority.
5. When the pet is no longer in or about HADC property, or upon termination of Resident's lease, HADC will use the pet deposit to pay reasonable expenses directly attributable to the presence of the pet in the community, including, but not limited to the cost of repairs and replacement to, and fumigation of, the resident's apartment or HADC common areas or grounds, and the cost of removing or disposing of pet pursuant to this Policy.

**E. RULES AND REGULATIONS:**

**Number of Pets Allowed:**

1. No household shall own or keep in their apartments or on any property owned by HADC more than:
  - i. one (1) dog;
  - ii. one (1) cat;
  - iii. two (2) aquariums;
  - iv. one (1) bird cage containing not more than two (2) birds;
  - v. a combination in the aggregate of not more than: (i) one (1) dog or one (1) cat, and one (1) aquarium; or (ii) one (1) bird cage containing not more than two (2) birds and one (1) aquarium.
2. For the purpose of this Policy, fish in a single approved aquarium constitute one (1) pet. Also no more than two (2) birds in a single cage constitute one (1) pet.

**Applicability of Rules and Regulation to Service Animals:**

There shall be no charge for the registration of service animals while used as such by any person, provided: (i) that an affidavit or statement from a duly licensed and recognized physician certifying, in writing, that the service animal is required by the disabled person; (ii) that such service animal shall be vaccinated in compliance with The DeKalb County Animal Control Ordinance; (iii) that such animal is not "vicious", "intimidating", or "threatening" as is set forth under section II of this Policy. All such "service animals", although, not technically a "pet" shall adhere to all of the rules and regulations set forth in this Policy with exception of the rule regarding weight limitations of the "pet".

**Rules and Regulations Related to all Pets:**

1. The only permitted pets in and about HADC communities are HADC recognized domesticated

dogs, cats, birds that are kept in approved birdcages, and fish that are kept in approved aquariums.

2. Residents shall not allow their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The term “disturb, interfere and diminish” shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities. Moreover, residents shall not permit their pets to become a nuisance. Any dog is declared a public nuisance, if such dog:
  - a. Seriously disturbs a person or neighborhood by loud, frequent barking or howling.  
Generally, no management action will be taken against any person unless the complaint executes an affidavit indicating that he or she will testify in municipal court concerning such disturbance when notified of the date and time the matter is set for trial.
  - b. Threatens or causes a condition which endangers public health.
3. If pets are left unattended for a period of twenty-four (24) hours or more, HADC may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of Georgia state law and pertinent local or county ordinances. HADC accepts no responsibility for the animal under such circumstances. HADC will charge the Resident of the unattended pet a fee for the removal of the pet.
4. Resident shall not alter their apartment, patio or apartment area in order to accommodate a pet without the expressed written permission of HADC.
5. Residents are responsible for all damages caused by their pets, including the cost of cleaning or replacement of carpets, floors, doors, cabinets, window coverings and/or the fumigation of units.
6. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of HADC and may subject the resident to lease termination.
7. Should a resident’s pet give birth to a litter or offspring, the resident shall remove all animals except one. Should the resident choose to keep one of the offspring, the resident must show a current license and shot record for the newly retained pet.
8. Each resident who has an approved pet must identify an alternate custodian of the pet in the event of resident illness or other significant absence from the dwelling unit. The identification of an alternate custodian must occur prior to HADC’s issuance of a Pet Permit.
9. Pets not owned by a resident shall NOT be kept on a temporary basis, absent the express written consent of the resident’s Property Manager.
10. Pets must not be allowed to go onto the property of others and shall not constitute a nuisance to the pet owner’s neighbors or neighbors to HADC communities.
11. Pets must not hinder, interfere with, threaten or harass HADC staff members, agents, contractors or service providers in the performance of their duties including but not limited to: (i) routine, non-routine and emergency maintenance in and about resident’s unit; (ii) energy upgrade; (iii) building improvements; and (iv) routine and non-routine pest extermination or control activities. In no event may resident refuse to allow HADC to perform such services due to the presence of a pet.

**Rules and Regulations Related to Dogs and Cats:**

1. The weight of a dog or cat shall not exceed 30 pounds (adult size). Service animal dogs, which are actually used as a service animal, pursuant to Section VI (B), are exempt from this rule.

2. All dogs and cats must be spayed or neutered, as applicable.
3. Any dog that bites, attacks or endangers the safety of humans without provocation is classified as potentially dangerous dog. The owner of such a dog is subject to revocation of his/her permit, a fine, and/or legal action. A dog is not considered potentially dangerous or dangerous if it bites a human:
  - a. When its owner is being attacked;
  - b. Who is a willful trespasser on the property of the owner or who is committing another tort or crime; or
  - c. Who has tormented or abused the dog and such torment or abuse is documented.
4. Dogs and cats shall remain inside the resident's unit. No animals shall be permitted to be loose in hallways, lobby areas, Laundromats, community rooms, yards or other common areas of the development.
5. Residents may not allow dogs to go outside unless such dog is securely leashed with a leash no longer than four to six feet in length. It shall be the absolute responsibility of every owner, possessor or person who keeps any dog to prevent it from running at large upon sidewalks, vacant lots, or anywhere in the community. A dog shall be deemed to be running at large when off or away from the premises of the owner or keeper, or under the actual physical control by means of a leash, cord or chain. Dogs may not be leashed to inanimate objects such as trees, posts, buildings, cars, etc.
6. Dogs and cats, and as applicable, birds, must be licensed yearly by a licensed veterinarian or the DeKalb County Humane Society or other county Humane Society. Residents must show proof of annual rabies and distemper booster inoculations.
7. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall neither allow refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
8. Residents are solely responsible for cleaning up pet droppings, if any, inside and outside the apartment and/or on the development grounds. Droppings must be disposed of by being placed in a bag and then placed in a dumpster/container outside the development building. Residents in violation will be subject to a maintenance fee charge of twenty-five (\$25.00) for each offense. Multiple violations may also subject the resident to a revocation of the pet permit and/or lease termination.
9. Residents *may not* dispose of pet waste by any other ways other than those listed in this Policy.

**Rules and Regulations Related to Birds:**

A birdcage cannot be larger than 18 inches by 18 inches by 30 inches (18" x 18" x 30"). Birds must fit inside the cage.

**Rules and Regulations Related to Fish:**

An aquarium cannot be larger than thirty (30) gallons and must be watertight.

**Pet Permit Renewal:**

The Pet Permit shall be renewed at the annual recertification for each resident that keeps a pet in his or her dwelling unit. Copies of the current pet inoculations shall be required during

recertification. HADC Management will bring expired pet permits to the attention of the pet owners by written notice allowing the pet owner a grace of fifteen days to provide the management office with a current certificate of appropriate inoculations. Residents pet owners who do not have a current Pet Permit after being extended a fifteen (15) day grace period are in violation of their dwelling lease and must remove the pet immediately or be subject to lease termination.

**Annual Pet Inspections:**

At least once each year, each apartment that has a pet will be subject to an inspection by HADC to determine what damage, if any, has occurred in the apartment as a result of the pet or pet's presence in the apartment. Should HADC determine that damage to the apartment has occurred, HADC shall provide a listing of damages and charge the resident for the repair of damages. The resident shall pay such charges when due, generally the first day of the second month after notification of the charges. Should the resident fail or refuse to pay the charges when due, such failure or refusal shall be grounds for revocation of the pet permit and for lease termination.

**F. REVOCAION OF PET PERMIT:**

The privilege of maintaining a pet in a HADC apartment shall be subject to the rules set forth above. This privilege shall be revoked at any time, subject to HADC's Grievance Procedures, if the animal becomes destructive, creates a nuisance, and represents a threat to the health, safety and/or security of other residents.

**G. AMENDMENTS TO THE PET POLICY:**

*HADC reserves the right to amend this pet policy as it deems necessary to protect and enhance the HADC communities.*

# JOHNSON FERRY EAST REVITALIZATION PLAN



## HOUSING AUTHORITY OF DEKALB COUNTY



Amended January 30, 2008

# PROJECT NARRATIVE

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## GENERAL

The Housing Authority of DeKalb County (HADC), through its strategic planning initiatives, conducted a detailed portfolio analysis of its current Public Housing stock. This analysis consisted of both a physical and financial needs assessment to determine the long term continued viability of the properties based on the new Asset Management Strategies set forth by the U.S. Department of Housing and Urban Development. As a result of this analysis, it was determined that the Johnson Ferry East Public Housing Community was no longer viable and unable to meet the needs of its current residents or the anticipated future needs of the low and moderate income residents of DeKalb County.

HADC originally commenced preliminary planning to develop a housing replacement strategy for Johnson Ferry in 2002. At that time, the initial thought was to provide one for one replacement on 50% of the site utilizing sales proceeds along with Capital Funds and Replacement Housing funds. Since the original planning, an organizational restructure, including the separation of what was a combined City and County PHA, has occurred. Current leadership supports HUD's fundamental development concepts of Mixed Income Communities. Thus, the revitalization strategies outlined in this plan are reflective and consistent with HUD's Mixed Financing guidelines.

## PRE-DEVELOPMENT ACTIVITIES

In preparation for the redevelopment efforts at Johnson Ferry East, the Housing Authority undertook a series of predevelopment activities as described below.

- ? **Agency Plan** — The Johnson Ferry Redevelopment project was clearly outlined and detailed in both the annual plan as well as the new five year plan. A summary of the proposed demolition and replacement housing was described in the plan. As planning continues to finalize the details of the redevelopment efforts, the Agency Plan will be reviewed to assure continued consistency and revisions made, if needed.
- ? **Developer Selection**-- The Authority prepared and issued a Request for Qualifications (RFQ) in December 2004 with responses due in January 2005. The appointed evaluation committee conducted significant due diligence including site visits of similar projects developed and owned by the respondents and formal interviews with all members of the proposed development teams. The results along with the corresponding recommendations of the evaluation committee were presented to the HADC Board of Commissioners in February and the Development Team was approved.
- ? **Resident Participation** — The Authority has conducted continuous meetings with all residents at Johnson Ferry and created a Resident Advisory Board which previously did



not exist at HADC. Preliminary meetings with residents described the need to demolish the current units at Johnson Ferry based on age and obsolescence. Ongoing meetings were held in Russian, Korean and Spanish to meet the diverse cultural needs of the residents and provided details of relocation requirements including the issuance of the General Information Notice (GIN). A resident committee was formed to participate in the site visits conducted as part of the due diligence efforts for selection of the Master Developer. As planning efforts commenced, resident forums and design charrettes were held at Johnson Ferry to continue involvement of the residents.

- ? Community Stakeholders — The predevelopment activities have also included the development and implementation of a community stakeholder participation process. HADC has met with County officials, impacted City officials and representatives from the School District, to secure support of the proposed redevelopment efforts, A series of meetings was also coordinated with surrounding neighborhood organizations. These meetings included the solicitation of feedback and input into the proposed overall development plans including unit types and mix. Local community representatives were also involved in the planning of relocation efforts for current residents.

## RELOCATION

A HUD RELOCATION TEMPLATE was prepared which identifies all relocation needs and services to be provided to residents. The relocation will take place in three Phases.

- ✍ Phase I will consist of off site relocation for all non-elderly households and on-site transfers of elderly households in units west of Durden Drive. It will also include off-site transfers of 44 non-elderly households east of Durden Drive to provide on-site units to elderly households west of Durden Drive. Phase I relocation is anticipated to commence in November 2005 and be completed by April 2006.
- ✍ Phase II of the relocation of residents in the area adjacent to Johnson Ferry Road. Phase 2 area is 18 buildings with 190 units. Non-elderly residents will be relocated off-site using Section 8 Housing Choice Vouchers. Elderly residents (62 years and older) will be relocated into the Ashford Parkside community. Relocation will begin in July 2007 and be completed by January 2008.
- ✍ Phase III is the area of JFE along Durden Drive. The Phase 3 area is 12 buildings with 132 units. Relocation of households is estimated to commence in the spring of 2009 and be completed in summer of 2009.

We estimate a total of 493 affected resident households at the time of approval of the demolition plan. A total of 238 households will be permanently relocated off site. The remaining 260 households will meet the elderly only definition and remain on site until such time that the replacement housing units are constructed and have an opportunity to move directly into the newly developed elderly only units.

The General Information Notice (GIN) was issued on July 23, 2005 in English, Russian, Korean

and Spanish to all residents. Relocation needs survey and home visits commenced in late October 2005 to identify detailed relocation needs for each affected household. The Authority intends to apply for relocation vouchers immediately upon approval of the demolition application. However, the Authority has identified Housing Choice Voucher budget authority that will permit the commencement of relocation activities prior to receipt of a new allocation of vouchers.

## DEMOLITION

### HADC Initial Submission to SAC

On June 3, 2005, HADC submitted a demolition/disposition application to the HUD SAC. On November 12, 2005 the HUD SAC approved the complete demolition of Johnson Ferry East GA237004 consisting of 59 residential buildings containing 498 row house units.

### HADC Revised Submission to SAC

On June 20, 2006, HADC requested that the HUD SAC allow modification of the initial approval to allow the demolition of the 498 units to occur in two phases. HUD SAC concurred with the request by letter dated August 10, 2006 and approved in Phase I the partial demolition of 176 row house units and the partial disposition of 29.3 acres of vacant land to Ashford Parkside, LP via a long term ground lease for 99 years at \$1.00 per year. HUD approved HADC and its development partner (Ashford Developers, LLC) to redevelop 284 housing units on 21.84 acres and 7.46 acres of land that would be dedicated to the County to build a park and provide for public roads subject to HUD mixed finance closing approvals.

### HUD Approval 08/10/06

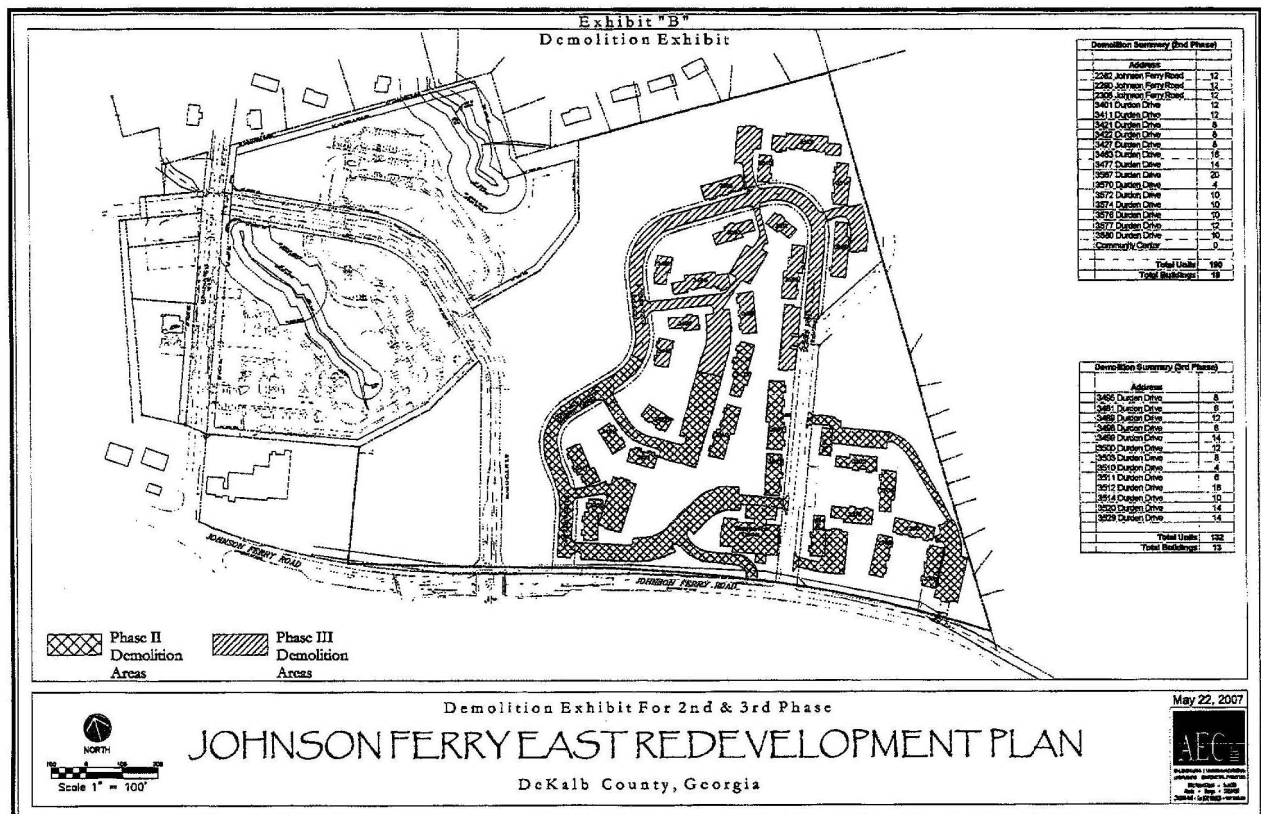
<b>Development Name: Johnson Ferry East (Phase 1) Partial Demolition/Disposition</b>			
<b>Development Number: GA237004</b>			
Units: 284		Acres: 29.3	
Total Units to be Redeveloped: 284	Low-Income Less than 80% of AMI		
	ACC	Non-ACC	Market Rate
Rental	53	185	28
For Sale	18	0	0
Acquiring Entity	Ashford Parkside, LP		
Method of Sale	Long-Term Ground Lease – 99 years		
Sale Price or Lease Price	\$1.00 per year		
Purpose	Development of Mixed Income/Mixed Use Housing		
7.46 Acres of Land	Dedicated to the County (Park) 3.39 Acres		
	Dedicated to the County (Roads) 4.07 Acres		

HUD SAC approval letter advised that all other conditions as stipulated in the original November 12, 2005 approval remained the same.

Demolition will be completed in three phases to coincide with the relocation plans described above.

- ✍ Phase I of the demolition will commence in April 2005 and be completed by July 2005.
- ✍ Phase II of the demolition will include all buildings and units along Johnson Ferry and is anticipated to occur in January 2008 after all residents from Phase 2 Relocation have been relocated to the newly developed units in Phase I of the development plan described below, Ashford Parkside.
- ✍ Phase 3 demolition is planned to commence in the summer of 2009 following the relocation of residents into the Ashford Landing development.

### Approval of Demolition Modification Request



HADC requested HUD's approval to demolish the remaining 322 units into two phases, thereby creating an overall demolition plan that consists of a total of three phases of demolition. Phase 1 of the demolition (176 units) has been completed. The proposed Phase 2 demolition area is 18 buildings with 190 units and the Phase 3 demolition area is 12 buildings with 132 units. HUD approved HADC's request to modify to allow for three phases of demolition. HADC should continue to review the demolition activity with the Field Office. HUD reminds HADC of its responsibility to enter the required data in the Project Information Characteristics (PIC) system related to the demolition requirements.

**Disposition Modification Approval #1 - Ashford Parkside (Phase 1), Ashford Landing (Phase 2), Central Park and Public right-of-way (roads).**

HADC requested that HUD modify the original Disposition Approval of the first phases of development with its submission on June 20, 2006. The chart below reflects the accurate land areas, ground lease terms, and unit counts for the disposition. HUD approves this modification to the original disposition. The closing for Ashford Parkside was approved by HUD in a mixed finance closing on September 27, 2006. The closing for Ashford Landing, Phase 2, has not yet occurred. HADC shall not enter into any disposition agreement and or long term lease on Ashford Landing without HUD's approval of the HADC's submission of documents for a mixed-finance transaction in accordance with 24 CFR, Part 941, Subpart F. All documents related to Subpart F must be reviewed and approved by HUD prior to any formal disposition. If the Ashford Landing, L.P. fails to develop the land as outlined in the application, the lease shall terminate.

**Approved Disposition Modification**

<b>Development Name: Johnson Ferry East (Phases 1 and 2) Partial Demolition/Disposition</b>			
<b>Development Number: GA237004</b>			
Units: 268		Acres: 25.51 Total	
Total Units to be Redeveloped: 268	Low-Income Less than 80% of AMI		
	ACC	Non-ACC	Market Rate
Rental	66	184	18
For Sale	0	0	0
Acquiring Entity	Ashford Parkside, L.P. Phase 1 Ashford Landing, L.P. Phase 2		
Method of Conveyance	Long-Term Ground Lease – 99 years		
Sale Price or Lease Price	\$1.00 per year		
Purpose	Development of Mixed Income Elderly Housing		
Disposition	Dedicated to Mixed Income Elderly Housing 16.25 Acres		
	Dedicated to the County (Park) 2.85 Acres		
	Dedicated to the County (Roads) 6.41 Acres		

**Disposition Modification Approval #2 – Marketside Villas (Phase 3)**

HUD approves the disposition by long term ground lease of 6.81 acres to Limited Partnership entity with HADC and the Developer as co-general partners for the development of Marketside Villas (Phase 3). This community will be a mixed income senior community of 170 units with 10,000 square foot of retail and office space designed to serve the needs of the aging population that will reside throughout the site, including for the benefit of residents who live in Ashford Parkside (Phase 1) and Ashford Landing (Phase 2). However, HADC shall not enter into any disposition agreement and or long term lease on Marketside Villas without HUD's approval of the HADC's submission of documents for a mixed-finance transaction in accordance with 24 CFR, Part 941, Subpart F. All documents related to Subpart F must be reviewed and

approved by HUD prior to any formal disposition. If the related HADC and Developer Entity fail to develop the land as outlined in the application, the lease shall terminate.

**Approved Disposition of Leased Property**

<b>Development Name: Johnson Ferry East (Phase 3) Partial Demolition/Disposition</b>			
<b>Development Number: GA237004</b>			
Units: 170		Acres: 6.81 Total	
Total Units to be Redeveloped: 170	Low-Income Less than 80% of AMI		
	ACC	Non-ACC	Market Rate
Rental	17	17	136
For Sale	0	0	0
Acquiring Entity	Related HADC and Developer Entity		
Method of Conveyance	Long-Term Ground Lease – 99 years		
Sale Price or Lease Price	\$1.00 per year		
Purpose	Development of Mixed Income Elderly Housing		

**Disposition Modification Approval #3 – For Sale Portions of Johnson Ferry East**

HUD approves the sale of a portion of Johnson Ferry East (defined in the table below) in fee simple title to Ashford Developers, or its designated affiliate(s), at fair market value, determined by appraisal. In accordance with the Housing Act of 1937 proceeds of the disposition will be used for low income housing purposes.

**Approved Sale of Property**

<b>Development Name: Johnson Ferry East Partial Demolition/Disposition</b>			
<b>Development Number: GA237004</b>			
Units: 390		Acres: 22.38	
Total Units to be Redeveloped: 390	Low-Income Less than 80% of AMI		
	ACC	Non-ACC	Market Rate
Rental	0	0	0
For Sale	0	0	390
Acquiring Entity	Ashford Developers, LLC		
Method of Sale	At Fair Market Value		
Sale Price or Lease Price	\$560,000* per Acre, \$12,532,800 Total * Property value escalates at .4165% per month from December 11, 2006 to the date of actual sale up to a maximum of 10% as described in the option agreement		
Purpose	Market Rate Housing and Commercial/Retail Development		

## DEVELOPMENT PLAN

The proposed development plan is in response to the needs of the current residents at Johnson Ferry East, the local Government officials and the overall input we have received to date from the Community Stakeholders. Despite the fact that original Johnson Ferry was never officially designated as elderly only housing, over fifty percent of current residents are elderly one or two person households. As a result, the new development will be geared to meet the unique and challenging needs of these residents. The proposed Master Site Plan is attached to this section of the Revitalization Plan. Current plans include the development of elderly-only units that will accommodate all existing elderly households on site; a small number of family townhomes to assist higher income family households in moving towards homeownership; and, market rate rental and for sale housing as well as commercial development to support a true mixed-income, mixed-use community reflective of the real estate market area surrounding the JFE site.

The site has immediate access to public transportation, retail development, supermarkets, the YMCA and medical facilities at Northside Hospital. The project site is approximately two miles south of the interchange of Ashford Dunwoody Road with 1-285 and approximately two miles southeast of the convergence of 1-285, Route 400, Johnson Ferry Road, Peachtree Dunwoody Road and Glenridge Drive. It is also located approximately three miles from the Clairmont Road interchange and 1-85. Additionally, the project site is surrounded by a mix of desirable uses such as stable, single-family residential development, Blackburn Park and retail.

Preliminary engineering of the Master Site Plan has been completed and the gross land area for the site is 56.55 acres. The estimated net land to be developed is approximately 47.29 acres. The balance of approximately 9.26 acres will consist of dedicated streets, wetlands, walking trails and a park. Due diligence has been completed and the site has been determined clear of any environmental concerns.

The chart below provides the estimate of land associated with each development Phase of the project:

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### Unit Distribution and Land per Phase

Phase	Name	Affordable Rentals			Affordable For Sale	Market Rate			ACRES
		ACC	LIHTC Only	PBRA		RENTAL	FOR SALE	TOTAL UNITS	
Phase I	Ashford Parkside Senior Housing	30	10	94	0	17	0	151	9.64
Phase II	Ashford Landing Senior Housing	36	5	51	0	25	0	117	6.61
Phase III	Marketside Villas Senior Housing	17	17	0	0	136	0	170	6.81
Phase IV (A+B=18)	Parkside Townhomes A	0	0	0	12	0	0	12	1.15
	Parkside Townhomes B	0	0	0	6	0	0	6	0.7
Phase V	V (A) – Mixed Use - Apartments	0	0	0	0	0	208	208	3.49
	V (B) - Mixed Use - 52 Townhomes with 75,000 SqFt. Retail				0		52	52	8.01
Phase VI	Market Rate Townhomes and Homes	0	0	0	0	0	130	130	10.88
Central Park									2.85
ROW, Streets, and Roads									6.41
Total All Land									56.55
Total All Units		83	32	169	18	154	390	846	

The Master Site Plan divides the site into six development phases. The primary entrance to the site will be a boulevard off Johnson Ferry Road, bordered on both sides by retail and restaurant space following a similar path of the current Durden Drive and Blair Circle. To the west of Durden Drive, the first two phases will be developed to accommodate the relocation of all remaining residents on site as described above. Both of these Phases are mixed income rental elderly only housing. In addition to these Phases, the west side of Durden Drive will contain for-sale townhomes for families.

The east side of Durden Drive will contain a third Phase of elderly only mixed income rental housing and market rate for sale condominiums, townhomes and single family homes. The overall development program will consist of a total of 846 residential housing units, of which 302 will be affordable and 544 will be market rate. In addition to the residential units, we estimate 10,000 square feet of retail and office space in Phase III and 75,000 square feet of retail and restaurant space in Phase V (B).

The Authority will sell the land attributable to the for-sale and commercial development at appraised market value. Proceeds from the sale of this land will be used to support the affordable components of the project. Additional details of the development plan are described in each Phase of the project under the corresponding tabs in this Revitalization Plan.



## PHASING SUMMARY

As stated above, the project will be completed under six distinct development phases:

- ? Ashford Parkside, Phase I, will consist of 151 Elderly Only Mixed Income Rental Units in two buildings, financed with 9% Low Income Housing Tax Credits, received in September 2005. Construction is anticipated to commence in July 2006 and be completed by December 2007. Amenities will include community space, beauty shop, fitness center, activity rooms, and outdoor garden. (See “A” above.)
- ? Ashford Landing, Phase II, will consist of 117 Elderly Only Mixed Income Rental Units in one building, financed with 9% Low Income Housing Tax Credits received in September 2007. Amenities in this Phase and the amenities in Phase I will be developed to complement each other and to be shared by residents in all buildings.



(See “B above.)

- ? Marketside Villas, Phase III, will consist of 170 Elderly Only Mixed Income Rental units in one building, financed with 4% Low Income Housing Tax Credits and Tax Exempt Bonds. The anticipated schedule for this phase is to commence in 2008. This Phase will also contain approximately 10,000 square feet of retail and office to provide services for the elderly residents at the newly developed site. (See “H” above.)
- ? Parkside Townhomes, Phase IV, will consist of 18 ACC homeownership units under a lease to purchase program to provide homeownership opportunities for higher income existing households to return to the site. (Adjacent to “B” above.)
- ? Phase V has two components. Mixed Use Apartments, Phase V (A), will consist of 208 market rate apartments. (See “F” above.) Mixed Used Townhomes and Retail, Phase V (B), will consist of 52 townhomes and an estimated 75,000 square feet of retail/commercial space. The anticipated schedule for this phase is commencement in mid year 2008 with completion in 2010. (See “G” above.)
- ? Market Rate Homes and Townhomes, Phase VI, will consist of 130 market rate for sale townhomes, condominiums, and market rate single family homes. This phase is anticipated to begin development in late 2009 and be completed in late 2011. (See “E” above.)

In addition to the residential housing units and the retail and restaurant space described above, the site will contain outdoor amenities including walking and bike trails that will tie into the Path program that currently exists in this area of DeKalb County. A large passive park comprising approximately 2.85 acres (See “D” above) will also be developed on the site and dedicated to the DeKalb County Parks and Recreation Department. This park will be maintained and used in conjunction with the active park immediately adjacent to the site on the north end of the property. A detailed narrative of each Phase is attached in subsequent sections of this submission.

## **MASTER DEVELOPER**

The Housing Authority procured a Master Developer for this project in accordance with required procurement regulations as described above under the predevelopment activities. The Master Developer is Ashford Developers, LLC, a partnership of the Norsouth Companies and The Collaborative Firm. The Norsouth Companies is a long time affordable housing developer in the southeast with extensive experience in the development and management of Low Income Housing Tax Credit properties in the State of Georgia. The Collaborative Firm is a local firm specializing in planning, zoning and community involvement and participation.

Together, these two firms contain all the necessary skills and experience to maximize leverage of private funding to appropriately finance the project while minimizing HADC capital

contributions and to assure that the project is completed in accordance with the timelines set forth in the development schedule.

Ashford Developers, LLC will partner with Madison Retail, LLC, a strong commercial developer with a long term presence in the Atlanta metropolitan area and with The Housing Group, a proven market rate homebuilder.

## **FINANCING**

A detailed sources and uses budget is included under each Phase of this submission. As described above, financing will include both 9% and 4% Low Income Housing Tax Credits; tax exempt bond financing; private mortgage financing; and, capital contributions from HADC for the ACC replacement units. HADC proposes to utilize Johnson Ferry operating reserves, Capital Funds, Replacement Housing Factor Funds, and proceeds from the sale of the land to be dedicated to the market rate components of the site.

The current appraisal values the land at \$560,000 per acre resulting in estimated program income of \$12,532,800 with adjustments of 0.4165% per month from December 11, 2006 to a maximum of 10%. As noted on the overall sources and uses statements, approximately \$4 million of this will be used towards the capital contribution for the units. The balance of the program income will be used for the development of other low income housing throughout DeKalb County.

Total development costs (TDC) and Housing Construction Costs analysis are included with each Phase as well as a total program TDC and HCC analysis in the total program budget. We have also included the Development Cost Budget/Cost Statement, HUD 52484 for all HADC costs to be attributed to 1499 expenses under the Capital Fund Program.

## **DEVELOPMENT SCHEDULE**

A detailed development schedule is provided in the Revitalization Plan and summarizes the key development milestones and HUD's checkpoints for mixed finance proposals.



# ASHFORD PARKSIDE

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## GENERAL

Ashford Parkside is the future site of what constitutes Phase I of the Johnson Ferry East Public Housing Redevelopment Program. This Phase is located on the west end of the Master site on 9.64 acres of land. The newly developed site will consist of two buildings with shared amenities. This phase is a mixed income rental community containing 151 total units to be designated as elderly only housing.

## SITE PLANS

Attached is the anticipated site plan for Ashford Parkside indicating the layout of the two buildings and the acreage for the site related to this Phase of the project. Also attached are aerial photographs of the new buildings on the site.

## UNIT MIX

The following chart summarizes the proposed unit mix for Ashford Parkside.

Ashford Parkside – Phase I				
Unit Type	Market Rate	ACC/LIHTC	LIHTC	PBRA/LIHTC
Elderly Only Rental	17	30	10	94

## FINANCING STRATEGY

Ashford Parkside will be financed with 9% Low Income Housing Tax Credits. An application for this Phase was submitted in May 2005 and an allocation was awarded by the Georgia Department of Community Affairs (DCA) in October 2005. In addition to the LIHTC equity, this phase will be financed with private mortgage funds and capital contributions from the HADC Capital Fund Program. HADC will serve as the general partner and the developer will provide all required financial guarantees. A long term ground lease will be executed between HADC and the owner entity for 99 years. A detailed budget is attached in the section of the Amended Revitalization Plan titled "Budget".

## DEVELOPMENT SCHEDULE

As stated, tax credits have already been received for this Phase and the required tax credit deadlines must be met to preserve the credits and maximize the equity contribution. A detailed development schedule is provided in the tab labeled "Schedule" and summarizes the key development milestones and HUD's checkpoints for mixed finance proposals.





# ASHFORD LANDING

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## GENERAL

Ashford Landing is the future site of what constitutes Phase II of the Johnson Ferry East Public Housing Redevelopment Program. This Phase is located on the west end of the Master site north of Blair Circle on 6.61 acres of land. The newly developed site will consist of a single building and is a mixed income rental community containing 117 total units to be designated as elderly only housing. This phase is located across Blair Circle and will be managed jointly with Phase I of the project, providing complimentary amenities to be shared between both Phases.

## SITE PLANS

HADC has attached is the anticipated site plan for Ashford Landing indicating the layout of the building and the acreage for the site related to this Phase of the project. Also attached are conceptual elevations for the new building to be placed on the site.

## UNIT

The following chart summarizes the proposed unit mix for Ashford Landing.

Ashford Landing – Phase II				
Unit Type	Market Rate	ACC/LIHTC	LIHTC	PBRA/LIHTC
Elderly Only Rental	25	36	5	51

## FINANCING STRATEGY

Ashford Landing will be financed with 9% Low Income Housing Tax Credits. Credits were approved by the Georgia DCA in September 2007.

HADC will serve as the general partner and the developer will provide all required financial guarantees. A long term ground lease will be executed between HADC and the owner entity for 99 years. A detailed F-I is attached in this section of the submission providing the estimated amounts for all sources and uses to develop Ashford Landing. A detailed budget is attached in the section of the Amended Revitalization Plan titled "Budget".

## DEVELOPMENT SCHEDULE

A detailed development schedule is provided in the tab labeled "Schedule" and summarizes the key development milestones and HUD's checkpoints for mixed finance proposals.

Ashford Landing is denoted by building marked "B" below.





# MARKETSIDE VILLAS

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## GENERAL

Marketside Villas is the future site of what constitutes Phase III of the Johnson Ferry East Public Housing Redevelopment Program. This Phase is located on the east end of the Master Site on approximately 6.81 acres of land. The newly developed site will consist of a single building and is a mixed income rental community containing 170 total units to be designated as elderly only housing. This phase will also include approximately 10,000 square feet of retail and office space to serve the needs of the aging population that will reside throughout the site, including Phase I and II residents.

## SITE PLANS

Attached is the anticipated site plan for Marketside Villas indicating the layout of the building and the acreage for the Site related to this Phase of the project. Also attached are conceptual elevations for the new building to be placed on the site

## UNIT MIX

The following chart summarizes the proposed unit mix for Marketside Villas.

<b>Marketside Villas - Phase III</b>			
<b>Unit Type</b>	<b>Market Rate</b>	<b>ACC/LIHTC</b>	<b>LIHTC</b>
<b>Elderly Only Rental</b>	<b>136</b>	<b>17</b>	<b>17</b>

## FINANCING STRATEGY

Marketside Villas will be financed with tax-exempt bonds and Low Income Housing Tax Credits and HADC will serve as the general partner and the developer will provide all required financial guarantees. A long term ground lease will be executed between HADC and the owner entity for 99 years. A detailed F-1 is attached in this section of the submission providing the estimated amounts for all preliminary sources and uses to develop Marketside Villas. A detailed budget is attached in the section of the Amended Revitalization Plan titled "Budget".

## DEVELOPMENT SCHEDULE

A detailed development schedule is provided in the tab labeled "Schedule" and summarizes the key development milestones and HUD's checkpoints for mixed finance proposals.



Marketside Villas are denoted by the letter “H” below.



# PARKSIDE TOWNHOMES

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## GENERAL

Phase IV of the Johnson Ferry East Public Housing Redevelopment Program is Parkside Townhomes. This Phase is located on the far west end of the Master site on two separate parcels constituting 1.85 acres of land. The newly developed site will consist of 18 townhomes affordable homes available to persons at or below 80% of AMI. This Phase is intended to meet the needs of several higher income Johnson Ferry households that are currently paying ceiling rents and are in a position to become homeowners in the future.

## SITE PLANS

Attached is the anticipated site plan for Parkside Townhomes indicating the layout of the buildings and the acreage for the site related to this Phase of the project.

## UNIT MIX

The following chart summarizes the proposed unit mix for Parkside Townhomes.

<b>Parkside Townhomes – Phase IV</b>			
<b>Unit Type</b>	<b>Market Rate</b>	<b>Affordable</b>	<b>Lease/Purchase</b>
<b>Townhome</b>	<b>0</b>	<b>0</b>	<b>18</b>

## FINANCING STRATEGY

Parkside Townhomes are 100% ACC units. This phase will be fully financed by the Housing Authority. We anticipate the use of replacement housing funds if timing of receipt of funds meets the proposed development schedule. Otherwise, the Authority will commit sales proceeds from the land in the market rate component of the project. A detailed budget is attached in the section of the Amended Revitalization Plan titled “Budget”.

## DEVELOPMENT SCHEDULE

A detailed development schedule is provided in the tab labeled “Schedule” and summarizes the key development milestones and HUD’s checkpoints for mixed finance proposals.

Parkside Townhomes are planned for implementation adjacent to the Ashford Landing Building identified by the letter “C”.



# MIXED USED DEVELOPMENT

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## GENERAL

Phase V of the Johnson Ferry Redevelopment Project will be a mixed use component consisting of both commercial and retail space and for sale residential housing. This Phase will serve as the anchor and main entrance to the overall site. It is located in the middle of the site off Johnson Ferry Road and will include a boulevard with landscaped islands bordered by the retail and restaurant commercial space. In addition, it is anticipated that this Phase will include an estimated 260 market rate condominiums and townhomes on 11.50 acres.

## SITE PLANS

Attached are sample commercial and conceptual designs for the project.

## UNIT MIX

The following chart summarizes the proposed unit mix for Phase V of the Project.

<b>Mixed Use Retail Development – Phase V</b>			
	<b>Apartments</b>	<b>Commercial</b>	<b>Townhomes</b>
<b>Phase V (A)</b>	<b>208</b>		
<b>Phase V (B)</b>		<b>75,000 SqFt</b>	<b>52</b>

## FINANCING STRATEGY

The Mixed Use component of the project will be developed on land that HDC sells to the Master Developer for fair market value. The current appraisal values the land at \$560,000 per acre. The Master Developer has partnered with Madison Retail, LLC to develop this component of the project. Madison Retail, LLC is a market rate, experienced, mixed-use developer with successful similar projects in the same geographic area. A detailed budget is attached in the section of the Amended Revitalization Plan titled "Budget".

## DEVELOPMENT SCHEDULE

A detailed development schedule is provided in the tab labeled "Schedule" and summarizes the key development milestones and HUD's checkpoints for mixed finance proposals.



The buildings surrounding the letter “G” below denote the mixed use development. The building denoted by the letter “F” is the location of the 208 market rate units.



# SINGLE FAMILY

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## GENERAL

Phase VI of the Johnson Ferry Redevelopment Project will consist of 130 townhomes and single family homes located on 10.88 acres located in the northeast corner of the site. All units will be market rate for sale units.

## SITE PLANS

Attached are conceptual home designs envisioned for this Phase of the project.

## UNIT MIX

The following chart summarizes the proposed unit mix for Phase VI of the Project.

Single Family Program	
Unit Type	Market Rate
For-Sale	130

## FINANCING STRATEGY

The Single Family component of the project will be developed on land that HADC sells to the Master Developer for fair market value. The current appraisal presented the land at \$560,000 per acre. The Master Developer has partnered with The Housing Group to develop this component of the project. The Housing Group is an experienced homebuilder in the DeKalb County area specializing in high-end housing design and sales. A detailed budget is attached in the section of the Amended Revitalization Plan titled "Budget".

## DEVELOPMENT SCHEDULE

A detailed development schedule is provided in the tab labeled "Schedule" and summarizes the key development milestones and HUD's checkpoints for mixed finance proposals.

The residential units in the vicinity of the letter “E” below denote the locations of the homes.





# PROJECT SCHEDULE

Project schedules are provided in an overall format and by phase.

HOUSING AUTHORITY OF DEKALB COUNTY														
JOHNSON FERRY EAST DEVELOPMENT														
PROJECT SCHEDULE														
COMPLIANCE	PHASE I		PHASE II		PHASE III		PHASE IV		PHASE V-A		PHASE V-B		PHASE VI	
MLESTONE	Ashford Parkside		Ashford Landing		Marketside Villas		Parkside Townhomes		Market Rate Apts		Mixed Use Retail		Single Family	
	Start Planned	Finished Planned	Start Planned	Finished Planned	Start Planned	Finished Planned	Start Planned	Finished Planned	Start Planned	Finished Planned	Start Planned	Finished Planned	Start Planned	Finished Planned
1 Phase Start														
2 Developer Agreement Executed		04/19/06		04/19/06		04/19/06		04/19/06		04/19/06		04/19/06		04/19/06
3 ACCM/FACC Addendum Executed		09/27/06		03/27/08		06/26/08		02/17/09						
4 Closing (HUD)		09/27/06		03/27/08		08/26/08		02/17/09						
5 First Unit Available for Occupancy		11/01/07		05/01/09		09/01/09		05/05/10		08/08/09		08/10/09		04/04/11
6 Date of Full Availability (DOFA)		10/25/07		06/01/09		11/01/09		11/08/10		02/01/10				10/03/11
7 End of Initial Operating Period (EIOP)		03/31/08		09/01/09		03/31/10		12/31/10						
8 Relocation	09/01/07	01/01/08			09/01/07	01/01/08					09/01/07	01/01/08	05/02/09	06/30/09
9 Demolition/Remediation		12/22/06			01/21/08	06/21/08				12/22/06	02/01/08	06/01/08	04/02/09	10/02/09
10 Construction	09/26/06	10/25/07	04/01/08	05/24/09	07/01/08	08/28/09	04/02/09	05/04/10	06/13/08	08/07/09	08/01/08	08/07/09	11/02/09	04/01/11
11 Disposition	06/20/06	08/10/06	08/17/07	12/17/07	08/17/07	12/17/07	03/01/09			04/05/08		07/01/08		09/01/09
12 Environmental Clearance		08/11/05		08/11/05		08/11/05		08/11/05		08/11/05		08/11/05		08/11/05
13 Land Purchase Option Closing										04/30/08		06/27/08		10/01/09
14 Developer Early Start Agreement		12/01/05		12/01/05		12/01/05		12/01/05		12/01/05		12/01/05		12/01/05
15 Tax Credit Awards		09/15/05		09/11/07	05/01/08	09/15/08		09/12/08						
16 Mixed Finance Proposal		09/27/06	11/27/07	02/01/08	tbd	tbd	10/16/08	11/26/08						
17 Evidentiaries		09/27/06	02/04/08	03/13/08	tbd	tbd	12/01/08	01/30/09						

**HOUSING AUTHORITY OF DEKALB COUNTY**  
**JOHNSON FERRY EAST DEVELOPMENT**  
**ASHFORD PARKSIDE PHASE I**  
**PROJECT SCHEDULE**

<b>COMPLIANCE</b>		<b>PHASE I</b>	
<b>MILESTONE</b>		<b>Ashford Parkside</b>	
		Start Planned	Finished Planned
1	Phase Start		
2	Developer Agreement Executed		04/19/06
3	ACC/MF-ACC Addendum Executed		09/27/06
4	Closing (HUD)		09/27/06
5	First Unit Available for Occupancy		11/01/07
6	Date of Full Availability (DOFA)		10/25/07
7	End of Initial Operating Period (EIOP)		03/31/08
8	Relocation	09/01/07	01/01/08
9	Demolition/Remediation		12/22/06
10	Construction	09/26/06	10/25/07
11	Disposition	06/20/06	08/10/06
12	Environmental Clearance		08/11/05
13	Land Purchase Option Closing		
14	Developer Early Start Agreement		12/01/05
15	Tax Credit Awards		09/15/05
16	Mixed Finance Proposal		09/27/06
17	Evidentiaries		09/27/06

**HOUSING AUTHORITY OF DEKALB COUNTY**  
**JOHNSON FERRY EAST DEVELOPMENT**  
**ASHFORD LANDING PHASE II**  
**PROJECT SCHEDULE**

<b>COMPLIANCE</b>		<b>PHASE II</b>	
<b>MILESTONE</b>		<b>Ashford Landing</b>	
		Start Planned	Finished Planned
1	Phase Start		
2	Developer Agreement Executed		04/19/06
3	ACC/MF-ACC Addendum Executed		03/27/08
4	Closing (HUD)		03/27/08
5	First Unit Available for Occupancy		05/01/09
6	Date of Full Availability (DOFA)		06/01/09
7	End of Initial Operating Period (EIOP)		09/01/09
8	Relocation		
9	Demolition/Remediation		
10	Construction	04/01/08	05/24/09
11	Disposition	08/17/07	12/17/07
12	Environmental Clearance		08/11/05
13	Land Purchase Option Closing		
14	Developer Early Start Agreement		12/01/05
15	Tax Credit Awards		09/11/07
16	Mixed Finance Proposal	11/27/07	02/01/08
17	Evidentiaries	02/04/08	03/13/08

**HOUSING AUTHORITY OF DEKALB COUNTY**  
**JOHNSON FERRY EAST DEVELOPMENT**  
**MARKETSIDE VILLAS PHASE III**  
**PROJECT SCHEDULE**

<b>COMPLIANCE</b>		<b>PHASE III</b>	
<b>MILESTONE</b>		<b>Marketside Villas</b>	
		Start Planned	Finished Planned
1	Phase Start		
2	Developer Agreement Executed		04/19/06
3	ACC/MF-ACC Addendum Executed		06/26/08
4	Closing (HUD)		08/26/08
5	First Unit Available for Occupancy		09/01/09
6	Date of Full Availability (DOFA)		11/01/09
7	End of Initial Operating Period (EIOP)		03/31/10
8	Relocation	09/01/07	01/01/08
9	Demolition/Remediation	01/21/08	06/21/08
10	Construction	07/01/08	08/28/09
11	Disposition	08/17/07	12/17/07
12	Environmental Clearance		08/11/05
13	Land Purchase Option Closing		/
14	Developer Early Start Agreement		12/01/05
15	Tax Credit Awards	05/01/08	09/15/08
16	Mixed Finance Proposal	tbd	tbd
17	Evidentiaries	tbd	tbd

**HOUSING AUTHORITY OF DEKALB COUNTY**  
**JOHNSON FERRY EAST DEVELOPMENT**  
**PARKSIDE TOWNHOMES PHASE IV**  
**PROJECT SCHEDULE**

<b>COMPLIANCE</b>		<b>PHASE IV</b>	
<b>MILESTONE</b>		<b>Parkside Townhomes</b>	
		Start Planned	Finished Planned
1	Phase Start		
2	Developer Agreement Executed		04/19/06
3	ACC/MF-ACC Addendum Executed		02/17/09
4	Closing (HUD)		02/17/09
5	First Unit Available for Occupancy		05/05/10
6	Date of Full Availability (DOFA)		11/08/10
7	End of Initial Operating Period (EIOP)		12/31/10
8	Relocation		
9	Demolition/Remediation		
10	Construction	04/02/09	05/04/10
11	Disposition	03/01/09	
12	Environmental Clearance		08/11/05
13	Land Purchase Option Closing		/
14	Developer Early Start Agreement		12/01/05
15	Tax Credit Awards		09/12/08
16	Mixed Finance Proposal	10/16/08	11/26/08
17	Evidentiaries	12/01/08	01/30/09

**HOUSING AUTHORITY OF DEKALB COUNTY**  
**JOHNSON FERRY EAST DEVELOPMENT**  
**MARKET RATE APTS PHASE V-A**  
**PROJECT SCHEDULE**

<b>COMPLIANCE</b>		<b>PHASE V-A</b>	
<b>MILESTONE</b>		<b>Market Rate Apts</b>	
		<b>Start Planned</b>	<b>Finished Planned</b>
1	Phase Start		
2	Developer Agreement Executed		04/19/06
3	ACC/MF-ACC Addendum Executed		
4	Closing (HUD)		
5	First Unit Available for Occupancy		08/08/09
6	Date of Full Availability (DOFA)		02/01/10
7	End of Initial Operating Period (EIOP)		
8	Relocation		
9	Demolition/Remediation		12/22/06
10	Construction	06/13/08	08/07/09
11	Disposition		04/05/08
12	Environmental Clearance		08/11/05
13	Land Purchase Option Closing		04/30/08
14	Developer Early Start Agreement		12/01/05
15	Tax Credit Awards		
16	Mixed Finance Proposal		
17	Evidentiaries		

**HOUSING AUTHORITY OF DEKALB COUNTY  
JOHNSON FERRY EAST DEVELOPMENT  
MIXED USE RETAIL PHASE V-B  
PROJECT SCHEDULE**

<b>COMPLIANCE</b>		<b>PHASE V-B</b>	
<b>MILESTONE</b>		<b>Mixed Use Retail</b>	
		<b>Start Planned</b>	<b>Finished Planned</b>
1	Phase Start		
2	Developer Agreement Executed		04/19/06
3	ACC/MF-ACC Addendum Executed		
4	Closing (HUD)		
5	First Unit Available for Occupancy		08/10/09
6	Date of Full Availability (DOFA)		
7	End of Initial Operating Period (EIOP)		
8	Relocation	09/01/07	01/01/08
9	Demolition/Remediation	02/01/08	06/01/08
10	Construction	08/01/08	08/07/09
11	Disposition		07/01/08
12	Environmental Clearance		08/11/05
13	Land Purchase Option Closing		06/27/08
14	Developer Early Start Agreement		12/01/05
15	Tax Credit Awards		
16	Mixed Finance Proposal		
17	Evidentiaries		



**HOUSING AUTHORITY OF DEKALB COUNTY**  
**JOHNSON FERRY EAST DEVELOPMENT**  
**SINGLE FAMILY PHASE VI**  
**PROJECT SCHEDULE**

<b>COMPLIANCE</b>		<b>PHASE VI</b>	
<b>MILESTONE</b>		<b>Single Family</b>	
		Start Planned	Finished Planned
1	Phase Start		
2	Developer Agreement Executed		04/19/06
3	ACC/MF-ACC Addendum Executed		
4	Closing (HUD)	/	/
5	First Unit Available for Occupancy		04/04/11
6	Date of Full Availability (DOFA)		10/03/11
7	End of Initial Operating Period (EIOP)		/
8	Relocation	05/02/09	06/30/09
9	Demolition/Remediation	04/02/09	10/02/09
10	Construction	11/02/09	04/01/11
11	Disposition		09/01/09
12	Environmental Clearance		08/11/05
13	Land Purchase Option Closing		10/01/09
14	Developer Early Start Agreement		12/01/05
15	Tax Credit Awards	/	/
16	Mixed Finance Proposal	/	/
17	Evidentiaries	/	/

# BUDGET

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## GENERAL

The Housing Authority of DeKalb County will complete the Johnson Ferry Redevelopment project utilizing a variety of funding sources which include the following:

- ✍ Low Income Housing Tax Credits
- ✍ Private Mortgage Funds
- ✍ Public Housing Operating Funds
- ✍ Public Housing Capital Funds
- ✍ Public Housing Replacement Housing Factor Funds
- ✍ Program Income from proceeds of land to be sold
- ✍ Property tax abatement from DeKalb County
- ✍ Donated land from DeKalb County
- ✍ Waiver of fees including building permits and impact fees

The total project costs are projected to be \$ 72,430,276 with HADC contributing \$11,918,766 resulting in a leveraged finance ratio of 5.08. For every dollar of public investment, the project will match \$5.08 of private investment.

## PROJECT BUDGET

**F-1 Financial Schedule** -- Attached in this section of the revitalization plan is the F-I financial schedule for the entire project. An individual F-I is also included with each Phase tab. The overall F-I schedule summarized all funding for all phases of the project. All public funds, including HADC Capital Funds, are shown in the F-1's.

**TDC/HCC Analysis** - Also attached is the total development cost (TDC) and housing construction costs (HCC) analysis for the overall project. This analysis include all public funds to be used for the project including public housing operating funds, public housing capital funds and replacement housing funds.



# THE HOUSING AUTHORITY OF DEKALB COUNTY, GA

## ELDERLY-ONLY DESIGNATED HOUSING PLAN



*Submitted to:*  
**Nicole Faison**  
**U.S. Department of Housing and**  
**Urban Development**  
**Office of Public and Indian Housing**  
451 7th Street S.W., Room 4222  
Washington, DC 20410-5000  
Phone: (202) 708-0744  
Submitted electronically to:  
[renee\\_m\\_kneppar@hud.gov](mailto:renee_m_kneppar@hud.gov)

*Submitted by:*  
**Mr. Sterling Bethea, Executive Director**  
**The Housing Authority of DeKalb County, GA**  
**750 Commerce Drive, Suite 250**  
**Decatur, GA 30030**

# Elderly Designated Housing Plan for Portions of the Revitalized Johnson Ferry East

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# **Request to Designate Portions of the Revitalized Johnson Ferry East Public Housing Development for Occupancy by Elderly-Only Families**

## **I. INTRODUCTION**

The Housing Authority of DeKalb County, Georgia (HADC) is redeveloping the functionally and physically obsolete Johnson Ferry East (JFE) public housing property into a mixed income, mixed use community, pursuant to an approved master plan and consistent with the housing needs of the residents of both the Housing Authority of DeKalb County and DeKalb County.

The intent of this application is to obtain approval from the U.S. Department of Housing and Urban Development (HUD) for an Elderly-only designation for the 83 (eighty three) Section 9 assisted units associated with Phase 1 (two buildings with 30 ACC units), Phase 2 (one building with 36 ACC units) and Phase 3 (one building with 17 ACC units). For purposes of this designation, elderly is defined as persons 62 years and older. This application is submitted pursuant to Notice PIH 2005-02 (HA) and PIH 2007-01 (HA) in accordance with Section 7 of the U.S. Housing Act of 1937, (the "Act") which was amended by Section 10(a) of the Housing Opportunity Program Extension Act of 1996 (Section 10).

As will be demonstrated, the Elderly-only Designated Housing Plan ("the Plan") was created in response to demographic and social factors in DeKalb County and the Housing Authority of DeKalb County,. The Plan provides replacement housing for the elderly residents of the former JFE and takes advantage of leveraged financing available for the construction of units that serve the elderly.

1. The Plan allows for HADC to address both the growing elderly population and the specific needs of the elderly in housing by consolidating a population with ever increasing social service needs. This Plan provides a housing product that is designed, organized and managed according to the special needs of this population, allowing for a more effective, focused delivery of services, and providing the elderly residents with a perceived safe and secure environment.
2. The Plan allows HADC to address the critical challenges and management problems associated with mixing an elderly and a young disabled population. These include social conflicts due to lifestyle differences, as well as fears related to a non-elderly population, both real and perceived. The revitalization of JFE is an opportunity for HADC to create quality affordable housing for the elderly.
3. Through the development of this Elderly-only Designated Housing Plan, HADC has identified partners and sufficient alternative housing resources for the non-elderly disabled. This will mitigate any negative impact on the current population affected by the Designation as well as on the future applicants, by providing greater housing choice throughout the County, with the opportunity to choose location in closer proximity to needed services and transportation.

In this context, HADC is requesting HUD's approval, for a five year period, of its Elderly Designated Housing Plan for 83 (eighty-three) Section 9 assisted units (ACC) at the revitalized JFE, to be located in four senior buildings, developed in three phases, pursuant to an approved Master Plan. Based on this master plan that contemplates the development of replacement units in elderly-only buildings, HUD has approved the demolition and relocation of the existing Johnson Ferry East residents, as well as approved the first mixed finance closing (Ashford Parkside). This phase has been awarded \$9.5 million in low income housing tax credits contingent upon the development of senior housing and construction has begun on the replacement units. Units will be available in November 2007 and re-occupancy of the former residents will begin in December 2007, pending approval of this Plan by HUD. HUD's approval of this Elderly Designated Housing Plan is critical to the continued success of this \$50 million dollar development.

## **A. Background: Housing Authority of DeKalb County**

The Housing Authority of DeKalb County (HADC) is located in DeKalb County, Georgia, the second largest county in Georgia, with a population of approximately 652,194 (2000 census). DeKalb County is located within the Atlanta, GA Metropolitan Statistical Area, geographically adjacent to the City of Atlanta. The Housing Authority of DeKalb County shares its jurisdiction with the Housing Authority of the City of Decatur, with the exception of the City limits of Lithonia, Atlanta and the HADC public housing units.

Established in 1955, the HADC operates a wide variety of programs that are designed to provide housing solutions for DeKalb County residents and promote community and economic development, including public housing, housing choice vouchers, affordable housing, multi-family tax exempt bonds, HOME Investment partnerships (administered on behalf of DeKalb County) and a homeownership program. HADC's mission is to "provide affordable housing opportunities and fulfill the needs of those we serve." HADC fulfills its mission effectively and efficiently with a robust housing program based on private development partnerships, as well as partnerships with other governmental entities, non-profits and service providers.

Through these various programs, HADC provides a total resource of more than 19,200 homes to families of all economic backgrounds across a wide spectrum of housing opportunities throughout the county. HADC is responsible for managing and owning 200 units of public housing not counting Johnson Ferry East (under development), 376 affordable and 1156 market rate apartments in 8 communities. HADC is responsible for sponsoring the development of over 3,000 units of low and moderate income rental housing in 49 apartment communities throughout the county, excluding the city of Decatur, as well as 8,700 market rate units. In addition, HADC has developed for sale housing, with 39 affordable and 134 market rate rental homes. HADC operates the third largest Housing Choice Voucher (HCV) Program in the state of Georgia, administering over 5,300 HCV (3600 in its jurisdiction and 1700 portable vouchers) and is 94% leased. The HCV program provides both housing choice for low and moderate income families, as well special programs that encourage self-sufficiency, such as the Family Self-Sufficiency Program, Section 8 Homeownership Program, Family Unification Program and the Veteran's Administration Special Housing Program (VASH). Working in partnership with HUD and the Veterans Administration, HADC offers a set-aside of vouchers under the VASH program that allows eligible veterans to receive permanent housing and ongoing treatment for hard-to-serve homeless and mentally ill veterans and those suffering from substance abuse. In addition, HADC utilizes a project based voucher program to assist in the development of over 303 units of affordable housing for special needs populations, targeting the elderly and disabled by maintaining an open waiting list for this special needs population only. To date, HADC has utilized project based vouchers as a tool to assist in the development of housing for special needs populations and plans to build on this program in the future as part of the alternative housing opportunities for special needs populations.

Thus, in addition to its limited public housing inventory, HADC has over 19,000 housing units available with 3,395 affordable rental units and 5600 HCV as resources to provide alternative housing for low income families not eligible for admission to the 83 elderly designated units at Johnson Ferry East. (See Table 1 on next page and Section IV: Alternative Resources.)



Table 1: HADC Alternative Housing Resources									
Properties	Rental					Homeownership			Total Units
	Public Housing	Affordable Rental (LIHTC, HOME, HADC Below Market)	Project Based / HCV	Market Rate	Total Rental	Affordable	Market Rate	Total Homeownership	
<b>Properties Owned By HADC</b>									
Johnson Ferry East (in relocation)	0				0				0
Tobie Grant Manor	200				200				200
<b>Units Owned and Managed by HADC</b>									
Hairston Lake			170		170				170
Spring Chase		123		257	380				380
Spring Chase II		12		69	81				81
Spring Terrace		10		0	10				10
White Oak		0		16	16				16
Park at Briarcliff		203		814	1,017				1,017
Scattered Site		28			28				28
<b>Units Sponsored by HADC</b>									
Antioch Manor (Phase 1)			30		30				30
Rosalyn House			28		28				28
Friendly Heights			25		25				25
Decatur Christian			25		25				25
Lakes at Indian Creek			25		25				25
Tax Exempt Bond Program: 49 properties		3,019		8,731	11,750				11,750
<b>Homeownership</b>									
Lynwood Park						6		6	6
Sugar Mill Creek						33	134	167	167
<b>Housing Choice Voucher</b>									
			5,300		5,300				5,300
<b>TOTAL</b>	<b>200</b>	<b>3,395</b>	<b>5,603</b>	<b>9,887</b>	<b>19,085</b>	<b>39</b>	<b>134</b>	<b>173</b>	<b>19,258</b>

The Housing Authority has established partnerships with other local organizations in order to provide supportive services to the residents and the DeKalb community at large. HADC has entered into a collaborative partnership comprised of ten agencies, the Workforce Investment Board (WIB) and DeKalb Workforce Center, Inc. to provide a One-Stop Approach to access programs or resources that promote economic uplift opportunities and self-sufficiency. These partners include DeKalb County Department of Family and Children Services, DC Workforce Development Department, DeKalb Technical College, Georgia Department of Labor, Vocational Rehabilitation Program, Georgia Perimeter College, Goodwill Industries of North Georgia, Jewish Family and Career Services, DeKalb Chamber of Commerce, Partnership for Community Action, Decatur-DeKalb YMCA, Eastlake YMCA, and DeKalb County Parks and Recreation Department. In addition, the HADC's service delivery model, the S.A.F.E. Program (Senior/Disabled Resident Activities Filled with Enrichment Program), focuses on social interaction and relationship building for the senior and disabled adults residing in HADC communities. DeKalb County is a market rich with services for seniors and disabled persons.

In addition, HADC partners with DeKalb County to fund supportive services administered by HADC, including Aging out of Foster Care, Housing Kids First, and Fresh Start. DeKalb County provides direct services through Senior Connections.

## II. JUSTIFICATION FOR DESIGNATION

The decision to develop an Elderly-only Designated Housing Plan for the revitalized Johnson Ferry East development is consistent with the national and local housing needs identified by the U.S. Census, Atlanta Regional Commission (for planning), the DeKalb County GA Consolidated Plan and through the HADC's demographics, public housing and HCV waiting lists. The Plan is reflective of the demographics of the majority of the residents in the existing Johnson Ferry East public housing project which is being demolished and redeveloped as a senior friendly mixed income community – with replacement senior units.

### **A. Elderly Housing Demand and Market Growth Patterns**

**1. National Trend – American demographics are shifting, driven by an aging population.**<sup>1</sup> There are two major factors driving this trend. The first “baby boomers” will turn 65 in 2011 and are projected to represent 20 percent of the U.S. population by 2030. Americans are living longer. In 2003, the Centers for Disease Control reported that the life expectancy in the US reached a new high of 77.2 years of age.<sup>2</sup>

This projected population growth, coupled with rising housing costs, has increased the demand for quality affordable senior citizen housing. DeKalb County, Georgia is no exception to this national trend.

**2. Atlanta GA Metropolitan Regional Housing Demand – the older population of Atlanta is growing at a rate greater than the population overall.** The Atlanta Regional Commission (ARC)<sup>3</sup> is the regional planning and intergovernmental coordination agency for the 10-county area including Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale counties, as well as the City of Atlanta. The ARC also serves as the Area Agency on Aging (AAA), planning and providing comprehensive services to address the needs of Atlanta's older population.

The ARC website notes that the older adult population of Atlanta is growing, mirroring the U.S. population, and comments that this changing older adult population is “a demographic force that will reshape the region”- and must be planned for.

- The older adult population in the Atlanta region doubled between 1970 and 2000.
- Between 2000 and 2015, it will double again.
- By 2030, one in five residents will be over the age of 60.

Recent data from the US Census projections support these projections. From 2000 to 2005, the older adult population in Atlanta grew by 30.6%; more than double the growth rate of the total population (13.7%) during the same period of time. In a recent regional snapshot publication, the ARC asks “The Aging of Atlanta, Are We Ready?” based on forecasts that the population of those 60 and over will triple in the next two decades.

In June 2005, ARC hosted an “Aging and Community Design” forum that explored the rationale for integrating the needs of the growing older adult population with future community planning efforts. The results of the forum determined that older adults need accessible housing close to services and amenities – and that planning efforts should focus on providing the necessary resources.<sup>4</sup>

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<sup>1</sup> U.S. Census, 2000, 2002, 2005, American Fact Finder, [www.census.gov](http://www.census.gov)

<sup>2</sup> Centers for Disease Control, “State of Aging in America 2007, p. 3, [www.cdc.gov/aging](http://www.cdc.gov/aging)

<sup>3</sup> Atlanta Regional Commission, “Older Adults in the Atlanta Region”, [www.atlantaregional.com](http://www.atlantaregional.com)

<sup>4</sup> Regional Snapshot: The Aging of Atlanta: Are We Ready?, Atlanta Regional Commission, [www.agingatlanta.com](http://www.agingatlanta.com), 2007.

**3. DeKalb County Housing Demand – older population represents a higher percentage than Atlanta Metropolitan Area overall and is continuing to grow.**<sup>5</sup> In DeKalb County, based on the 2000 census, the total population is 652,194, with over 8.7% of the population aged 62 and older. This is 16% higher than the metropolitan Atlanta region in 2000 with an elderly population of 7.5% of the total population. In addition, the ARC noted that the 65+ population grew by 16% in DeKalb County from 1990 – 2000, higher than the rate of the surrounding metropolitan area.

The chart below illustrates both the high percentage of near-elderly and elderly as a whole of the Dekalb County population, as well as the increasing rate of change over the past 5 years.<sup>6</sup>

Age	Year			Growth Change in Overall Population	Growth of Sector in Five Years
	2000	2002	2005		
Total population	652,194	663,118	662,973	1.63%	
Aged 50 - 61 population	74,594	81,303	89,902	15,308	
<b>% of population</b>	<b>11.44%</b>	<b>12.26%</b>	<b>13.56%</b>	<b>2.12%</b>	<b>18.56%</b>
Aged 62 and + population	56,992	64,734	67,130	10,138	
<b>% of population</b>	<b>8.74%</b>	<b>9.76%</b>	<b>10.13%</b>	<b>1.39%</b>	<b>15.87%</b>

In addition, in a report specifically addressing demographic, social and housing issues of older adults in DeKalb County, the ARC noted the following data from the 2000 US Census<sup>7</sup> related to DeKalb County, GA.

**Housing:** Older adults are living in older homes with an increasing need for repair and/or modification to meet to the special needs of the elderly. Housing affordability is of great concern, with 24% of the residents paying more than 35% of their income for housing.

- % of 65+ individuals living alone 40.67%
- % of 65+ individuals in high cost housing 23.74%
- % of 65+ individuals living in housing built prior to 1950 39.27%
- % of 55-64 individuals living in housing built prior to 1950 24.12%

**Income:**

- % of 65+ with income below poverty 08.72% (4,292)
- % of 65+ with income below 15,000/year 19.74% (9,717)

**Disability**

- # of 65+ individuals with self-care limitation 4,997
- # of 65+ individuals with disabilities that prevent them from leaving home 11,491

<sup>5</sup> U.S. Census 2000, 2002, 2005, American Fact Finder, [www.census.gov](http://www.census.gov)

<sup>6</sup> U.S. Census 2000, 2002, 2005, American Fact Finder, [www.census.gov](http://www.census.gov)

<sup>7</sup> Atlanta Regional Commission, [www.agingAtlanta.com](http://www.agingAtlanta.com), “Older Adults in DeKalb County”

Within this environment, DeKalb County’s elderly residents are actively seeking quality, affordable senior housing options with services throughout the county and will continue to do so for many years to come.

**B. Elderly Housing Demand at Housing Authority of DeKalb County.**

The demand for affordable housing in DeKalb County is high for all ages, as represented by both the county-wide demographic statistics, by the Housing Authority of DeKalb County’s demographics and waiting lists, as well as two market feasibility studies by an independent third party market analyst.

The demand for the revitalized Johnson Ferry East mixed income development is demonstrated by the following demographics: 1. the number of elderly affected residents in the current Johnson Ferry East public housing who will return to the revitalized site; 2. the number of elderly residents on the public housing and housing choice voucher waiting lists; and 3. the overall demand for quality, affordable elderly housing as demonstrated by the independent market studies, as well as the overall County statistics noted in the previous section.

**1. Current Demand – the Affected Johnson Ferry East Elderly Residents (aged 62+).** The Johnson Ferry East public housing property has received HUD approval to demolish and relocate the residents, pursuant to a HUD-approved Revitalization Plan and Master Plan , developed in response to the existing demographics at Johnson Ferry East, including permanent relocation options for the JFE non-elderly residents. HADC is committed to ensure that the existing non-elderly Johnson Ferry East residents are provided a range of housing opportunities as part of the relocation process, and for the elderly over age 62 to include the right to return to the revitalized JFE development in Phases 1 and 2. Phase 3 will provide an additional affordable housing resource for the elderly citizens of DeKalb County.

There are approximately 277 families remaining at Johnson Ferry East, of which 219 are aged 62 and older, representing 79% of the population. Of these families (62 and older), 50 have indicated some form of disability (22%), although HADC does not maintain data on the type of disability, but instead addresses potential requests for accommodation during the interview and housing process. Of the 277 units remaining at JFE, approximately 13 are available for the mobility impaired.

<b>Table 3: Johnson Ferry East Elderly Population (08/01/07)</b>		
Aged 62+	Aged 62+ disabled	Aged 62+ non-disabled
<b>219</b>	<b>50</b>	<b>169</b>

Phase 1 (Ashford Parkside) will provide 30 ACC and 94 PBRA units for a total of 124 low income, subsidized units. Phase 2 (Ashford Landing) will provide 36 ACC and 51 PBRA for a total of 87 low income units,. There are thus 211 units available for approximately 219 low income elderly residents. These residents have indicated a desire to return to the revitalized property. However, generally in the relocation process, it is found that a percentage of the residents will not return for a variety of reasons such as a change in circumstances (move elsewhere to be near family members), necessary moves to other specialized forms of assisted housing, inability to meet eligibility criteria, and illness or death. It is therefore anticipated that the 211 units in Phases 1 and 2 will be entirely re-occupied by former Johnson Ferry East Residents.

Phase 1 will provide 11 units for the mobility impaired (7%) and 4 units for the hearing and sight impaired (2%). Phase 2 will provide 9 units for the mobility impaired (7%) and 4 units for the hearing and sight impaired (2%). Phase 3 will provide 9 units for the mobility impaired (5%) and 3 units for the hearing and sight impaired (2%). The development will provide 29 units for the mobility impaired which exceeds the current number of units available in the units remaining after phase 1 demolition (13 out of 277 remaining units). The original Johnson Ferry East had 25 accessible units out of 498 or 6.6%. This

is comparable to the 6.6% planned for the revitalized community. All phases of the new community will be designed to meet the needs of the elderly residents to ensure full visitability, as noted in Section III A.7.

The market studies<sup>8</sup> note that the developments have a “captive audience” in that numerous senior households with householders 62 and older presently live on the property in the old Johnson Ferry East Apartments,” who will likely reoccupy the revitalized property.

**2. Future Demand – Waiting List Analysis and Future Occupancy Potential for the Elderly.**

*The elderly housing demands and market growth patterns are supported by the number of elderly waiting for public housing and housing choice vouchers in DeKalb County.*

<b>Table 4: HADC Public Housing Waiting List (July 2007)</b>				
Family Composition	Public Housing	Housing Choice	Total	Percentage
Elderly	54	251	305	7.18%
Elderly Disabled	19	157	176	4.14%
Family	1294	931	2225	52.35%
Young Disabled	318	1226	1544	36.33%
<b>Total</b>	<b>1685</b>	<b>2565</b>	<b>4250</b>	

- **Public Housing**

- There are currently 12% elderly on the public housing centralized waiting list; however HADC has not opened the list since November 2004. With a turn-over rate of 12-15% anticipated (consistent with past public housing performance for a three year period), the number on the public housing list is sufficient to accommodate any potential future turnover within the 30 units of public housing in Phase 1. In the near future and prior to the opening of Phase 2 of JFE, HADC intends to purge the current waiting list and re-open it as a site-based waiting list specific to JFE. It is anticipated that this will bring the waiting list in line with waiting lists at other Housing Authorities in the metropolitan area.
- The ACOP allows HADC to open the wait list to target specific populations as necessary, and will be amended to accommodate site based waiting list.
- HADC’s housing application provides space for applicants to voluntarily identify themselves as disabled, but not to request an accessible unit. There is therefore no distinction as to the need for services. It is therefore not possible to predict the specific need for accessible units for this population.

- **Housing Choice Voucher**

- HADC HCV Program is currently 94% leased.
- The waiting list for the Housing Choice Voucher Program has been closed since November 2001, with the exception of special needs population. This exception is maintained to ensure a pool of applicants for the project based Section 8 program which sponsors the development of special needs housing and accounts for the large number of disabled currently on the waiting list. This exception has had the unintended consequence of ensuring that more disabled families populate the waiting list, thus creating a disproportionate amount.

<sup>8</sup>Real Property Research Group, “Market Feasibility Analysis: Ashford Parkside”, April 2005; “Market Feasibility Analysis: Ashford Landing”, April 2007, p. 64

- The HCV Administrative Plan allows HADC to open the wait list to target specific populations as necessary.
- It is anticipated that the 408 elderly families currently on the waiting list would be sufficient to populate the 144 project based Section 8 units that will be constructed in Phases 1, 2 and 3, given an annual turnover rate of 25% of the waiting list.
- In the near future and prior to the opening of Phase 2 of JFE, HADC intends to purge the current waiting list and re-open it as a site-based waiting list for the ACC units once the affected residents are housed.
- The HCV waiting list demonstrates the need for a substantial number (nearly 50%) of one and two bedroom units.
- HADC’s housing application provides space for applicants to voluntarily identify themselves as disabled, and as applicants move through the application and housing process provide the opportunity for requests for accommodation. There is therefore no distinction as to the need for services solely from the information on the waiting list. It is therefore not possible to predict exactly the need for accessible units for this population.

<b>Table 5: HADC Housing Choice Voucher Waiting List</b>									
Family Composition	Bedroom Size							Total	
	0	1	2	3	4	5	6	#	%
Elderly	117	117	17	0	0	0	0	251	9.79%
Elderly Disabled	78	70	9	0	0	0	0	157	6.12%
Family	0	240	460	204	27	0	0	931	36.30%
Young Disabled	1002	40	108	47	29	0	0	1226	47.80%
	1197	467	594	251	56	0	0	2565	

### 3. Future Demand – Demonstrated by Market Study for local area of North DeKalb County

*The elderly housing demands and market growth patterns are supported by market demand and market trends for that submarket in North DeKalb County.*

In both 2005 and 2007, a market feasibility analysis<sup>9</sup> was conducted by Real Property Research Group (RPRG) consistent with the requirements of the Georgia Department of Community Affairs to determine the housing demand for a proposed age-restricted rental apartment community for low and moderate income senior households located on Johnson Ferry Road in DeKalb County, Georgia. The following are excerpts from the market studies.

- The proposed developments are supported by the market demand and demand trends for the proposed units given the existing and proposed economic conditions of the area, particularly because there was an existing household base number sufficient to occupy the new units.
- There can be predicted an occupancy level of over 98% after reaching stabilization.

<sup>9</sup> Real Property Research Group, “Market Feasibility Analysis: Ashford Parkside”, April 2005; “Market Feasibility Analysis: Ashford Landing”, April 2007, Appendix 5: DCA Market Study Checklist



- Absorption was predicated to be 8 to 10 units per month for senior market rate, with great absorption of tax credit affordable units. (However, more than sufficient seniors live within the current JFE community to immediately fully occupy all available affordable senior housing units.)
- Comparable communities appear to be stable with a vacancy rate of approximately 4%.
- The proposed rents for the service rich and high amenity units is low compared to other LIHTC communities in the Atlanta area.
- “When one factors in the ACC subsidy and project based section 8 subsidy, there is clearly sufficient demand for this housing in the prescribed market area as evidenced by a capture rate of 19.5 percent for LIHTC units and 17.4 percent for the total project.
- The proposed product will be one of the first communities designed for senior independent living in this market area. Given the subsidies associated with the community and potential of retaining existing senior households in the existing Johnson Ferry East community, the project will be immediately successful.
- There are almost no affordable rental housing options available that are designed and intended for low and moderate income seniors in the market area and nearby other than deep subsidy units. The residences will offer a product of limited supply in and around the market area, priced and positioned to address an underserved market segment.

**C. Housing Demand for Non-Elderly Families Impacted by the Elderly Designation**

The original Johnson Ferry East was originally designed and constructed to provide housing to an elderly population, being composed of 340 one bedroom and 158 bedroom units. Over time and as a result of changes in HUD occupancy regulations, the proposed buildings began to house residents (young, disabled adults) with distinctly different structural and social needs. Many of the common areas and other facilities were designed to accommodate the social needs of senior citizens, not young adults. However, the location of the JFE property presented challenges in providing a full range of services and access for the non-disabled elderly.

- There are 58 non-elderly families remaining on site, of which 54 are non-elderly disabled.

<b>Table 6: JFE Non-elderly Population (08/01/07)</b>		
<b>Aged &lt;62 Total</b>	<b>Aged &lt; 62 Disabled</b>	<b>Aged &lt;62 Non- Disabled</b>
<b>58</b>	<b>54</b>	<b>4</b>

HADC does not believe that the non-elderly families will be impacted by the Elderly-only Designated Housing Plan for the revitalized property, as these families were scheduled for relocation as part of a HUD approved Relocation Plan. The relocation will allow disabled families to move to comparable housing in a location of their choosing in the County or in other locations that is in close proximity to the specialized services and transportation that this special needs population requires. Consistent with the Relocation Plan, all residents have been or will be offered full relocation benefits.

In Section IV: Alternative Housing, HADC has identified a potential of over 3300 affordable rental units that it owns, sponsors and/or manages that will serve as referrals to these families. In addition, HADC makes available information on 159 privately owned apartment properties that service the housing choice voucher program.



## **D. Consistency with Jurisdiction's Affordable Housing Strategies**

DeKalb County's current strategy for providing affordable housing is outlined in the Consolidated Plan for 2003 – 2007. The DeKalb County 2007 Annual Action Plan is the last annual plan of this Consolidated Plan and presents programs, activities and resources that address the needs and objectives identified for the initial year of the Consolidated Plan. The Housing Authority of DeKalb County and the DeKalb County Department of Human and Community Development worked together and provided information on the public housing needs and priorities contained in the Consolidated Plan.

An updated plan is currently under development, but the planning process will not be completed until late 2007. Discussions with planners at the DeKalb County Department of Community Development indicate that they do not anticipate major shifts in the overall strategies in the new Plan.

According to 2000 Census figures in the Consolidated Plan<sup>10</sup> ... “the elderly population is the fastest growing segment of the County's population. While the housing needs of the elderly and frail elderly are not significantly different than the general low- and moderate-income population, there are supportive service needs that are unique to this group.... The end result is often that many of these persons end up being forced to relocate from their current affordable housing and (have) difficulty finding suitable alternate housing.”

One of the major objectives outlined in the DeKalb County Consolidated Plan (Objective 1-C)<sup>11</sup> is to “expand (the) supply of affordable multi-family rental units for elderly/disabled and other special needs populations thru rehab and/or new construction.” Strategy 3 directs the County staff to provide incentives to developers who provide on-site independent living and life skills training and supportive services. In addition, DeKalb County is required to approve, consent, support or make a determination of consistency (for all housing projects developed) with the Consolidated Plan by the Planning Department prior to approval of the developments by the DeKalb County Board of Commissioners.<sup>12</sup>

The Plan notes that the “demographics underscore the need to examine not only the challenges of meeting the needs of an aging population, but also the opportunities. Similar to other population groups, senior citizens have a myriad of needs, issues and desires. However, there are two major differences between seniors and other population groups – their numbers are dramatically increasing and they are living longer. This provides an opportunity to plan and coordinate programs for the well and frail, the middle-class and low-income, the young, old and oldest old, and the active homebound elderly.”<sup>13</sup>

Thus the development of service rich elderly-only housing at Johnson Ferry East supports the Counties' goals as outlined in the Consolidated Plan.

### **1. Consistency of JFE Redevelopment With Consolidated Plan**

In letters issued on April 18, 2005 for Ashford Parkside and April 18, 2007 for Ashford Landing from the Director of the DeKalb County Human and Community Development Department to the Georgia Department of Community Affairs, it was certified that both housing projects were reviewed for consistency with the DeKalb County Consolidated Plan and the Johnson Ferry East Redevelopment Plan. On April 12, 2005, the DeKalb County Board of Commissioners adopted a Resolution in support of the Ashford Parkside project (Phase 1). On April 11, 2007, the DeKalb County Board of Commissioners adopted a Resolution in support of the Ashford Landing project (Phase 2). Phase 3 (Marketside Villas) is still in the planning stages.

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<sup>10</sup> DeKalb County Consolidated Plan 2003-2007, Section V, Page V-12/13

<sup>11</sup> DeKalb County Consolidated Plan 2003 - 2007, Section V, Page V-5

<sup>12</sup> DeKalb County Consolidated Plan 2003 – 2007, Criteria for Affordable Multi-Family Housing, Section VI, Page VI-1

<sup>13</sup> DeKalb County Consolidated Plan 2003 - 2007, Section V-18

## **2. Consistency of JFE Redevelopment With DeKalb County Seniors Bridge Program<sup>14</sup>**

DeKalb County's Board of Commissioners created a county-wide network of service providers and advocates as part of the Bridge Builders' Program, and created a roadmap titled "Five-Year Community Action Plan for Senior Services, 2003 - 2007", which specifically addresses the needs of elderly households in DeKalb County, related to services. HADC's Designated Housing Plan is designed to assist the County to meet these goals by increasing the rental housing available to low-income senior citizens age 62 and older, so as to meet the special needs of this population in a service rich environment.

### **E. Other Major Factors Supporting the Proposed Designation**

While the demographics of the affected JFE residents as well as overall demographic trends have greatly influenced HADC's decision to designate the buildings for elderly only occupancy, there are additional sociological issues that support the development of such a facility.

- The integration of elderly and non-elderly disabled has historically resulted in a variety of intergenerational conflicts and social issues over the years due to lifestyle incompatibilities between the different age groups residing in the buildings. This lifestyle conflict in a mixed public housing population is a widely recognized issue. A three year case study conducted in Decatur, Illinois by Leonard F. Heumann, "A Case Study of Mixing Frail Elderly and Younger Persons"<sup>15</sup>, revealed that after young persons were admitted into housing slated for the elderly, the quality of life diminished for seniors and property management became difficult. This Elderly Designated Housing Plan allows HADC to more effectively provide environments suitable to the needs of both populations.
- There is a lack of quality affordable and market rate senior rental housing in North DeKalb County. This is supported by the 2005 and 2007 market feasibility analyses which note "There is almost no affordable rental housing options available that are designed and intended for low and moderate income seniors in the market area and nearby other than deep subsidy units."<sup>16</sup>

### **F. Summary of Housing Needs In Support of the Elderly Designated Housing Plan**

- The vast majority of the existing residents at JFE are seniors (79%) and the Plan provides replacement housing for the elderly residents to return to the revitalized community.
- There is a lack of quality affordable and market rate senior rental housing in North DeKalb County. The Master Plan addresses this, as supported by the Elderly-Only designation.
- The Plan allows for HADC to address the housing needs of the elderly in DeKalb County, per the Consolidated Plan and other supporting demographic data.
- The Plan allows for HADC to address the specific needs of the elderly in housing by consolidating a population with ever increasing social service needs and designing a housing product to meet the physical needs and service delivery requirements.
- The Plan allows HADC to address the critical challenges and management problems associated with mixing an elderly and young disabled population.

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<sup>14</sup> DeKalb County, GA, "Bridge Builders: Five Year Community Action Plan for Senior Services 2003-2007. Prepared by the Human and Community Development Department

<sup>15</sup> Heumann, Leonard F., "A Case Study of Mixing Frail Elderly and Younger Persons", University of Illinois, Housing Policy Debate, Fannie Mae Foundation, Vol 7, Issue 3, 1996, p. 447.

<sup>16</sup> Real Property Research Group, "Market Feasibility Analysis: Ashford Landing", April 2007, page 63.

- This Plan allows HADC to respond to the specific housing needs of the non-elderly disabled, providing a greater range of housing opportunities throughout the County, in closer proximity to needed services than the north DeKalb County location. The Plan demonstrates that HADC will have sufficient alternative housing resources for non-elderly disabled to mitigate any negative impact on the current population affected by the Designation as well as on the future applicants (see Section IV).

HADC's proposed Elderly-only Designated Housing Plan is critical to ensure that future housing needs of the elderly in DeKalb County are met and that the housing goals under the DeKalb County Consolidated Community Development Plan are achieved.

### **III. DEVELOPMENT PROPOSED FOR ELDERLY-ONLY DESIGNATION**

#### **A. Project Description: Johnson Ferry East Revitalization**

##### **1. Background.**

The original Johnson Ferry East Public Housing Community consisted of 498 units in functionally and physically obsolete structures, with 340 one bedroom and 158 two bedroom units. Based on the physical needs assessment, the Johnson Ferry East project was deemed to be no longer viable, and unable to meet either the needs of the current resident population or the anticipated future needs of the low and moderate income residents of DeKalb County, Georgia. At the same time, the location of the JFE property presented challenges in providing a full range of services and access for this non-elderly disabled population, with needs that differ from the elderly disabled population. The physical needs assessment demonstrated that it was not economically feasible to rehab the property to either resolve the inherent structural and functional deficiencies or resolve the long term needs for accessibility and adaptability of an aging and disabled population

As detailed below and for long term sustainability, a master plan for a mixed income revitalization was developed, designed specifically to meet the needs of majority of the resident population, which at the time was more than 50% elderly. Based on the conditions at the property, costs for rehabilitation and a new vision which detailed the development of a mixed income elderly only rental component, HUD approved a Demolition Plan and Relocation Plan. In addition and due to limited HUD funds available for redevelopment, the project was designed to leverage financing available for the development of elderly only housing.

The Johnson Ferry East Relocation Plan provided for the relocation of 493 affected resident households who resided on site. A total of 216 residents have permanently relocated off-site utilizing Housing Choice Vouchers, with HADC identifying 135 apartment complexes with comparable units within a 5 miles radius of JFE, as well as existing public housing and other affordable options. In addition, HADC has over 3300 units available through its Affordable Housing Program, that represents properties that it owns, manages or sponsors. The remaining households that meet the elderly definition will remain on site until such time that the replacement units are constructed.

To date, the existing Johnson Ferry East public housing project is being demolished in phases, pursuant to a HUD Demolition Plan approved on November 12, 2005. Phase 1 of demolition is complete. Phase 2 of demolition will begin in early 2008 after elderly residents have been relocated to the newly developed Phases 1. Non-elderly residents will be relocated to comparable using Section 8 Housing Choice Vouchers primarily or transfer to available public housing units. Phase 3 of demolition will begin in 2009 after the final remaining residents are relocated – elderly to the new Phase 2 and non-elderly to comparable housing utilizing Section 8 vouchers or available public housing units.

##### **2. The Redevelopment Plan.**

The JFE redevelopment plan was developed in response to the needs of the current residents at Johnson Ferry East, HADC, the local government officials and the overall input received from the community stakeholders. Despite the fact that JFE was never officially designated as elderly housing, approximately 260 of the 498 residents (over 50%) were elderly one and two person households. As a result, HADC's priority in its redevelopment of JFE is to provide quality replacement housing, appropriate services and amenities to the elderly households living at JFE. As a result, the JFE Master plan was developed primarily to meet the needs of these residents and was specifically designed as elderly replacement housing. Through the redevelopment, HADC will be able to provide replacement housing for the remaining elderly residents of the former JFE site, who represent 79% of the current population.

Consistent with the housing needs identified for HADC and within the DeKalb County Consolidated Plan and housing policy goals, the master plan for the new community provides for replacement housing for eligible senior residents displaced by the redevelopment and envisions the construction of a mixed income community. This community will consist of 646 multi-family rental units and 202 for sale homes, 10,000 square feet of medical/office space, approximately 70,000 square feet of retail space as well as a 3 acre central park dedicated to DeKalb County. 260 of the rental apartments will be provided for low and moderate income elderly families, assisted under the HUD Section 9 (ACC), HUD Section 8 (project-based) program, HOME funds and low-income housing tax credit program. 386 of the rental apartments will be market rate. Of the 202 for-sale homes, 10 will be affordable and 192 will be market rate. The mix of uses includes neighborhood retail (to include among other uses: shops, restaurants and local services), affordable and market rate apartments and a single-family homeownership neighborhood, plus the pedestrian friendly environment. The overall plan has been created to support the well-being and provide a quality of life for the existing elderly residents, new residents and the surrounding community.

Phase	Development Phase	Rental				For Sale			Total Units	
		ACC	PBRA	LIHTC	Market	Total	Affordable	Market		Total
Phase I	Ashford Parkside Senior Housing	30	94	10	17	151				151
Phase II	Ashford Landing Senior Housing	36	51	5	25	117			0	117
Phase III	Marketside Villas Senior Housing*	17		17	136	170			0	170
Phase IV	Townhome Component: Homeownership				0	0	10	10	20	20
Phase V	Mixed Use Development				208	208			0	208
Phase VI	Mixed Use Development					0		52	52	52
Phase VII	Town Homes / Single Family Homeownership					0		130	130	130
<b>Total</b>		<b>83</b>	<b>145</b>	<b>32</b>	<b>386</b>	<b>646</b>	<b>10</b>	<b>192</b>	<b>202</b>	<b>848</b>

An outline of the proposed JFE master redevelopment plan is as follows:

- Phase I:** Ashford Parkside, 151 units of independent senior apartments. This phase was awarded \$9.5 million in 9% LIHTC funding in 2005, contingent upon development of elderly housing. Construction began in September 2006 pursuant to a HUD approved Mixed Finance ACC Amendment. The development budget is projected to be \$15 million, leveraging \$2.8 million in HUD funds with over \$12.2 million from private sources. Other sources of funding include first mortgage debt and project-based Section 8 rental assistance. Conventional underwriting is based on a current market study for the project, supporting the elderly population, with pro formas, underwriting assumptions, and market analysis also based on developing an elderly project. HUD's approval of this Elderly Designated Housing Plan is critical to the success of this elderly only development.
- Phase II:** Ashford Landing, 117 units of independent senior apartments. This phase was recently submitted for 9% LIHTC funding in May of 2007 with construction anticipated to begin in the Spring of 2008. HUD's approval of this Elderly Designated Housing Plan is critical to the success of this elderly only development.
- Phase III:** Marketside Villas, 170 units of independent senior apartments and a 10,000 square foot non-residential, commercial component. The current plan is to finance this phase with public housing capital funds for the ACC (public housing) units and tax exempt bonds; however, the final plan is contingent upon funding and market conditions. Construction is expected to begin in July of 2008. HUD's approval of this Elderly Designated Housing Plan is critical to the success of this elderly only development.
- Phase IV:** 20 for-sale townhome units will provide homeownership opportunities for low to moderate income, as well as market rate households.

Phase V: Mixed-Use component, 70,000 square feet of retail and restaurant space, 52 townhomes over neighborhood retail and 208 market rate apartments.

Phase VI: Single-Family for-sale neighborhood, 51 single family detached homes and 79 Brownstones.

### 3 Proposed Development Timeline

<b>Development Component</b>	<b>Start Date</b>	<b>Completion Date</b>
Ashford Parkside (phase I seniors replacement housing)	10/1/2006	12/1/2007
Ashford Landing (phase II seniors replacement housing)	2/1/2008	3/1/2009
Townhome Component	7/15/2009	9/15/2010
Market Rate Apartment Component	3/1/2008	5/1/2009
Mixed-use Retail	6/31/2008	7/31/2009
Marketside Villas, phase III seniors housing	7/31/2008	9/31/2009

### 4. Land Use Plan and Consistency with DeKalb County Planning

The proposed development is a comprehensively planned, pedestrian-oriented community that provides a mix of uses, including residential and commercial, accessible to both residents in the development as well as the surrounding neighborhoods. The proposed mixed use development will accomplish the objectives of the redevelopment plans by providing a quality living experience for seniors in the following ways:

- The development's scale, intensity and design maintain a sense of harmony with the surrounding land uses and are compatible with the existing community. Adjacent land uses include low density residential to the east, medium density residential to the north and west, including a new Centex housing development comprised of attached and detached single family homes, commercial uses to the south and west, including a shopping center anchored by a Publix supermarket, and greenspace to the south and west.
- Development within the site will provide similar land uses to adjacent property. Along the eastern boundary, senior multi-family will be located adjacent to existing single family homes; however the senior multifamily building will be stepped down in height and will utilize a buffer to ensure compatibility. The design and architecture of all buildings will be pedestrian-oriented and will continue the traditional character of the existing neighborhoods.
- The development of this property reflects the wishes of HADC and the Community Vision. The infill development will create a walkable community with greenspace and common areas, mixed income housing utilizing energy efficient building techniques, mixed uses within the site to promote transportation alternatives and the redevelopment of a declining public housing neighborhood.

The proposed development is consistent with the DeKalb County Comprehensive Plan designation of Medium Density Residential (MDR).

## 5. Amenities

These following amenities are designed to support the well being and provide a quality of life for the existing elderly residents, new elderly residents and the surrounding community.

The site will contain public outdoor amenities including walking and bike trails that will tie Candler Park in North Dekalb to Keswick Park in the City of Chamblee through Blackburn Park and the JFE site by the PATH multipurpose trail program that currently exists in this area of DeKalb County. A large passive park comprising approximately 3 acres will also be developed on the site and dedicated to the DeKalb County Parks and Recreation Department. This park will be maintained and used in conjunction with Blackburn Park immediately adjacent to the site on the north end. The JFE Masterplan will also include various public improvements aimed at improving safety, pedestrian access and connectivity.

Each of the planned phases of senior independent living include amenities such as meeting and community spaces, outdoor gardens, and fitness centers designed to accommodate supportive services for the residents. Such services may include onsite health seminars, pet programs, holiday parties, fitness classes and offsite transportation. Additionally, Phase II calls for the development of a wellness center designed to provide ongoing health services such health fairs, screenings and seasonal events.

## 6. Description of Phases Requiring Elderly Only Designation

**Table 9:**

Buildings Proposed for Elderly-Only Designation at Johnson Ferry East Revitalization									
HUD Project #	Project Name	Address	City State	Buildings	# of ACC Units	# of PBRA Units	LIHTC	Market	Total
GA237-05	Ashford Parkside	3511 Donaldson Drive	DeKalb, GA	A	14	55	5	8	82
	Ashford Parkside	3522 Blair Circle	DeKalb, GA	B	16	38	6	9	69
TBD	Ashford Landing	3521 Blair Circle	DeKalb, GA	A	36	51	5	25	117
TBD	Marketside Villas	TBD	DeKalb, GA	A	17		17	136	170

The following details the building and unit amenities and design features to accommodate the special environmental needs of the elderly.

### Phase I Seniors - Ashford Parkside:

Ashford Parkside Senior Residences will consist of 151 apartment homes reserved exclusively for seniors age 62 years and older, who are capable of residing in an independent living community. Ashford Parkside will feature a unit mix of spacious 1 Bedroom/1 Bath, 2 Bedroom/1 Bath and 2 Bedroom/2 Bath apartment homes with set-asides for persons earning at or below 60% of the Atlanta area median income. 10% of the units will be set-aside for residents with no income limitations (defined as “market rate”) and 60% of the total residential units will be reserved for Project-Based Rental Assistance through a written agreement with HADC. Furthermore, another 20% of the total residential units will be reserved for public housing tenants.

Table 10: Phase I (Ashford Parkside) Unit Mix					
Bedrooms	Baths	Unit Type	Net Square Footage	Unit Count	
1	1	ACC	682	12	
1	1	PBRA	682	23	
1	1	Market	682	4	
2	1	ACC	918	19	
2	1	PBRA	918	47	
2	1	Market	918	7	
2	2	ACC	982	10	
2	2	PBRA	982	23	
2	2	Market	982	4	
2	2	Market	1256	2	
<b>Total</b>				<b>151</b>	

Accessible Unit Type		
Mobility Disabled	11	7%
Hearing and Sight Impaired	4	2%

Ashford Parkside will feature two 4-story residential buildings with central common facilities and elevator access to all units above ground level. All units will feature spacious master suites, ample closet space and fully equipped kitchens and 9' ceilings. The buildings design is modern and extremely attractive with façade and roofline offsets, over 40% exterior brick and architectural features such as window shutters, roof dormers, cupolas, ornamental railings, and gable end louvers.



All units will be reserved for elderly 62 years and older, with 30 ACC units requiring Elderly designation by HUD. Occupancy is scheduled to begin in November 2007.

**Phase II Seniors - Ashford Landing:**

Ashford Landing Senior Residences will consist of 117 apartment homes reserved exclusively for seniors age 62 years and older, who are capable of residing in an independent living community. In addition, 6 units will be designated for a targeted special needs population. Ashford Landing will serve as the second phase of replacement housing for the seniors living at JFE. Ashford Landing will feature a unit mix of spacious 1Bedroom/1Bath and 2Bedroom/1Bath apartment homes. 80% of the total units will be set aside for low income residents of which approximately 50% of the total residential units will be reserved for Project-Based Rental Assistance through a written agreement with HADC, 30% of the total units will be reserved for public housing tenants as ACC Units. 20% of the units will be unrestricted.

<b>Table 11: Phase 2 (Ashford Landing) Unit Mix</b>					
Bedrooms	Baths	Unit Type	Net Square Footage	Unit Count	
1	1	ACC	688	29	
1	1	PBRA	688	42	
1	1	HOME	688	4	
1	1	Market	688	19	
2	1	ACC	914	7	
2	1	PBRA	914	9	
2	1	HOME	914	1	
2	1	Market	914	6	
<b>Total</b>				<b>117</b>	
<b>Accessible Unit Type</b>					
Mobility Disabled			9	7%	
Hearing and Sight Impaired			3	2%	

Ashford Landing will feature a single, four-story residential building with a combination of internal corridors and covered breezeways with elevator access to all units above ground level. All units will feature, among other amenities, spacious master suites, 9 foot ceilings, ample closet space and fully equipped kitchens. The buildings design will be comparable to Ashford Parkside.

All units will be reserved for elderly 62 years and older, with 36 ACC units requiring Elderly designation by HUD. Construction is scheduled to begin in 2008.

**Phase III Seniors – Marketside Villas:**

Marketside Villas will consist of 170 Units of mixed-income senior independent apartments with its own set of common amenities. Unlike Ashford Parkside and Ashford Landing, this phase will not provide replacement housing at JFE. Instead, it is designed to serve senior residents not living at JFE that either reside in North Dekalb or who are relocating to North Dekalb to be near their adult children, it is anticipated that 80% of this Phase will be rented to market rate seniors households. In order to maintain the mixed-income senior profile at JFE, the remaining 20% of the total units will be set aside for low income residents of which 10% of the total units will be reserved for public housing tenants. This community will have amenities comparable to the communities in Phase I and II.

<b>Table 12: Phase 3 (Marketside Villas) Unit Mix</b>					
Bedrooms	Baths	Unit Type	Net Square Footage	Unit Count	
1	1	ACC	800	5	
1	1	LIHTC	800	5	
1	1	Market	800	34	
2	2	ACC	1000	12	
2	2	LIHTC	1000	12	
2	2	Market	1000	102	
<b>Total</b>				<b>170</b>	
<b>Accessible Unit Type</b>					
Mobility Disabled			9	5%	
Hearing and Sight Impaired			4	2%	

At this time it is anticipated that all units will be reserved for elderly 62 years and older, with 17 ACC units requiring Elderly designation by HUD. Construction is scheduled to begin in 2008. However, since this represents the final senior portion of the overall development to be built, the exact content of this Phase is designed to be flexible and according to the dictates of the market at that time.

## **7. Design Features and Accessibility**

All of the senior phases are developed with specific features designed to enhance the quality of life for elderly and frail elderly households. All phases will be constructed in accordance with applicable federal and state accessibility requirement and prior to the start of construction, plans and specification will be reviewed by a professional accessibility consultant to determine that all guidelines are accurately incorporated into the project design. Additionally, a minimum of 7% of the units will be equipped for the mobility disabled in Phases 1 and 2 and 5% in Phase 3. 2% of the units in all phases will be equipped for the hearing and sight impaired. All resident units shall feature elevator access, secure entrances, accessible counter tops, accessible walk ways and door openings, levered door handles, and emergency notification systems in all residential units.

All units will comply with the fair housing act and shall have the following accessibility/adaptability features. All units will also be 100% visitable.

1. Doors to habitable rooms shall be 2'-10" min. (3'-0" provided).
2. Light switches, thermostats, wall telephone jacks shall be mounted at 46" A.F.F.
3. Duplexes, standard phone and cable jacks shall be mounted at 18" A.F.F.
4. Blocking shall be provided for future grab bars and wall-hung lavs.
5. Provide blocking, clips & cleats for lowering closet shelves.
6. Offset tub/shower controls. Controls to be anti-scald.
7. Assure supply & waste piping rough-ins allow for future heights of plumbing fixtures.
8. Entry door to have lever handles. Entry door to have low-profile threshold.

This project has been designed for the use and comfort of senior citizens as well as to aid in maintaining their independence as they age in place. All units shall have the following features:

1. Provide emergency pull/alarm system.
2. Provide lever hardware on all swinging doors.
3. Provide graspable pulls or knobs on kitchen and bath cabinets.
4. Provide outlet for night-light at 24" A.F.F. between bedrooms and bathrooms.
5. All plumbing fixtures, including tub controls, to receive lever hardware.
6. Provide a hand held spray with a 60" hose and bracket for mounting on showerhead arm.
7. Provide a grab bar in each tub and/or shower.
8. Provide grab bar at each toilet.
9. Showers with seat in most units. When tubs are provided, they shall have low curbs.

Common space features for accessibility are designed to allow for aging in place.

1. All common areas will fully meet the requirements of the ADA.
2. Extra labeled accessible spaces will be provided.
3. Additional unlabeled (for future) accessible spaces will also be provided.
4. An attractive non-institutional handrail will be provided down one side the common area hallways.
5. Plant or package shelves are provided at each unit entry door.
6. Additional lighting is provided at each unit entry door.
7. Power Assisted Building Entry Door Systems are provided at key points at each building.
8. Compatible yet distinctive color schemes are provided on each floor to aid in orientation.
9. Visitor call systems are provided.
10. Furnished gathering and rest areas are provided throughout the building(s).
11. Elevator and/or grade level access is provided to each floor/unit/common space.
12. Painted or tactile warnings at site steps and ramps with railings.

A minimum of five percent (5%) of all units shall be further equipped for the mobility impaired and shall have these additional accessibility/adaptability features. Starred items are to be installed during initial construction. Non-starred items are to be installed at the resident's request:

1. Install full grab bars at the tub and toilet.
2. \*Provide a seat for units with tub. Seat shall be at head of tub and mounted securely. All showers will have seats.
3. \*Provide a wall-hung vanity or pedestal sink as shown on the drawings. Provide baffle to protect against hot water and drain lines at wall-hung vanities.
4. \*Provide recessed medicine cabinet with bottom shelf at 46" A.F.F.
5. \*Kitchen base cabinet tops at sink wall shall be 34" A.F.F. maximum.
6. \*Base cabinet at kitchen sink to be removable, provide vinyl flooring continuous below sink. Insulate hot water and drain lines. Face of cabinet to remain in place until accessible resident requests its removal.
7. \*Provide a 30" pull out work surface at 29" A.F.F.
8. \*Provide shelf below wall cabinets at 48" A.F.F.
9. \*Provide range with front controls and self-cleaning oven.
10. \*Provide carpet with 1/2" max. pile height and firm pad.
11. \*Provide clips/cleats for lowering closet shelves. Lower shelves at resident's request.
12. \*Refrigerator/freezer to have at least 50% of freezer shelf space 54" A.F.F. or below.
13. \*Provide remote switches for hood/fan. Assure not over burners.
14. \*Assure toilet height at seat is a min. of 15" to max. 19".
15. \*Provide 5' diameter turnaround or "t" shape maneuvering room in the kitchen.

A minimum of two percent (2%) of all units shall be equipped for the visually and/or hearing impaired. The following features shall be provided in units designated as such:

1. Doorbell shall be equipped with a visible notification appliance.
2. Smoke detectors shall be equipped with a visible notification appliance.
3. The primary unit phone jack shall have a second phone jack & outlet installed beside it for TTY communication.
4. Doors and trim shall have contrasting color from wall.
5. Fire alarm system for building shall be tied to strobe enunciators in the bathrooms of these units.

## **8. Location of UFAS Compliant Units in Designated Buildings**

The location of the UFAS Compliant units are listed in Table 13 on the next page, with the exception of Phase 3 (17 units) where are currently under development.

Table 13: Revitalized JFE: Location of UFAS Compliant Units					
Phase	Unit #	Unit Type	Bldg/Location	Handicap	A/V
Phase 1	B101	2 BR 1 BA	Blair/1st Floor/Parkside	X	
Phase 1	B110	1 BR 1 BA	Blair/1st Floor/Parkside		X
Phase 1	B201	2 BR 1 BA	Blair/2nd Floor/Parkside	X	
Phase 1	B202	1 BR 1 BA	Blair/2nd Floor/Parkside	X	
Phase 1	B211	2 BR 1 BA	Blair/2nd Floor/Parkside		X
Phase 1	B301	2 BR 1 BA	Blair/3rd Floor/Parkside	X	
Phase 1	Community Space		Blair	X	
Phase 1	Leasing Office		Blair	X	
Phase 1	D002	1 BR 1 BA	Donaldson/Terrace/Parkside	X	
Phase 1	D005	2 BR 1 BA	Donaldson/Terrace/Parkside		X
Phase 1	D006	2 BR 2 BA	Donaldson/Terrace/Parkside	X	
Phase 1	D007	2 BR 2 BA	Donaldson/Terrace/Parkside	X	
Phase 1	D102	1 BR 1 BA	Donaldson/1st Floor/Parkside	X	
Phase 1	D106	1 BR 1 BA	Donaldson/1st Floor/Parkside		X
Phase 1	D110	2 BR 2 BA	Donaldson/1st Floor/Parkside	X	
Phase 1	D120	2 BR 1 BA	Donaldson/1st Floor/Parkside	X	
Phase 1	D222	2 BR 1 BA	Donaldson/2nd Floor/Parkside	X	
Phase 1	Community Space		Donaldson	X	
Phase 1	Leasing Office		Donaldson	X	
Phase 2	L001	1 BR 1 BA	Landing/Terrace/Landing	X	
Phase 2	L003	1 BR 1 BA	Landing/Terrace/Landing	X	
Phase 2	L006	1 BR 1 BA	Landing/Terrace/Landing	X	
Phase 2	L007	1 BR 1 BA	Landing/Terrace/Landing		X
Phase 2	L103	1 BR 1 BA	Landing/1st Floor/Landing		X
Phase 2	L105	1 BR 1 BA	Landing/1st Floor/Landing	X	
Phase 2	L110	1 BR 1 BA	Landing/1st Floor/Landing	X	
Phase 2	L111	1 BR 1 BA	Landing/1st Floor/Landing	X	
Phase 2	L113	2 BR 1 BA	Landing/1st Floor/Landing		X
Phase 2	L114	2 BR 1 BA	Landing/1st Floor/Landing	X	
Phase 2	L220	2 BR 1 BA	Landing/2nd Floor/Landing	X	
Phase 2	L304	1 BR 1 BA	Landing/3rd Floor/Landing	X	
Phase 2	Community Space		Landing	X	
Phase 2	Leasing Office		Landing	X	
Phase 3	Currently Under Development		Marketside Villas	X	X

## **B. Occupancy Data and Analysis: Johnson Ferry East Residents**

The original Johnson Ferry East Public Housing Community consisted of 498 units in functionally and physically obsolete structures. Although not officially designated for an elderly population, more than 50% (260) of the 493 residents were senior citizens located in one and two person households. Under a HUD approved Relocation Plan, 216 families have relocated to comparable units, utilizing public housing and/or housing choice vouchers. Two have become homeowners. The remaining 219 residents who are 62 years and older remaining on site will relocate to the new development, as units become available. The remaining 58 non-elderly residents will relocate to other comparable housing.

The policy guidelines of the Johnson Ferry East Relocation Plan approved by HUD (January 2006) states<sup>17</sup> “Those families who are 62 years of age or older at the commencement of the initial lease-up process will have the opportunity to move back to the revitalized units.” Applying this percentage to the existing senior population at JFE yields a projection of nearly 100% of the elderly residents to return (79.9% of total remaining residents). This supports the development of 211 rental units dedicated to the returning elderly population.

<sup>17</sup> HADC Relocation Plan, page 9

## 1. Impact of Designation on existing public housing.

As all residents were scheduled for relocation pursuant to a HUD approved Relocation Plan, the Elderly-only Designation will not affect any of the remaining residents at Johnson Ferry East. All near elderly and non-elderly disabled families will be relocated into comparable HCV or public housing property.

HADC has one other public housing property: Tobie Grant Manor, which houses 200 families, in bedroom sizes ranging from one to five. Tobie Grant Manor is currently 97% occupied, with a turn-over of 15 families per year. This is slightly higher than the occupancy rate for the previous year due to the relocation efforts. Based on current and historical agency-wide data and the size of the waiting list for the elderly, HADC does not anticipate that approval of this Designated Housing Plan will negatively impact the overall Authority-wide occupancy levels. Tobie Grant Manor has 9 accessible units (2 one bedroom, 3 two bedroom, 2 three bedroom, 2 four bedroom).

Table 14: HADC Public Housing (Tobie Grant Manor)									
Family Composition	Bedroom Size							Total	
	0	1	2	3	4	5	6	#	%
Square Footage		560	710	915	1015	1316			
Elderly	0	35	0	0	0	0	0	35	17.50%
Elderly Disabled	0	2	0	0	0	0	0	2	1.00%
Family	0	0	59	66	27	3	0	155	77.50%
Young Disabled	0	1	3	2	2	0	0	8	4.00%
Total	0	38	62	68	29	3	0	200	

Details on the alternative housing options available to non-elderly residents who will be relocated are provided in this Plan in Section IV: Housing Alternatives.

## 2. Impact of Designation on Time Spent on Waiting List

HADC does not anticipate any major impact on the average length of time that elderly applicants or non-elderly disabled applicants spend on the waiting list as a result of the elderly designation. HADC has a relatively small number of public housing units. HADC depends significantly upon its Housing Choice Voucher Program (approximately 5300 HCV units), the 376 affordable units in non-public housing properties that HADC owns, as well as the 3,019 affordable units in 49 communities that HADC sponsored through its multi-family tax exempt bond program to meet the needs of low income families in DeKalb County. See Section IV for the details of housing resources.

### C. Services To Be Provided to the Elderly-Only Designated Developments

For the Elderly-only designated housing, Ashford Parkside, LP (the HADC Owner Entity) will contract with Mercy Housing to provide supportive services and property management for Ashford Parkside. Mercy will provide the majority of the services; however, will continue to rely on a partnership with DeKalb County, Senior Connections Program, to offer some programs, meals, events, exercise and classes.

**Mercy Housing Background.** When the Sisters of Mercy in Omaha first founded Mercy Housing in 1981, they knew they wanted to provide quality, safe, affordable housing. They could not ensure the quality and safety of Mercy Housing's homes by simply owning the properties. They realized they needed to continue their mission through comprehensive property management and the establishment of supportive services for residents. In 1983, Mercy Housing established Mercy Services Corporation as a

not-for-profit company to provide property management and property-based resident services. Since the time of its establishment, Mercy Services Corporation has provided a service that is a national model of effective management for resident-focused, affordable housing programs. Today, Mercy Services Corporation oversees the property managers, resident services staff, maintenance staff and other employees who ensure that Mercy Housing residents are living in the vision that the Sisters of Mercy had when they sought to improve the economic status of residents, transform neighborhoods and stabilize lives.

Mercy Services Corporation strives to ensure that every property is:

- Well-managed and properly maintained to provide decent, safe and sanitary living conditions for its residents.
- A permanent, affordable housing resource in the community.
- A pleasant and secure living environment for its residents and the surrounding neighborhood.
- catalyst for positive relationships among the residents, management staff and surrounding communities
- A financially stable enterprise that successfully operates within its budget so that all expenses, debt service and reserves payments are covered by operating income.
- Managed in accordance with applicable regulatory requirements and in compliance with all local, state and federal laws. Mercy Services Corporation has a well-qualified staff to oversee compliance of its properties.

In the revitalized Johnson Ferry East, a variety of in-house and community-based supportive services, elderly-specific programs, social events, medical services and transportation services to address the special needs of the elderly residents will be provided. In order to meet the unique needs of the targeted senior citizen population as planned for Phases I, II and III, both on and off site support services will be provided. The strategy for delivering services will entail enlisting 3rd party service providers coordinated through the contracted property management company, Mercy Services Corporation, which specializes in providing management to low and moderate income properties that target senior and special needs populations.

The DeKalb County Action Plan for Seniors<sup>18</sup> identifies several important needs to be addressed in the development of the community:

- The Plan identifies the current Johnson Ferry East community center as the only multipurpose seniors facility in northern DeKalb County. The revitalized JFE will feature a large activities center, on the first floor of Phase I. This will include a computer center, a Library, a large multipurpose Clubroom with a kitchen, Beauty Salon, a Fitness Center as well as game rooms and meeting rooms for classes and other recreational and service activities. Community gardens will also be located on the grounds, nearby.
- Resources and services will be provided to residents to help them ‘age in place’ with comfort and dignity. Mercy Services Corp (manager of Phase I and II) will partner with the nearby St.

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<sup>18</sup>DeKalb County GA, “Bridge Builders: Community Action Plan for Senior Services 2003-2007”, Prepared by the Human and Community Development Department.

Josephs Hospital to provide with an immediate relationship for bringing additional health services to the community.

- The Plan calls for increased cooperation with the YMCA, to make elderly recreation and health activities more available. Mercy Services Corporation will work with the YMCA to create special programs for the community's residents, at the nearby Ashford Dunwoody YMCA. To assist the many Johnson Ferry East's current residents who already go to that YMCA, Mercy Services Corporation will provide transportation to make it available to more people.
- The Plan makes clear that this area of DeKalb County is ethnically very diverse, with residents speaking many languages. (It identifies Korean, Russian and Hispanic as the primary languages.) The Mercy Services Corporation Management team will ensure that marketing materials and other communications are appropriately multi-lingual. The redevelopment of Johnson Ferry will host an array of on and off-site services and amenities to serve the needs, preferences and expectations of active adults as well as the County's growing ethnic elderly population.

### **Supportive Services:**

There will be no assisted living services provided to the senior residents JFE. However, the development will feature a number of amenities and services appropriate for active senior's housing. In addition to the shared amenities featured at Phase I - Ashford Parkside, Ashford Landing will feature the following on-site amenities: computer room, library, multipurpose room with kitchen and vending, wellness center, laundry facilities and community sunrooms on each floor, tenant storage, outdoor gardens and a picnic area. Ashford Landing will also offer recreational, wellness and consulting services to its residents as well as services appropriate for the targeted special needs population.

The supportive services for the rental housing component will be managed by Mercy Services Corporation (MSC). MSC, an affiliate of Mercy Housing, Inc., provides quality property management and resident programs to the Mercy Housing portfolio, as well as affordable housing owned by other not-for-profit organizations. Property management services, provided by a diverse team of seasoned experts, are resident-focused, tailored to the needs of each housing community, and driven by the goal of promoting healthy aging and socialization opportunities.

**Caring and Services:** The Community and Resident Programs department of MSC offers residents various opportunities to enhance education, improve health status, increase independence, and build healthy communities. Computer learning centers, adult education, arts programs, recreational opportunities, transportation services, health and wellness initiatives, English language, and exercise classes are just some of the programs offered by MSC and their affiliates.

Resident Programs Staff focus on programs that inspire residents to become active leaders in their neighborhood and acquire skills that increase economic independence and stability. These programs build on the strengths and assets of residents and the local community. Resident participation in planning and implementation of community activities is an integral component to enhancing the quality of life for residents.

**Community Organizing:** Through individual leadership training and workshops, resident organizers create neighborhood associations that arrange community gatherings, neighborhood watch groups, exercise classes, and support groups. Resident leaders also identify pressing needs in the community, and organize to bring services such as healthcare, crime prevention, improved educational opportunities, and other resources to their neighborhood.

**Aging in Place with Dignity:** MSC manages 46 properties that serve low-income elderly people. Each property offers services designed to help residents live independently and comfortably for



as long as possible. From visiting nurses to the Senior Prom, from access to computers to drumming and weaving classes, Mercy's programs encourage creative aging and address the needs of the elderly in a holistic fashion.

**Bridging the Digital Divide:** Community Technology Centers, active in many Mercy buildings, provide vital access to computers and technology for residents. From navigating the Internet to learning basic computer programs, residents use these centers to stay connected and competitive in an ever-changing world.

**Health and Wellness:** From complimentary food delivery to educational seminars to visiting nurse programs such as blood pressure checks, diabetes screening and eye exams at the resident wellness center, MSC works with local partners to supplement nutrition and provide our residents with desperately needed access to healthcare.

Additional health and wellness services will be available to the residents by the following providers: St. Joseph Health System and Senior Connections, Inc. The full nature and extent of these services are outlined in the executed Letters of Intent between Ashford Parkside, L.P. and the above referenced service providers. (See Attachment D for copies of the agreements.)

**Arts:** MSC offers a variety of arts programs designed to improve academic performance and creative thinking and celebrate the diverse talents of adults. Through creative writing, expressive arts, mural development, and music and dance classes, MSC provides opportunities for residents to explore and experience their talents.

#### **D. Consultation with Residents**

The plan to redevelop Johnson Ferry East into an elderly only facility has been detailed to the residents throughout the planning and relocation process from 2005 – 2007, in a series of meetings which are documented in the HUD approved Relocation Plan.

HADC has additionally solicited resident comments throughout the development of the Designated Housing Plan. A Resident Advisory Board meeting was held on July 9, 2007 at HADC's Central Office, 750 Commerce Drive, Decatur, GA 30030. Information was provided explaining HADC's Designated Housing Plan, its intent, impact, and possible outcomes. Meeting rooms were configured to accommodate residents with mobility limitations. Residents were provided the opportunity to ask questions and offer comments or opinions. Comments and suggestions received at this meeting were considered in preparation of the Designated Housing Plan released for public comments.

A Resident Meeting was held on 7/24/2007 to review relocation and re-occupancy process at Johnson Ferry East. 205 JFE residents were present. Residents were briefed on the current status of the revitalization effort including the reoccupancy process, site-based waiting list, relocation plan revision, and designated housing plan proposal.

The specific meeting dates are listed below

July 9, 2007	Consultation with Resident Advisory Board
July 24, 2007	Consultation with Johnson Ferry East Residents
September 10, 2007	Consultation with Resident Advisory Board

## **E. Consultation with Public**

Prior to submission to HUD, a draft Designated Housing Plan was made available to resident of HADC and the general public for a 30-day review and comment period. During the 30-day review and comment period, one public hearing was held on August 28, 2007 at the HADC Central Office. The purpose of the public hearing was to give HADC residents and the general public the opportunity to ask questions and offer comments prior to submittal of the application.

Public notice of the meetings was provided through direct written communications to the affected residents and the public and meeting announcements that were posed in public/common areas of the affected buildings. HADC published notice of the 30-day public comment period and public hearing date and times on HADC's website and in newspapers widely circulated in the Atlanta area.

The specific meeting dates are listed before

August 1 - 15, 2007	Meet with Partners / Community (discuss Draft Plan)
August 20, 2007	Draft Issued. Begin Public Comment Period
August 23, 2007	Board Approval
August 28, 2007	Public Hearing
September 20, 2007	End of Public comment period

The Notice of Public Comment Period and Public Hearing was placed in the Atlanta Journal Constitution and DeKalb Reader. A Public Hearing was held on August 28, 2007. No comments were received.

### **NOTICE OF PUBLIC COMMENT PERIOD AND PUBLIC HEARING**

The Housing Authority of DeKalb County GA (HADC) is developing an Elderly Only Designated Housing Plan ("the Plan") for the redeveloped Johnson Ferry East (JFE) community, for submission to the U.S. Department of Housing and Urban Development, as authorized by Section 7 of the US Housing Act of 1937, as amended and other implementing regulations.

The Plan is consistent with the approved master plan for JFE. The proposed Elderly Only designation is planned for three phases of development: Ashford Parkside (under construction), Ashford Landing (2008), and Marketside Villas (2009).

A 30-day comment period will commence August 20<sup>th</sup>, and draft copies of the Plan will be available for review by the public on HADC's website ([www.dekalbhousing.org](http://www.dekalbhousing.org)), and at the HADC Central Office from August 20 to September 20, 2007.

A Public Hearing will be held on August 28, 2007 at 4:00 pm, at the Central Office of the HADC, located at 750 Commerce Street, Suite 250, Decatur, GA 30030, which is accessible to persons with disabilities.

Residents residing in HADC properties, community organizations and the general public are encouraged to attend and provide comments. For information regarding the Plan, please contact Michelle Presswood at extension 404-270-2500, extension 2503.

Housing Authority of DeKalb County

Sterling Bethea  
Executive Director

In addition, HADC staff met with various representatives of the affordable housing and advocacy groups in the development of the draft publication. These included:

1. Initiative for Affordable Housing
2. DeKalb County
3. Green Forest CDC
4. DeKalb Developmental Disabilities Council

Input from other organizations was solicited; however, they were unable to meet. A copy of the Plan was forwarded to the above listed advocacy groups. No comments were received.

## **F. Policy Issues**

### **1. Near Elderly Option**

HADC is proposing to retain the option to house near-elderly families 50 to 61 years in the designated buildings should there occur a shortage of elderly families on the waiting list or if a unit(s) in the elderly building is vacant for 60 days or more. With the number of elderly families currently on the waiting list and the low turnover rate at HADC, HADC anticipates that this option would not be exercised.

### **2. Admissions and Continued Occupancy Policies and Procedures**

The designation of this revitalized development to elderly occupancy will not require major changes to HADC's Admissions and Continued Occupancy Policy (ACOP) or the Authority's waiting list procedures other than those associated with developing a site-based waiting list. HADC's Admissions and Continued Occupancy Policy already contains provisions that address designated housing as a result of the elderly-only designation. The ACOP will be revised to include an updated list of elderly properties available at HADC. HADC will submit a substantive amendment to the local Field Office to update the current PHA Plan.

### **3. No Eviction or Lease Termination Due to Designation.**

HADC has not nor will not evict or terminate the lease of any tenant lawfully residing in a dwelling unit at Johnson Ferry East (or elsewhere) because of the designation.

### **4. Relocation Because of the Designation**

Relocation was carried out under a HUD approved Relocation Plan due to the revitalization of Johnson Ferry East, therefore voluntary relocation was not part of the process. HADC followed the HUD Relocation requirements including but not limited to:

- A notice of the master plan and an explanation of available relocation benefits to the family;
- Access to comparable housing, which may include tenant-based rental assistance under the Housing Choice Voucher Program, at a rental rate paid by the tenant that is comparable to the unit from which the person or family vacated; and
- Payment of actual, reasonable moving expenses.

## 5. Fair Housing and Anti-Discrimination Policy

The proposed elderly occupancy is in full compliance with the terms and conditions of the Fair Housing Act. HADC has not discriminated in any way related to protections afforded under the Act. In addition, HADC has determined, based on the most recent census demographics that designated the buildings as elderly will not result in an increased minority concentration.

At the time of application submission, HADC was not the subject of a Title VI or Section 504 Voluntary Compliance Agreement or court order.

Section D: Fair Housing Policy of the ACOP dated July 1, 2005 states:

### **D. FAIR HOUSING POLICY**

*It is the policy of the Housing Authority to comply fully with all Federal, State and local nondiscrimination laws and with rules and regulations governing Fair Housing and Equal Opportunity in housing and employment. HADC will comply with all laws relating to Civil Rights, including:*

*Title VI of the Civil Rights Act of 1964  
Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988)  
Executive Order 11063  
Section 504 of the Rehabilitation Act of 1973  
The Age Discrimination Act of 1975  
Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise  
Section 504 and the Fair Housing Amendments govern)  
Any applicable State laws or local ordinances and any legislation protecting individual rights of tenants, applicants or staff that may subsequently be enacted.*

*HADC shall not discriminate because of race, color, sex, religion, familial status, disability, national origin, marital status, or sexual orientation in the leasing, rental, or other disposition of housing or related facilities, including land, that is part of any project or projects under HADC's jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof.*

*Posters and housing information are displayed in locations throughout HADC's office in such a manner as to be easily readable from a wheelchair.*

*To further its commitment to full compliance with applicable Civil Rights laws, HADC will provide Federal/State/local information to public housing residents regarding "discrimination" and any recourse available to them if they believe they are victims of discrimination. Such information will be made available to them during the resident orientation session.*

*HADC's office at 750 Commerce Drive, Suite 201, Decatur, GA 30030 is accessible to persons with disabilities. Accessibility for the hearing impaired is provided by the TDD telephone service provider.*

*HADC shall not, on account of race, color, sex, religion, familial status, disability, national origin, marital status, or sexual orientation:*

1. *Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to lease housing suitable to its needs;*
2. *Provide housing that is different from that provided to others;*
3. *Subject a person to segregation or disparate treatment;*
4. *Restrict a person's access to any benefit enjoyed by others in connection with the housing program;*
5. *Treat a person differently in determining eligibility or other requirements for admission; or*
6. *Deny a person access to the same level of services.*

*HADC shall not automatically deny admission to a particular group or category of otherwise qualified applicants (e.g., families with children born to unmarried parents, elderly families with pets).*

#### **6. Court Orders, Lawsuits, Investigations, VCA's and Section 504 Actions**

The Housing Authority of DeKalb County is not currently involved in any voluntary compliance agreements (VCA), or outstanding court orders under Section 504, Title VI or the Fair Housing Act.

#### IV. ALTERNATIVE HOUSING RESOURCES

All non-elderly have been or will be relocated from JFE pursuant to a HUD approved Relocation Plan. Through the Relocation Plan and redevelopment effort, HADC will be able to return the elderly and elderly disabled residents to a development designed to meet their specific needs. The Housing Authority of DeKalb County does not believe that the non-elderly residents have been impacted because these residents have been relocated as part of a HUD approved Relocation Plan, prior to the reoccupancy process for the revitalized JFE. Consistent with relocation policy, comparable housing was provided via other public housing, project based supported units or housing choice vouchers, where non-elderly and non-elderly disabled were given an opportunity to select housing closer to the specialized and individualized services that this population requires.

However, as part of the process, HADC has identified a number of housing alternatives and options within its own and neighboring jurisdictions to eliminate the need for the Authority to develop additional alternative housing. Near-elderly and non-elderly disabled families currently on HADC's public housing waiting list will remain in the same position on the public housing waiting list and may also choose from the following alternative housing options, where applicable.

##### A. Housing Resources Available

1. Right to Remain for In-Place Elderly Residents. All residents over the age of 62 currently residing in Johnson Ferry East are eligible to return to the revitalized elderly-only development.
2. Transfer to Other Public Housing Units and Relocation Assistance. There are 200 public housing units available at Tobie Grant Manor. Relocation assistance in compliance with all URA regulations is available to any relocated resident.

Table 15: ADA Units at Tobie Grant Manor Public Housing									
Family Composition	Bedroom Size							Total	
	0	1	2	3	4	5	6	#	%
Square Footage		560	710	915	1015	1316			
ADA Compliant		2	3	2	2			9	5.00%
Elderly	0	35	0	0	0	0	0	35	17.50%
Elderly Disabled	0	2	0	0	0	0	0	2	1.00%
Family	0	0	59	66	27	3	0	155	77.50%
Young Disabled	0	1	3	2	2	0	0	8	4.00%
Total	0	38	62	68	29	3	0	200	

The location of ADA units is as follows: 3373 Tobie Circle, 3081A Tobie Circle, 3113A Tobie Circle, 600 Gifford Drive, 6560B Gifford Drive, 554A Parkdale Drive, 554B Parkdale Drive, 64A George Howell Way, and 582A George Howell Way.

### 3. Waiting List Placement

- Applicants in the impacted groups will not lose their place on the waiting list.
- The ACOP will not be revised to give a priority for the 1 and 2 bedroom family units to non-elderly disabled applicants. The Administrative Plan which provides for a priority for the 1 and 2 bedroom family units to disabled applicants will be maintained.

4. Request an UFAS-Accessible Unit in a Family Property. Impacted residents and applicants with a disability who require an accessible unit have the option to request an accessible unit. HADC has met its Section 504 obligation and has nine (9) units in its family development that are compliant with Section 504 of the Rehabilitation Act of 1973 as amended. Impacted residents and applicants will have the option to request a Section 504 compliant unit per HADC's ACOP.

HADC will, as needed, make a reasonable effort to retrofit additional units with necessary adaptations to accommodate the needs of persons with disabilities should the demand exceed the current inventory of accessible units.

5. Request a Project-Based Voucher to Rent a Unit in the Private Market. HADC is ramping up its project-based inventory and envisions making a number of these available to those relocated residents and special needs populations currently on the waiting list.

### **B. Alternative Subsidized Housing**

HADC has identified properties within its jurisdiction suitable to accommodate the housing needs of the non-elderly residents affected by the designation (see Table below). A list of these alternative resources including a breakdown of the 49 bond properties is included in Appendices A and B.

<b>Table 17: HADC Alternative Housing Resources (Repeat)</b>									
Properties	Rental					Homeownership			Total Units
	Public Housing	Affordable Rental (LIHTC, HOME, HADC Below Market)	Project Based / HCV	Market Rate	Total Rental	Affordable	Market Rate	Total Homeownership	
<b>Properties Owned By HADC</b>									
Johnson Ferry East (in relocation)	0				0				0
Tobie Grant Manor	200				200				200
<b>Units Owned and Managed by HADC</b>									
Hairston Lake			170		170				170
Spring Chase		123		257	380				380
Spring Chase II		12		69	81				81
Spring Terrace		10		0	10				10
White Oak		0		16	16				16
Park at Briarcliff		203		814	1,017				1,017
Scattered Site		28			28				28
<b>Units Sponsored by HADC</b>									
Antioch Manor (Phase 1)			30		30				30
Rosalyn House			28		28				28
Friendly Heights			25		25				25
Decatur Christian			25		25				25
Lakes at Indian Creek			25		25				25
Tax Exempt Bond Program: 49 properties		3,019		8,731	11,750				11,750
<b>Homeownership</b>									
Lynwood Park						6		6	6
Sugar Mill Creek						33	134	167	167
<b>Housing Choice Voucher</b>									
			5,300		5,300				5,300
<b>TOTAL</b>	<b>200</b>	<b>3,395</b>	<b>5,603</b>	<b>9,887</b>	<b>19,085</b>	<b>39</b>	<b>134</b>	<b>173</b>	<b>19,258</b>

**Request for Additional Rental Assistance:** When HUD releases a NOFA making vouchers available to housing authorities to support housing choice vouchers, HADC will apply.



**C. Supportive Services for Non-Elderly Disabled Residents.**

HADC will continue to provide comparable social services for its residents through a referral system that partners resident needs with providers with resources and expertise to resolve and assist. HADC partners with a network of local community agencies that currently provide or have available supportive services to non-elderly residents both electing to remain or relocate to alternative housing. These partner agencies will continue to provide housing, counseling, medical assistance, transportation, vocation training and an array of other supportive services, upon request or referral at the same level currently provided this population. The level, quality and availability of services for the non-elderly resident population of HADC will not be adversely affected by the elderly designation.

In addition, HADC has a long list of community partners to which residents will be referred, upon request, including agencies that provide or can assist in locating housing for disabled persons or families. See Attachment C.

**ATTACHMENT A: ALTERNATIVE HOUSING RESOURCES:  
HADC OWNED, OPERATED AND/OR SPONSORED**

HADC Sponsored Affordable Housing: Bond Properties						Bedroom S				
	Total # of Units	Phone Number	Address	Address 2	City, State, Zip	Studios	1	TC	2	TC
Alexander @ Stonecrest	262	770-482-7759	100 Leslie Oaks Drive		Lithonia, GA 30058		94	70	112	70
Arbor Hills (Wood Hills)	500	404-633-8258	2696 North Druid Hills Rd.		Atlanta, GA 30329		244	0	202	0
Avondale Station (Twin Oaks)	212	404-373-1643	703 Twin Oaks Drive	Apartment #2	Decatur, GA 30030		32		180	0
Brittany Apartments	216	404-288-4646	3246 Covington Dr.		Decatur, GA 30032		108	0	108	0
Bryton Hill	208	404-633-1871	2527 Skyland Drive		Atlanta, GA 30319		54	54	154	154
Cameron Brook (Wood Brook)	440	770-448-6243	4659 Dawson Blvd.		Doraville, GA 30340		208	0	186	0
Castaways Apartments	209	478-929-2761	501 Leisure Lake Drive		Warner Robins, GA 31088		161	0	46	0
Chapel Run Apartments	171	770-808-5777	4522 Snapfinger Woods Dr	Apt 6124	Decatur, GA 30035		36	36	89	89
Chestnut Creek	128	770-455-4470	3374 Aztec Rd		Doraville, GA 30340		0	0	120	120
Chimney Trace	144	770-469-0663	490 Stone Mountain Lithonia Rd.		Stone Mountain, GA 30088		28	0	68	0
Conservatory @ Druid Hills - Phase I	132	404-633-0373	3440 N. Druid Hills Rd.		Decatur, GA 30033		70	0	62	0
Conservatory @ Druid Hills - Phase II	346	404-633-0373	3419 N. Druid Hills Rd.		Decatur, GA 30033	20	154	0	172	0
Friendly Hills	179	770-987-5504	10 Friendly Hills Drive		Decatur, GA 30035		13	13	91	29
Greens @ Stonecreek	85	770-484-9401	100 Deer Creek Circle		Lithonia, GA 30038		0	0	28	17
Highlands @ East Atlanta	250	404-787-7412	2051 Flat Shoal Rd		Atlanta, GA 30316		0	0	180	180
Lake Tree (Stone Mill Run)	275	770-469-1446	1313 Stone Mill Way		Stone Mountain, GA 30083		34	0	160	0
Lakepoint	360	404-292-2888	1038 South Hairston Rd		Stone Mountain, GA 30088		120	0	177	0
Longleaf Apartments	76	770-962-0433	775 Longleaf Drive		Lawrenceville, GA 30045		72	0	4	0
Cedar Creek West /Maple Glen (Haystack)	164	404-292-1931	3117 Cedar Brook Drive		Decatur, GA 30033		12	12	46	46
Orchard Walk	204	404-243-8585	3800 Flat Shoals Parkway		Decatur, GA 30034		128	102	76	61
Chatworths / North Hill	410	770-452-0212	4700 North Hill Parkway		Atlanta, GA 30341		162	0	208	0
Post Ashford	222	770-452-7040	3716 Ashford Dunwoody Rd.		Atlanta, GA 30319	20	114	0	88	0
Retreat @ Madison Place	160	(404) 289-8393			Decatur, GA 30030		40	40	120	120
Robins Landing	304	404-289-7797	3529 Robins Landing Way		Decatur, GA 30032		40	0	224	0
Snapwoods Apartments	56	770-987-2775	4521 Snapfinger Woods Drive		Decatur, GA 30035		56	0	0	0
Stonebridge (Summerview)	240	770-469-2058	1173 N. Hairston Rd.		Stone Mountain, GA 30083		0	0	240	0
The Crossings (DeKalb Crossing)	200	770-593-9573	6256 Hillandale Dr.		Lithonia, GA 30058		48	0	120	0
The Forest @ Columbia	161	404-289-9661	2505 Columbia Drive - Office		Decatur, GA 30034		8	8	121	121
The Lakes @ Indian Creek	603	404-296-6442	751 North Indian Creek Drive		Clarkston, GA 30021		156	33	330	66
The Park at Briarcliff	1017	404-321-6717	1491 Druid Valley Dr.		Atlanta, GA 30329		442	0	546	0
The Village at Stone Mountain	722	770-498-8388	1900 Tree Mountain Parkway		Stone Mountain, GA 30083		290	0	432	0
Thornberry (Eagles Trace)	280	404-212-0310	2435 Aylesbury Loop		Decatur, GA 30034		144	144	64	64
Timber Trace	989	770-498-4281	1310 Wood Bend Drive		Stone Mountain, GA 30083		449	0	540	0
Valley Brook Crossing	170	404-299-9305	777 Valley Brook Crossing		Decatur, GA 30033		70	0	100	0
Villas of Friendly Heights	132	770-322-8700 / 770-808-8435	1300 Friendly Heights Boulevard		Decatur, GA 30035		30	30	78	70
Vineyards @ Flat Shoals - Arrow Creek	228		2125 Flat Shoals Rd		Atlanta, GA 30316		32	29	196	176
Wesley Club	257	404-284-4662	4103 Wesley Club Drive		Decatur, GA 30034		0	0	152	152
Winterscreek	202	770-449-6711	1600 Winterscreek Drive		Atlanta, GA 30360		120	0	82	0
Wood Terrace	476	770-449-7658	100 Wood Terrace Place		Doraville, GA 30340		298	0	108	0
Woodside Village (Mountain Grove Apts)	360	404-292-8595	3954 Memorial College Avenue		Clarkston, GA 30021		126	120	162	154
						<b>Total</b>	4193	691	6172	1689
								5.9%		14.4%
					<b>Total of Tax Credit Units</b>		3019			

**ATTACHMENT B: ALTERNATIVE HOUSING RESOURCES: HADC  
HOUSING CHOICE VOUCHER LANDLORDS**

# **ATTACHMENT C: SERVICE PROVIDER AGREEMENTS**

## **ATTACHMENT D: CONSULTATION**

**Public Consultation: Copy of Advertisement**

**Resident Consultation: Copy of Minutes from July 9, 2007 RAD Meeting  
Copy of Presentation from July 24, 2007 JFE  
Resident Meeting  
Copy of Minutes from September 10, 2007 RAD  
Meeting**

1. Memorandum of Understanding for Special Needs Services: Georgia Rehabilitation Outreach
2. Memorandum of Agreement: Saint Joseph Health System



**Re: RAB Meeting & Public Hearing  
2009 PHA Plan & CFP Grant**

**PHA Plan Process:**

The HADC Annual Plan and 5-Year Plan were made available at the central office of the HADC during the entire PHA preparation process. The 2009 PHA Plan, Capital Fund Program and Attachments were presented to and discussed with the Resident Advisory Board (RAB) at the 1/12/09 and 2/17/09 RAB meetings and approved by the RAB at the 3/10/09 RAB Meeting. Comments were obtained from the RAB meetings and the publicized Public Hearing was held on Monday, 3/16/09.

**Results of Questionnaire for Participation:**

Questionnaires were distributed at the RAB meetings and public hearing in order to initiate public participation and so that we could further assist them. 15 responses were returned.

**Question # 1 – What do you foresee the primary goals should be for the HADC in the upcoming year?**

**Answers:**

- For a brand new bus to be available to take residents to and from when it rains at TGM
- Improve the garden area at TGM
- Improve landscaping and clean up lake at HL
- Better housing facility at HL
- Repair porches and stairs at HL
- Provide an activities coordinator at HL
- Find a way to get rid of noisy teenagers 7 young people hanging around over the weekends at HL
- To provide more involvement for residents in day-to-day functions at SC II
- To promote senior activities in the community to allow residents to give back to community at SC II
- more HUD services for Section 8 people like public housing

**Question # 2 - What type of resident service "activities" would you like to see the HADC pursue for the upcoming year in reference to Resident Services?**

**Answers:**

- More activities for the seniors at HL
- Swimming at the YMCA and ceramic classes at HL
- A sewing group at HL
- Start up senior programs at community center at TGM
- Provide a new TV and movies at community center at TGM
- Anything that helps the Section 8 people
- Would like for the Resident Association to be organized and revitalized at JFE
- More shopping trips, Brave's, Falcon's or Hawk's games, and day trips to apple farms
- Provide a bigger bus for all of us to go somewhere together
- Provide bible study, floral and sewing classes at SC II
- Provide computer classes and training for residents at SC II
- Would like to see more transportation (bus) services available at TGM



- Would like for Section 8 residents to participate in activities at other developments
- Provide music classes and line dancing classes at HL
- Would like a flyer to be delivered to resident door instead of posting at office at HL

**Question # 3 - What types of self-sufficiency "programs" would you like to see offered in the upcoming year?**

**Answers:**

- Program for youth to study and organized field trips for youth at TGM
- Computer classes at HL
- YMCA classes for Section 8 people
- Provide more literacy programs for elders at Ashford Parkside & Ashford Landing
- Provide a full & complete gym- exercise classes, equipment and bikes to residents at SC II
- Take residents to water aerobics at HL
- Would like to have all assistance forms mailed to Section 8 residents
- Allow yard sales, food sales and part-time work for residents at HL

**Question # 4 – What activities / services provided by HADC are you most pleased?**

**Answers:**

- Thankful and very pleased with bus service provided to residents, especially to Wal-Mart
- The senior activities are fine at at Ashford Parkside & Ashford Landing
- Enjoy and appreciate family night out activities and other special events at TGM
- Enjoy neighbors and community at Spring Chase II
- Enjoy the choir classes
- Trips to grocery store, post office and other stores at HL

**Question # 5 – What problems do you perceive exist in the housing units?**

**Answers:**

- Need to paint apartments more often at HL
- provide more heating at HL
- The Section 8 landlords
- Too many young people roaming around the buildings at SC II and HL, especially on the weekends
- Poor ventilation in building at SC II
- Need a ramp on the 2nd floor exit or entrance in order to pull carts inside building at SC II
- Lack of interest in upper management
- Stealing of furniture by other tenants/visitors at HL
- No supervision or monitoring or residents at HL
- Need housekeeper to be provided to residents and put groceries away
- Need full-time security at elderly developments – SC II & HL
- Need more police patrols at TGM & HL
- Strangers sleeping in the common areas at SC II
- Why isn't HUD coming out to inspect units anymore?
- There needs to be a curfew for neighbors who make a lot of noise, especially at night

**Question # 6 – List improvements you would like to see in the following areas;**

**Answers:**

**Grounds:**

- Clean up grounds around the back of the building at TGM
- Keep the grass cut and lawns kept neat at Spring Chase II
- Would like a flower garden for residents behind building at SC II
- Would like speed humps installed at TGM
- The fences & entrances are very nice and the gates separating apartments is good at TGM
- More lighting at SC II & HL

- Trim trees and clean gutters at SC II
- Would like to see more grass in bare areas at HL
- Grounds are well-kept and pleasing but would like to see more flowers at HL
- What is being done about the lake at HL?

**Maintenance:**

- Would like for them to pick up trash at Spring Chase II.
- Keep TV room available at all times, especially in the evening at SC II
- For maintenance to respond w/o having to complete a 2nd work order at SC II & HL
- Repair heating units and radiators on 2nd & 3rd floor at SC II
- Bug problems from neighbor at SC II
- Clean stairwells or keep locked up at night at SC II
- Maintenance repairs well at HL
- Provide housekeeping to residents at SC II and HL
- Need to update main lobby, clean hallways and furniture in common areas at SC II

**Modernization:**

- Would like screens for windows in every apartment and replace carpeting at SC II
- Repair security doors as they are out-of order often at SC II
- Air conditioning leaks or not working on 2nd & 3rd floors at SC II
- Provide storage areas for residents for bingo, ceramics, etc at HL community center
- Install new carpeting at SC II & HL
- Mold & mildew problems and odors in units & hallways at HL
- Need more drainage or drain tile system around buildings at HL
- Floors upstairs squeak and apartments need painting at HL

**Security:**

- Would like to see more security day & night at HL
- Would like a security guard in the building 24/7 at SC II.
- Would like to see more police patrols at TGM & HL
- Would like security cameras installed at SC II

**Management:**

- Would like someone to call besides 911 to control noise/problems over the weekends at HL
- Management is very nice and helpful but would like more meetings with manager at HL
- For management to respond to phone calls & letters and be respectful to residents at HL
- Would like a police precinct located in TGM
- protection Communication and management is excellent at TGM
- Poor communication and management at JFE
- Provide meetings for residents in their own language at JFE
- Would like to comment that management is very cooperative & helpful at SC II
- Would like a Resident Association at JFE

**Question # 7 – If money were no object what type of improvements would you like to see added at your particular development?**

**Answers:**

- Provide a bigger bus
- Security guard at HL over the weekends to control young people hanging around
- Clean-up lake at HL
- Install carpet in all of the units at TGM
- All other answers were mentioned in the sections above

**Question # 8 - Any other business?**

**Answer:** None.

	<b>Member's Name</b>	<b>Committee Chair</b>	<b>Committee Co-Chair</b>
1	Allen, Willard	Public Relations	
2	Anderson, Margaret		
3	Barnes, Anita		
4	Bates, Sylvia		
5	Beck, Thelma	Legislative Affairs	
6	Brown, Edward		
7	Gates, Annie Louise		
8	Gordon, Cyril		Legislative Affairs
9	Heo, Soon Hyung		
10	Johnson, Deloris		
11	Kemp, Mary		
12	Lagaunda, Leta	Family Self-Sufficiency	
13	Lane, Belinda		
14	Lerman, Genadiy		
15	Louder, Ora		
16	Macon, Margie		
17	Perdue, Charlotte A.		Community Resources
18	Savoy, Geraldine		
19	Sheib, Anotoliy		
20	Silas, Regina	Disability Affairs	
21	Taylor, Edwina	Maintenance	
22	Thompson, Loriston		
23	Wesley, Anne O.		
24	Yi, Elizabeth		
25	Young, Carmela		Relocation
<b>Committees</b>		<b>Committee Chair</b>	<b>Committee Co-Chair</b>
Community Resources		Vacant	Charlotte Perdue
Development		Vacant	Vacant
Disability Affairs		Regina Silas	Vacant
Family Self Sufficiency		Leta Lagaunda	Vacant
International Relations		Vacant	Vacant
Legislative Affairs		Thelma Beck	Cyril Gordon
Maintenance		Edwina Taylor	Vacant
Public Affairs		Willard Allen	Vacant
Relocation		Vacant	Carmela Young
Senior Services		Vacant	Vacant
Youth Programs		Vacant	Vacant

## **HADC Resident Advisory Board Membership**

Per Article II of the HADC RAB General Guidelines adopted July 28, 2005, the terms of service for RAB members are as follows:

### **General RAB Members**

General RAB members shall serve for a term of two (2) years. General members of the RAB will be invited to remain a RAB member after the two years if they remain in "good standing" with the HADC and have been an active member of the RAB.

The two year term begins 7/28/07 and will end on 7/28/09.

### **Committee Chairs and Co-Chairs**

Committee Chairs and Co-chairs of the RAB will serve for five (5) years so that a body of knowledgeable residents with history of the RAB and the capability of training new residents will serve as a value added resource to the HADC.

The five year term beginning July 28, 2005 will end on July 28, 2010.

Per Article II of the HADC RAB General Guidelines adopted July 28, 2005, committees are established as follows:

Members of the RAB will select Committee Chairs and Co-Chairs that will serve in a voluntary capacity. A committee is a body of one or more persons appointed or elected by an assembly or society to consider, investigate, or take action in regard to certain matters or subjects, or to do all of these things. For the purposes of the HADC RAB, a committee is considered a "standing committee," appointed for a five year term, to act on specific matters as discussed in the description and/or purpose of the Committee in Article III of the RAB General Guidelines. HADC may call upon Committee members for advice, input, etc. for the purpose of assisting HADC with business.

RAB members can only chair one committee, but may co-chair a different committee. If a chair becomes vacant, then the co-chair can become chair of the committee to complete the term of service.

### **Process for selecting Chairs and Co-Chairs:**

- Give a 30 day advance announcement to RAB members offering each person the opportunity to compete for a co-chair or chair position.
- Have third party involvement the day of the selection.
- Provide an opportunity for residents to vie for the leadership positions by giving five minute speeches as to why they should be selected by their peers to represent them as a RAB leader.
- RAB members vote by ballot selecting candidates/residents of their choice to serve in leadership position.
- Identify leaders based on number of votes counted by third party.

In the event the Chair of a particular committee is unable to satisfy his or her role of service due to dissolution, death, relocation or failure to remain in "Good Standing" with HADC; the Co-Chair of that committee will serve as the Interim Chair for the remainder of said term. A Co-Chair may be appointed by the RAB to assist the Interim Chair carry out his or her slated duties for the remainder of said term.

Per Article III of the HADC RAB General Guidelines adopted July 28, 2005; the HADC RAB Committees are (with the exception of the Maintenance Committee which was established in January, 2007 by RAB vote).



Approved by Board  
Resolution # 4515  
dated 6/26/08

## AFFIRMATIVELY FURTHER FAIR HOUSING

### I. Fair Housing

It is the Department of Housing and Urban Development (HUD) and the Housing Authority of DeKalb County (HADC)'s mission to promote non-discrimination and ensure fair and equal housing opportunities for all. In an ongoing effort to provide services and activities on a nondiscriminatory manner and to **affirmatively further fair housing**, HUD and HADC are charged by law to implement and enforce a wide array of civil rights laws, not only for members of the public in search of fair housing, but for HUD funded grant recipients as well. HUD is also charged with ensuring the successful operation of specific enforcement of housing programs. The array of laws, executive orders, regulations, etc. are collectively known as civil rights requirements and called "**Civil Rights Related Program Requirements (CRRPRs)**."

### II. Non-discrimination

HUD-funded grant recipients, including Public Housing Authorities (PHA) are obligated under various laws not to discriminate in housing or services directly or indirectly on the basis of race, color, religion, sex, national origin, age, familial status, or disability. HUD rules further require that recipients of Federal financial assistance comply with civil rights-related program requirements (CRRPRs) that affect nearly every aspect of each program. HUD's non-discrimination requirements are compiled from several different federal laws designed to protect each individual's right to fair housing and equal opportunity.

### III. Affirmative Strategies

#### A. Fair Housing Act

A strong commitment to affirmatively further fair housing is not only one of the Department's guiding principles, it is a requirement for participating in HUD's many housing and community development programs. The Fair Housing Act specifies that the Secretary of Housing and Urban Development shall administer programs and activities relating to housing and urban development in a manner that affirmatively furthers the policies outlined in **section 808 (e) 5**. This responsibility is assigned to HUD funded recipients as well, through: **Consolidated Plan**; and **Public Housing Agency Plans** and **Super Notice of Funding Availability (SuperNOFA)**.

Some examples of ways to carry out these requirements include:

- Establishing fair housing enforcement organizations in areas where there are no such organizations;
- For public housing agencies, starting a counseling program to help housing choice voucher recipients to find housing outside of minority and/or poverty concentrated areas;
- Outreach to housing providers in non-minority and poverty concentrated areas;

- Marketing available housing to persons less likely to apply for housing in a metropolitan statistical area;
- Encouraging banks and other lending organizations to operate in areas that are underserved and to provide services to underserved populations; and
- Encouraging banks and other lenders to use non-traditional methods for evaluating credit and loan amount terms, based on cultural differences and other individual factors.

### **B. Housing and Community Development Act of 1974 (as amended)**

The Housing and Community Development Act of 1974, as amended, is the dominant statute for the Community Development Block Grant (CDBG) program. It requires that each federal grantee certify to HUD's satisfaction that (1) the awarded grant will be carried out and administered according to the Fair Housing Act, and (2) the grantee will work diligently to affirmatively further fair housing. This certification to HUD may be implemented through the Consolidated Plan process.

Under the Consolidated Plan, HUD funded recipients are required to: (1) examine and attempt to alleviate housing discrimination within their jurisdiction; (2) promote fair housing choice for all persons; (3) provide opportunities for all persons to reside in any given housing development, regardless of race, color, religion, sex, disability, familial status, or national origin; (4) promote housing that is accessible to and usable by persons with disabilities; (5) and comply with the non-discrimination requirements of the Fair Housing Act.

HUD encourages jurisdictions to consult with one another and initiate metropolitan wide area fair housing planning. The Fair Housing Planning Guide provides information to State, State funded, and Entitlement jurisdictions on how they may take steps to affirmatively further fair housing. Check out the [\*\*Fair Housing Planning Guide\*\*](#) to learn more about Affirmatively Furthering Fair Housing.

#### 1. Certification of Affirmatively Furthering Fair Housing

State and Entitlement recipients are required to sign a certification to affirmatively further fair housing. As part of the jurisdiction's Consolidated Plan, these recipients are required to undertake fair housing planning. Fair Housing Planning consists of the following: (1) an Analysis of Impediments (AI) to fair housing choice; (2) actions to cover the effects of the identified impediments; and (3) maintenance of records to support the affirmatively furthering fair housing certification.

#### 2. Analysis of Impediments to Fair Housing Choice (AI)

Analysis of Impediments (AI) is a review of impediments or barriers that affect the rights of fair housing choice. It covers public and private policies, practices, and procedures affecting housing choice. Impediments to fair housing choice are defined as any actions, omissions, or decisions that restrict, or have the effect of restricting, the availability of housing choices, based on race, color, religion, sex, disability, familial status, or national origin. The AI serves as the basis for fair housing planning, provides essential information to policy makers, administrative staff, housing providers, lenders, and fair housing advocates, and assists in building public support for fair housing efforts. Conducting an analysis of impediments is a required component of certification and involves the following:

- An extensive review of a State or Entitlement jurisdiction's laws, regulations, and administrative policies, procedures, and practices;

- An assessment of how those laws affect the location, availability, and accessibility of housing;
- An evaluation of conditions, both public and private, affecting fair housing choice for all protected classes; and
- An assessment of the availability of affordable, accessible housing in a range of unit sizes.

On September 2, 2004, an **Analysis of Impediments Memorandum** was signed by the Assistant Secretaries for the Offices of Community Planning and Development and Fair Housing and Equal Opportunity. This memorandum gives guidance to HUD field offices regarding the requirements of the Consolidated Plan to prepare an Analysis of Impediments to Fair Housing Choice.

### **C. The Quality Housing and Work Responsibility Act of 1998 (QHWRA)**

The Quality Housing and Work Responsibility Act of 1998 applies to public housing and public housing agency-administered (PHA) Housing Choice Voucher programs. The purpose of the QHWRA is to: (1) deregulate public housing agencies; (2) provide more flexible use of Federal assistance to PHAs; (3) open the door to mixed income communities; (4) decrease concentrations of poverty in public housing; (5) increase accountability and reward effective management of PHAs; (6) create incentives and economic opportunities for residents assisted by PHAs to work and become self-sufficient; (7) join the Section 8 voucher and certificate programs into a single program; (8) remedy the problems of troubled PHAs; and (9) replace or revitalize severely distressed public housing projects.

1. PHAs must certify to the affirmatively furthering fair housing requirements in their annual public housing agency plans (PHAPs). PHAs may conduct their own AIs or ensure their annual PHAPs are consistent with the applicable jurisdiction's Consolidated Plan and AIs.
2. Under 24 CFR 903.2(d)(1) and (2), PHAs must enforce their tenant selection and assignment plans in a nondiscriminatory manner and must take affirmative steps to reduce "racial and national origin concentrations."
3. According to 24 CFR 903.7(o), the civil rights certification says that the PHA must also certify that it will affirmatively further fair housing. This compliance is achieved by fulfilling the requirements of Sec. 903.2(b): (1) Examines its programs or proposed programs; (2) Identifies any impediments to fair housing choice within those programs; (3) Addresses those impediments in a reasonable fashion in view of the resources available; (4) Works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (5) and maintains records reflecting these analyses and actions.

### **D. Affirmative Fair Housing Marketing Plan (AFHMP)**

The AFHMP guides HUD's effort to ensure that prospective funding recipients will follow the Affirmative Fair Housing Marketing Regulations found in the Code of Federal Regulations (section 24 CFR 200.600, Subpart M). This requires each applicant to develop, and put in place an affirmative program that will attract potential consumers or tenants of all minority and non-minority groups within the housing market, regardless of race, color, religion, sex, national origin, disability, or familial status.

The purpose of such programs is to provide services designed to affirmatively further the fair housing objectives stated in **Title VIII of the Fair Housing Act**. Each applicant is to pursue affirmative fair housing marketing policies by seeking out possible buyers and tenants, and advertising available housing properties. Examples of such action include:

- Advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (i.e. radio stations, posters, newspapers) within the marketing area;
- Use of the **Equal Housing Opportunity Logo** and the equal housing opportunity statement
- Educate persons within an organization about fair housing and their obligations to follow nondiscrimination laws; and
- Conduct outreach to advocacy groups (i.e. disability rights groups) on the availability of housing.

#### **E. Voluntary Activities**

The Fair Housing Act requires HUD to develop voluntary programs to achieve fair housing goals. For example, HUD's Voluntary Affirmative Marketing program is designed to engage the private sector, including builders, developers, lenders, and the real estate industry, in national and local efforts to improve housing choice. Voluntary efforts include local agreements to further fair housing, the establishment of citizen Community Housing Resource Boards (CHRB) to maximize communication among racial and ethnic minorities, women, and the real estate industry, in connection with enforcement of the agreements.

#### **F. Opportunity (Mobility) Counseling Program**

The Opportunity Counseling Program, also known as Mobility Counseling Program, is designed to assist families with Housing Choice Vouchers (formally known as Section 8) to move from high-poverty to low-poverty neighborhoods. Public housing agencies, in partnership with local non-profit organizations, provide counseling services and conduct outreach to landlords. The five major objectives of this program are to:

- Expand landlord participation in the Housing Choice Voucher Program and increase the number and diversity of neighborhoods in which Housing Opportunity Voucher families live;
- Assist and encourage Housing Choice Voucher Program families to move to low poverty neighborhoods that offer quality housing, education, and employment opportunities;
- Address existing barriers to mobility and opportunity in the Housing Choice Voucher Program, including administrative barriers to portability;
- Promote greater cooperation and joint problem solving among Housing Choice Voucher Programs operating in a metropolitan housing market; and
- Create or strengthen institutions that administer the Housing Choice Voucher Program on a regional basis, including the provision of regional mobility counseling.

### **THE FAIR HOUSING LAWS**

#### **Fair Housing Act**

Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).



### **Title VI of the Civil Rights Act of 1964**

Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 prohibits discrimination based on disability in any program or activity receiving federal financial assistance.

### **Section 109 of Title I of the Housing and Community Development Act of 1974**

Section 109 prohibits discrimination on the basis of race, color, national origin, sex or religion in programs and activities receiving financial assistance from HUD's Community Development and Block Grant Program.

### **Title II of the Americans with Disabilities Act of 1990**

Title II prohibits discrimination based on disability in programs, services, and activities provided or made available by public entities. HUD enforces Title II when it relates to state and local public housing, housing assistance and housing referrals.

### **Architectural Barriers Act of 1968**

The Architectural Barriers Act requires that buildings and facilities designed, constructed, altered, or leased with certain federal funds after September 1969 must be accessible to and useable by handicapped persons.

### **Age Discrimination Act of 1975**

The Age Discrimination Act prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

### **Title IX of the Education Amendments Act of 1972**

Title IX prohibits discrimination on the basis of sex in education programs or activities that receive federal financial assistance.

## **FAIR HOUSING-RELATED PRESIDENTIAL EXECUTIVE ORDERS**

### **Executive Order 11063**

Executive Order 11063 prohibits discrimination in the sale, leasing, rental, or other disposition of properties and facilities owned or operated by the federal government or provided with federal funds.

### **Executive Order 11246**

Executive Order 11246, as amended, bars discrimination in federal employment because of race, color, religion, sex, or national origin.

### **Executive Order 12892**

Executive Order 12892, as amended, requires federal agencies to affirmatively further fair housing in their programs and activities, and provides that the Secretary of HUD will be responsible for coordinating the effort. The Order also establishes the President's Fair Housing Council, which will be chaired by the Secretary of HUD.

### **Executive Order 12898**

Executive Order 12898 requires that each federal agency conduct its program, policies, and

activities that substantially affect human health or the environment in a manner that does not exclude persons based on race, color, or national origin.

**Executive Order 13166**

Executive Order 13166 eliminates, to the extent possible, limited English proficiency as a barrier to full and meaningful participation by beneficiaries in all federally-assisted and federally conducted programs and activities.

**Executive Order 13217**

Executive Order 13217 requires federal agencies to evaluate their policies and programs to determine if any can be revised or modified to improve the availability of community-based living arrangements for persons with disabilities.



Approved by Board  
Resolution # 4559  
dated 1/21/09

## ETHICS POLICY

### PREFACE

The Housing Authority of DeKalb County has established standards of conduct for its employees and members of its Board of Commissioners. These standards are designed to assure the utmost in public trust and confidence in the policies and practices of the Authority. Because of its status as an independent public corporation, the Authority recognizes its responsibility to conduct all business in a manner above reproach or censure. This Code of Ethics will describe in detail the standards by which members of the Board of Commissioners and staff are to be held accountable.

This code recognizes and incorporates those sections of federal, state, and local law which govern the conduct of public employees, and in no way supplants those provisions of law. In cases where no statutory precedent exists, the policy of the Housing Authority of DeKalb County shall be applied, except that this policy shall in no way be taken to supersede the provisions of any contracts, labor agreements, or other external agreements affecting the rights and privileges of employees.

The Standards of Conduct contained within the Code of Ethics shall be generally applied so as to avoid the appearance, or actual occurrence of, any favoritism or special treatment towards any applicant, resident, vendor, or agent having business, or dealings of any kind, with the Authority. No Commissioner or employee shall use or cause or allow to be used his or her position to secure any personal privileges for himself, herself, or others, or to influence the activities, actions, or proceeds of the Authority.

The Housing Authority of DeKalb County, in establishing standards of conduct for its employees and commissioners, recognizes the importance of establishing standards of conduct for external vendors and suppliers of products and/or services to the Authority. While the Authority cannot mandate the internal conduct or policies of vendors, it nevertheless requires that vendors and suppliers adhere to certain basic principles in conducting business with the Authority. Specifically, these principles include:

- A. No direct or indirect personal inducement of Authority employees. This includes the giving of gifts, money, tickets or any item or service having value.
- B. No direct or indirect inducement of members of the Board of Commissioners. This shall include the same provisions covering employees, except that it is recognized that in the course of business dealings, there may be times when meals and/or visits may be arranged. In such cases, such events should be reported to the Chairman of the Board, with the nature of the visit explained.

It is expected that vendors or suppliers of professional services to the Authority will be governed by the Code of Ethics to which their particular profession prescribes.

Any vendor or supplier found in violation of Authority policy shall be barred from future business dealings with the Authority. The Authority reserves the right to have vendors and suppliers sign a statement of compliance with the standards of conduct of the Authority.

**1.0 TITLE**

This shall be called the "Housing Authority of DeKalb County Code of Ethics and Standards of Conduct."

**2.0 APPLICABILITY**

The provisions contained herein shall apply to all employees and the Board of Commissioners of the Housing Authority of DeKalb County. With respect to contracted professional services of the Authority (legal, accounting, or otherwise), it is assumed that these professionals will abide by the professional ethics of their particular profession.

**3.0 PURPOSE**

This Code of Ethics establishes standards for employee and Commissioner conduct that will assure the highest level of public service. Recognizing that compliance with any ethical standards rests primarily on personal integrity, and also recognizing in general the integrity of Commissioners and employees, it nevertheless sets forth those acts or omissions of acts that could be deemed injurious to the general mission of the Authority.

This Code is also intended to serve as a Code of Conduct for purposes of satisfying certain Code of Conduct requirements for various grant programs.

It is not intended, nor should it be construed as, an attempt to unreasonably intrude upon the individual employee's or Commissioner's right to privacy and the right to participate freely in a democratic society and economy.

**4.0 DEFINITIONS**

"Agent" shall mean any employee of the Authority (whether full or part time) acting in his or her official capacity is an agent of the Authority.

"Claim" shall mean any demand, written or oral, made upon the Authority to fulfill an obligation arising from law or equity.

"Commissioner" shall mean one of the persons serving on the Board of Commissioners of the Authority.

"Contract" shall mean any obligation to do something arising from an exchange of promises or consideration between persons, regardless of the particular form in which it is stated.

"Conventional" shall mean those housing programs operated by the Authority, which are broadly considered part of the "conventional public housing program." This shall include but not be limited to, such programs as public housing, the Capital Fund, and HOPE VI.

"Employee" shall mean any person appointed or hired, whether full or part time, seasonal, temporary, paid or unpaid, on a fixed or unfixed term, provisional or permanent.

"Enrollee" shall broadly mean any applicant, resident, or program participant in any program operated by the Authority. Specifically, an "enrollee" shall be a person who expects to receive, or is receiving, some form of assistance from the Authority.

"Family" shall mean the spouse, father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister, or a person living in a stable family relationship.

"Immediate Family" shall mean spouse, children, and those living in the same household.

"Interest" shall mean a benefit or advantage of an economic or tangible nature that a person or a member of his or her family would gain or lose as a result of any decision, or action or omission to decide or act, on the part of the Authority, its Board, or employees.

"Leasing program" shall mean those programs operated by the Housing Authority of DeKalb County that are broadly included within the Section 8 Program or the tenant-based program, whether it be for certificates or vouchers. Unless otherwise noted, the provisions contained herein shall apply equally to both the "Leasing" and the "Conventional" programs of the Authority.

"Person" shall mean any individual, corporation, partnership, business entity, association, organization, and may include an Authority employee.

"Public Information" shall mean information obtainable pursuant to the Freedom of Information Act and Authority guidelines adopted pursuant thereto.

## **5.0 ETHICAL STANDARDS FOR EMPLOYEES**

### **5.1 General.**

No employee of the Housing Authority of DeKalb County shall have any employment, or engage in any business or commercial transaction, or engage in any professional activity, or incur any obligation in which directly or indirectly he or she would have an interest that would impair his or her independence of judgment or action in the performance of his or her official duties or that would be in conflict with the performance of his or her official duties.

### **5.2 Contracts and Procurement.**

No employee shall have or enter into any contract with any person who has or enters into a contract with the Authority unless:

- A. The contract between the person and the Authority is awarded pursuant to competitive bidding procedures and/or purchasing policies as outlined in regulations promulgated by the U.S. Department of Housing and Urban Development (HUD), state law, and the Housing Authority of DeKalb County Procurement Policy; or
- B. The contract between the person and the Authority is one in which the Authority employee has no interest, has no duties or responsibilities, or if the contract with the person is one which the Authority employee entered into prior to becoming an employee.

As provided at 24 C.F.R. § 85.36(b)(3), no employee, officer or agent of Housing Authority of DeKalb County shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when:

- The employee, officer or agent,
- Any member of his immediate family,
- His or her partner, or
- An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

### **5.3 Avoidance of Preferential Treatment.**

There shall be no preferential treatment given by an employee of the Authority acting in the performance of his or her official duties to any person, agency or organization.

### **5.4 Use of Housing Authority of DeKalb County Property.**

No Authority employee shall use or permit the use of Authority-owned vehicles, equipment, materials or property for the convenience or profit of himself, herself, or any other person. However this provision shall not apply in the case of usage for "diminutive" purposes, i.e., purposes which in and of themselves should not be construed as abuse of Authority property.

### **5.5 Gratuities.**

No Authority employee shall solicit any gift or consideration of any kind, nor shall any Authority employee accept or receive a gift having value in excess of \$25.00 regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before the Authority, including, but not limited to, contractors, potential contractors, or parties to sub-agreements.

### **5.6 Misuse of Authority.**

No authority employee acting individually shall bind or attempt to bind the Housing Authority by action or verbal representation without proper authority.

### **5.7 Disclosure of Information.**

No Authority employee shall disclose without proper authorization non-public information or records concerning any aspects of the operation of the Authority, nor shall he or she use such information to the advantage or benefit of himself, herself, or any other person. This shall include records maintained on enrollees of the Authority, for whom a properly executed release of information form shall be obtained and kept in the client file. The release of any information relative to enrollees of the Authority shall be done pursuant to government regulations allowing the release of information among government agencies or agencies receiving government subsidy, shall be done following prescribed methods of requesting and transmitting such information, and shall be done with full knowledge of the enrollee except in those cases where through action of law the enrollee's knowledge is not required.

### **5.8 Interests in Housing Authority of DeKalb County Matters.**

No Authority employee shall have an interest in a contract between any person and the Authority, except that this provision shall not apply if the contract was entered into prior

to the employee's hire by the Authority; the employee discloses his or her interest in the contract prior to employment; and after employment, the employee has no power to authorize or approve payment under the contract, monitor performance or compliance under the contract, or audit bills or claims under the contract and the compensation of the employee will not be affected by the contract.

No employee of the Authority shall discuss, vote upon, decide or take part in (formally or informally) any matter before the Authority in which he or she has an interest. Exception shall be made in the case of an employee whose interest in the matter is minimal (e.g. an employee helping decide on a new telephone system owns 100 shares of AT&T stock), provided the employee shall fully and specifically describe his or her interest, in writing, and the underlying basis of it, whether it be ownership, investment, contract, claim, employment or family relationship, to his or her immediate supervisor prior to the employee's participation. If, in the opinion of the supervisor, there is any question as to whether the interest is minimal, the matter shall be referred to the Ethics Review Committee for a binding decision on the question.

Any matter decided on, contracted, adjudicated, or in any way acted upon by an employee who does not disclose a personal interest either in the matter, or in any person or organization having an interest in the matter, may be considered null and void by the Authority. Such a matter may be referred to the Ethics Review Committee to render judgment and assess any penalties if necessary.

If the Ethics Review Committee renders judgment that a matter was performed; a contract entered into; or any matter was conducted, decided or acted upon in a manner prohibited by the Code of Ethics; it may then propose, among other things, that the Board of Commissioners seek an injunction against the proscribed action.

#### **5.9 Outside Activities.**

No Authority employee currently employed shall represent any person, other than himself, in business negotiations, judicial or administrative actions or procedures, to which the Authority may be a party.

No former employee of the Authority shall personally represent any person in a matter in which the former employee personally participated while employed by the Authority for one year, if such representation would be adverse to the interests of the Authority. This provision shall not, however, bar the timely filing by a current or former employee, of any claim, account, demand, or suit arising out of personal injury, property damage, or any benefit authorized or permitted by law.

No Authority employee shall have any employment, engage in any business or commercial transaction, or engage in any professional activity in which, directly or indirectly, he or she would have an interest that would impair his or her independence of judgment or action in the performance of his or her duties with the Authority or that would be in conflict with his or her duties at the Authority.

#### **5.10 Program Participation.**

No person employed by the Authority shall be permitted to participate as a lessor or lessor's agent in the leasing programs. Similarly, no member of the Board of Commissioners in his or her individual capacity shall be a lessor or lessor's agent. These

prohibitions, however, shall not apply where the employee or Commissioner is a principal in a not-for-profit or charitable, educational, or humanitarian agency or organization that may own or manage housing for rental purposes.

**5.11 Employment of Family Members.**

No member of the family of any Authority employee shall be appointed or hired to serve under the direct supervision or authority of that employee, and in no event shall any Authority employee participate in the decision-making regarding employment or contract for services of any family member.

**6.0 ETHICAL STANDARDS FOR COMMISSIONERS**

The Board of Commissioners of the Housing Authority of DeKalb County is the architect of policy governing the operations of the Authority and retains legal and fiscal responsibility for the Authority. Recognizing that the commissioners are chosen from a broad range of fields and professions and community interests renders difficult the circumscription of external interests and activities of the Commissioners. It is the intent that, insofar as is possible, the members of the Board of Commissioners are generally enjoined to follow the standards of conduct which are outlined in the Code of Ethics for employees. Further, it is expected that a Commissioner will voluntarily and fully outline his or her personal interests and potential conflicts of interest prior to assuming their seat on the board. Such a statement should be submitted to the Board Chair within ninety (90) days of the Commissioner's appointment. For Commissioners currently serving, such an updated statement shall be developed within ninety (90) days of their re-appointment for a new term. Such a statement shall disclose the following:

- A. The names of any business, organizational, or professional involvements that might reasonably be inferred as having business with the Authority and for which at some point a Commissioner might be expected to vote, legislate, or rule on a matter involving said party.
- B. Any current or past contact in, or interest in, activities or programs of the Authority.
  - 1. No Commissioner shall vote, decide on, or discuss any matter before the Board if that Commissioner has an interest in the matter, except that:
    - a. A Commissioner having an interest through a voluntary association with the person or organization may be allowed to discuss the matter.
    - b. If the matter concerns a person or organization with which the Commissioner had former contact, and that former contact existed either prior to his or her selection, or occurred at least two years prior to the current discussion of the matter, the Commissioner may freely act.
  - 2. No Commissioner may use his or her position on the Board to intimidate, coerce, persuade or otherwise influence any of the activities or employees of the Authority.



3. No Commissioner shall act in any manner to obligate or bind the Authority in an individual manner. While the Board of Commissioners is the Authority ultimate decision-maker, it the Board and not individual Commissioners.

## **7.0 ETHICS REVIEW COMMITTEE**

There shall be established an Ethics Review Committee of the Housing Authority of DeKalb County.

The purpose of the Committee shall be to review and render decisions on any matters involving ethical conduct, or breach of ethical conduct, by employees, vendors, or commissioners referred to it by the Executive Director or Commissioners at their discretion. Nothing in this policy shall prevent the Executive Director from taking appropriate and timely action, without referral to the Ethics Review Committee, in matters involving application of this Code of Ethics to employees, provided that the Executive Director shall notify the Board of Commissioners of any action taken because of violation of these standards.

The Committee is empowered by the Board of Commissioners to:

- A. Call witnesses and receive depositions in the performance of its duties.
- B. Call for provision of appropriate records, files or tapes relative to the performance of its duties.
- C. Review any records maintained by the Authority, except those records that are considered confidential or personal. However, confidential records may be examined upon execution of a proper release by the subject person.

In performing its duties, the Committee may:

- A. Issue rules and regulations consistent with and to clarify the Code of Ethics.
- B. Review any questions referred to it concerning alleged or suspected infractions of the Code of Ethics and make recommendations to the Board of Commissioners or Executive Director for further or final actions.
- C. Require financial disclosure or disclosure of any other pertinent information by employees, vendors, or commissioners.
- D. Oversee compliance by the Authority with the Code of Ethics and any other applicable regulations involving ethics.

The Committee shall be composed of three (3) members and: Board of Commissioners (1), employees (1), and a neutral third party (1). The neutral third party shall be a party versed in legal/ethical issues, e.g., an attorney not currently serving as counsel to the Authority or an academic authority on ethical issues.

The members of the Committee shall be appointed in the following manner:

- A. The representative of the Board of Commissioners and the neutral third party shall be selected by vote of the Board of Commissioners.

- B. The employee representative and alternate shall be selected by the Executive Director.

Each member of the Committee will serve a three (3) year term. Members whose terms expire shall serve until formally re-appointed or a successor is appointed.

There shall be a chair of the Committee, elected by the members of the Committee. The chair shall serve for one (1) year and shall continue in office until a successor is elected. The Executive Director of the Authority shall serve as a non-voting Secretary of the Committee.

Voting by the Committee shall be by simple majority, with the Chair voting as any other member.

In case of a conflict of interest by a committee member, the Board of Commissioners or the Executive Director (in the case of the employee representative) shall appoint a temporary substitute.

The Committee shall, upon receiving a written request from either the Board of Commissioners or any individual associated with the Authority, respond in writing within sixty (60) days after receipt of the request, unless the Committee determines that additional time is required. If additional time is required, it shall inform the requestor of the approximate time it will be able to render a response.

The Committee shall make reports and recommendations for action to the Board of Commissioners. If the Board finds a recommended action is properly within the purview of the Executive Director or his or her designee, it shall delegate the matter without further Board action.

The legal counsel of the Authority may be involved in the deliberations of the Committee, but he/she has no vote and cannot serve as the alternate committee member.

## **8.0 OTHER STANDARDS**

Employees and commissioners shall also comply with other applicable statutory, regulatory, and federal contractual requirements relating to ethical standards of conduct, including, but not limited to, the following:

- A. Section 8-3-52 of the Official Code of Georgia Annotated, entitled “Disclosure and abstention requirements for interested commissioners and employees.” The current provisions of that law are set forth at Appendix A.
- B. Section 982.161 of Title 24 of the Code of Federal Regulations entitled “Conflict of Interest” in the Housing Choice Voucher program. The current provisions of that regulation are set forth at Appendix B.
- C. Section 19 of the Consolidated Annual Contributions Contract, entitled “Conflict of Interest.” The current provisions of that section are set forth at Appendix C.

To the extent that the requirements listed above conflict with other provisions of this Code of Ethics, the stricter shall govern.

## **9.0 METHODS OF REPORTING VIOLATIONS OF THE ETHICS POLICY**

It is the responsibility of all HADC employees to report violations of the Ethics Policy. An employee who discovers or suspects a violation of the ethics policy will contact the Executive Director immediately. The Executive Director will then forward the complaint to the HADC Ethics Committee for investigation. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer, should be directed to the Executive Director for referral to the Ethics Committee. If the complaint is brought against the Executive Director, the employee will report the violation to the HADC Board Chair.

No information concerning the status of an investigation will be given out. The proper response to any inquiry is: "I am not at liberty to discuss this matter." *Under no circumstances* should any reference be made to the suspected individual or violation.

The reporting individual should be informed of the following: do not contact the suspected individual in an effort to determine facts; do not discuss the case, facts, suspicions, or allegations with *anyone* unless specifically asked to do so by the Executive Director or the Ethics Committee.

### **APPENDIX A - O.C.G.A. § Section 8-3-52**

#### **Disclosure and abstention requirements for interested commissioners and employees.**

- (a) No commissioner or employee of the Authority shall voluntarily acquire any interest, direct or indirect, in any project or in any property included or planned to be included in any project, or in any contract or proposed contract in connection with any project. Where the acquisition is not voluntary, such commissioner or employee shall immediately disclose such interest in writing to the Authority and such disclosure shall be entered upon the minutes of the Authority. Upon such disclosure, such commissioner or employee shall not participate in any action by the Authority involving such project, property, or contract, respectively.
- (b) If any commissioner or employee of the Authority previously owned or controlled an interest, direct or indirect, in any project or in any property included or planned to be included in any project, or in any contract or proposed contract in connection with any project, he shall immediately disclose such interest in writing to the Authority and such disclosure shall be entered upon the minutes of the Authority. Upon such disclosure, such commissioner or employee shall not participate in any action by the Authority involving such project, property, or contract, respectively.
- (c) A commissioner shall not participate in any action concerning the employment to a remunerative position of the person who appointed said commissioner to office.
- (d) In the selection of a depository for funds of the Authority, any commissioner who has a financial interest in the depository under consideration shall disclose his interest and abstain from taking any part in the consideration of or voting on the selection of the depository.
- (e) Any violation of this Code section shall constitute misconduct in office.
- (f) This Code section shall not be applicable to the acquisition of any interest in notes or bonds of

the authority issued in connection with any project, or to the execution of agreements by banking institutions for the deposit or handling of funds in connection with a project, or to agreements by such institutions to act as trustee under any trust indenture.

## **APPENDIX B - 24 C.F.R. § 982.161**

### **Conflict of Interest - Housing Choice Voucher Program**

(a) Neither the PHA nor any of its contractors or subcontractors may enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during tenure or for one year thereafter:

- (1) Any present or former member or officer of the PHA (except a participant commissioner);
- (2) Any employee of the PHA, or any contractor, subcontractor or agent of the PHA, who formulates policy or who influences decisions with respect to the programs;
- (3) Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs; or
- (4) Any member of the Congress of the United States.

(b) Any member of the classes described in paragraph (a) of this section must disclose their interest or prospective interest to the PHA and HUD.

(c) The conflict of interest prohibition under this section may be waived by the HUD field office for good cause.

## **APPENDIX C**

### **Section 19 of the Consolidated Annual Contributions Contract - Conflict of Interest**

(A) (1) In addition to any other applicable conflict of interest requirements, neither the HA nor any of its contractors or their subcontractors may enter into any contract, subcontract, or arrangement in connection with a project under this ACC in which any of the following classes of people has an interest, direct or indirect, during his or her tenure or for one year thereafter:

- (i) Any present or former member or officer of the governing body of the HA, or any member of the officer's immediate family. There shall be excepted from this prohibition any present or former tenant commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the resident corporation, the HA or a business entity.
- (ii) Any employee of the HA who formulates policy or who influences decisions with respect to the project(s), or any member of the employee's immediate family, or the employee's partner.
- (iii) Any public official, member of the local governing body, or State or local legislator, or any member of such individuals' immediate family, who exercises functions or responsibilities with respect to the project(s) or the HA.

(2) Any member of these classes of persons must disclose the member's interest or prospective interest to the HA and HUD.

(3) The requirements of the subsection (A)(1) may be waived by HUD for good cause, if permitted under State and local law. No person for whom a waiver is requested may exercise responsibilities or functions with respect to the contract to which the waiver pertains.

(4) The provisions of this subsection (A) shall not apply to the General Depository Agreement entered into with an institution regulated by a Federal agency, or to utility service for which the rates are fixed or controlled by a State or local agency.

(5) Nothing in this section shall prohibit a tenant of the HA from serving on the governing body of the HA.



Approved by Board  
Resolution # 4558  
dated 1/21/09

## **FRAUD POLICY**

### **POLICY STATEMENT**

The Fraud Policy of the Housing Authority of the County of DeKalb, Georgia (HADC) is established to facilitate controls which aid in the detection and prevention of fraud against HADC. Department heads should be familiar with the types of signals suggesting possible fraud within his or her scope of responsibilities. The HADC Executive Director has the primary responsibility for the investigations of all suspected fraudulent acts, as defined in the policy.

### **THE SCOPE OF POLICY**

This policy applies to any irregularity, or suspected irregularity, involving all HADC employees, as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with business relationship to HADC.

### **THE FRAUD DETECTION POLICY OF THE HOUSING AUTHORITY OF DEKALB COUNTY, GEORGIA**

All employees of HADC are responsible for the detection and prevention of fraud, misappropriations, and other irregularities which may occur within the scope of the duties of the employee. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury.

### **DEFINED ACTIONS CONSTITUTING FRAUD AND RELATED CRIMINAL ACTIVITIES**

The terms theft, embezzlement, misappropriation, and other fiscal irregularities refer to, but are not limited to: any dishonest or fraudulent act; forgery or alteration of a check, bank draft, or any other financial document; misappropriation of funds, securities, supplies, or other assets; impropriety in the handling or reporting of money of financial transactions; profiteering as a result of insider outside parties; disclosing to other persons securities activities engaged in or contemplated by HADC; accepting or seeking anything of material value (i.e. bribery or kickbacks) from program participants or would-be program participants, contractors, vendors, or persons providing services/materials to HADC; making false claims or bid rigging, destruction, removal, concealment or inappropriate use of records, furniture, fixtures, and equipment; participating in illegal drug activity, disturbing the peace, vandalism, assault and trespassing, and/or any similar or related activity.

### **REPORTING PROCEDURES**

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway.

It is the responsibility of all HADC employees to report suspected fraudulent activity. An employee who discovers or suspects fraudulent activity will contact the Executive Director

immediately. The Executive Director will then forward the complaint to the HADC Fraud Committee for investigation. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer, should be directed to the Executive Director for referral to the Fraud Committee. If the complaint is brought against the Executive Director, the employee will report the suspected fraudulent activity to the HADC Board Chair.

No information concerning the status of an investigation will be given out. The proper response to any inquiry is: "I am not at liberty to discuss this matter." *Under no circumstances* should any reference be made to "the allegation", "the crime", "the fraud", "the misappropriation", or any other specific reference.

The reporting individual should be informed of the following: do not contact the suspected individual in an effort to determine facts or demand restitution; do not discuss the case, facts, suspicions, or allegations with *anyone* unless specifically asked to do so by the legal counsel or Executive Director.

All suspected fraud or related criminal activity such as described above should be reported to the Region 4 – Atlanta HUD OIG Office of Investigation.

## **OTHER IRREGULARITIES**

Allegations of personal improprieties or other irregularities not constituting fraud or criminal activity should be resolved by the department heads. If there is any question as to whether an action constitutes fraud, contact the Human Resources Manager for guidance.

## **INVESTIGATION RESPONSIBILITIES**

The HADC Executive Director has the primary responsibility for the investigations of all suspected fraudulent acts, as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Executive Director will issue reports to appropriate designated personnel and, if appropriate, to the Board of Commissioners.

## **CONFIDENTIALITY**

All information received by the Executive Director is confidential. Any employee who suspects dishonest or fraudulent activity will notify the Executive Director immediately, *who should attempt to personally conduct investigations or interview/interrogations* related to any suspected fraudulent act.

Investigation results *will not be disclosed or discussed* with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect HADC from potential civil liability.

## **“WHISTLE-BLOWER” PROTECTION**

It is the policy of the Housing Authority of DeKalb County to not discharge, threaten, or otherwise discriminate or retaliate against an employee, or a person acting on behalf of an employee, who makes a good faith report or is about to report to the Board of Commissioners or

appropriate authority in instance of wrongdoing or requested by an appropriate authority to participate in an investigation, hearing or inquiry held by an appropriate authority or in a court action. This policy is in accordance with the Georgia Whistleblower Law. Any employee who wishes to report any such waste or wrongdoing or alleged retaliation or discrimination in violation of the policy should promptly report this to the Executive Director for investigation and corrective action as appropriate.

#### **AUTHORIZATION FOR INVESTIGATING SUSPECTED FRAUD**

Members of the investigation committee will have: free and unrestricted access to all Authority records (stored on-site and off-site) and premises, whether owned or rented; and the authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of their investigation.

#### **TERMINATION**

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed by HADC's legal counsel before any such action is taken. The decision to terminate an employee is made by the Executive Director.





## Housing Authority of DeKalb County Disaster Housing Assistance Program (DHAP) Supplemental Administrative Plan

### I. ELIGIBLE DHAP ACTIVITIES

The purpose of the Disaster Housing Assistance Program (DHAP) is to assist families who were affected by Hurricanes Katrina, Rita and Wilma who did not have any federal housing assistance at the time of the storm such as; Housing Choice Voucher (Section 8), Public Housing, Tenant Based Rental Assistance (TBRA), Multifamily Housing such as; Section 236 and 236b housing, Housing Opportunities for Persons with Aids (HOPWA), and other federal assisted families through the Department of Housing and Urban Development (HUD). The Federal Emergency Management Agency (FEMA) assisted those families who did are not eligible for any prior HUD housing programs. The DHAP program is by qualification through FEMA for further assistance.

- DHAP funds may be used (1) to provide rental assistance to help pay the cost of monthly rent (2) to provide case management assistance to all families in the DHAP program
- DHAP funds may be used to pay for reasonable planning and administrative expenses associated with operating a DHAP program. Such expenses are subject to the 15 percent limitation on administrative costs.

### II. INELIGIBLE USES OF DHAP FUNDS

DHAP funds cannot be used for the following activities:

- To make commitments to specific program participants for specific projects. (Tenants must be free to use the assistance in any eligible unit within DeKalb County, excluding the City limits of Atlanta.
- To provide DHAP to nonDHAP persons for overnight or temporary shelter. The DHAP subsidy must be sufficient to enable the nonDHAP person to rent a transitional or permanent housing unit that meets Housing Quality Standards (HQS).
- DHAP funds cannot be used to pay rental assistance to another assisted housing program within DeKalb County, excluding the City limits of Atlanta.

### **III. ELIGIBLE BENEFICIARIES**

The determination of whether the family is eligible to be admitted to the DHAP is solely the responsibility of FEMA, not HADC. HADC does not determine the family's initial eligibility to receive DHAP assistance or screen the family for admittance to the program. DHAP assistance is provided for families that were displaced by Hurricanes Katrina and Rita and as a result have been previously determined, or are subsequently determined, by FEMA to meet FEMA's eligibility requirements for rental assistance under the Stafford Act.

Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288. This Act constitutes the statutory authority for most Federal disaster response activities especially as they pertain to FEMA and FEMA programs.

A family cannot receive DHAP if they are receiving rental assistance under another federal program or a state or local rental assistance program, if the DHAP subsidy would result in duplicative subsidies.

### **IV. TENANT SELECTION**

Families are selected for DHAP through FEMA. These families will be assessable to HADC through the Disaster Information System (DIS) for rental and case management assistance.

### **V. LIMITATIONS ON THE AMOUNT OF DHAP FUNDING PROVIDED**

- The DHAP funding agreement states that the family is eligible up to March 1, 2009 for rental assistance.

### **VI. LENGTH OF RENTAL PAYMENT ASSISTANCE & ANNUAL REQUIREMENTS**

On March 1, 2008, families participating in the DHAP will be required to pay a portion of the rent (in addition to any existing family share in cases where the monthly rent already exceeds the monthly rent subsidy) in preparation towards self-sufficiency when the DHAP ends on March 1, 2009. PHAs will implement the incremental rent transition by reducing the rental subsidy payment by \$50 for the March 2008 rent subsidy payment. This reduction shall be incrementally increased by an additional \$50 each month thereafter until the family's participation in DHAP ends (e.g., the rent subsidy amount equals \$0) or the program ends as of March 1, 2009, whichever comes first.

Families may put their name on the local Section 8 waiting list, if it is open, at the time that they apply for assistance through the recipient's DHAP program. Families are eligible for assistance through the review DHAP program through March 1, 2009. Families' participation in the DHAP program will not affect their current status if they are on the Section 8 Housing Choice Voucher list.

Recipients must participate in case management during their rental assistance period on DHAP. Those who do not comply with case management plans will result in termination of assistance.

Recipients are not required to do income and asset re-verification or a Housing Quality Standards (HQS) inspection annually, prior to the anniversary date of the household's initial move-in.

Families may move to a different unit within Dekalb County, excluding the City of Atlanta or long as time permits and in accordance with their current dwelling lease. Households may not move outside Dekalb County, excluding the City of Atlanta and continue to receive DHAP assistance. Once the family moves out of those jurisdictions, they may not return using DHAP assistance.

**VII. FAIR MARKET RENT**

A DHAP program sets Fair Market Rents for each unit size based on its local market in accordance with the current Department of Housing and Urban Development regulations size for new move ins using the payment standard below:

**Based On FY 2008 Fair Market Rents**

<b>BEDROOM SIZE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>PAYMENT STANDRDS</b>	<b>\$684</b>	<b>\$741</b>	<b>\$824</b>	<b>\$1,003</b>	<b>\$1,094</b>	<b>\$1,258</b>	<b>\$1,422</b>	<b>\$1,586</b>	<b>\$1,750</b>

(\*Subject to Change Upon Review)

**Exception Payment Statements 110% North DeKalb Designated Areas Only**

<b>BEDROOM SIZE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>PAYMENT STANDRDS</b>	<b>\$752</b>	<b>\$815</b>	<b>\$906</b>	<b>\$1,103</b>	<b>\$1,203</b>	<b>\$1,384</b>	<b>\$1,564</b>	<b>\$1,745</b>	<b>\$1,925</b>

(\*Subject to Change Upon Review)

For lease in place participants in DHAP they will use the greater of the FEMA used 2007 FMR by Unit Bedrooms and the above stated HADC current payment standard.

**Final FY 2007 FMRs By Unit Bedrooms**

	<u><b>Efficiency</b></u>	<u><b>One-Bedroom</b></u>	<u><b>Two-Bedroom</b></u>	<u><b>Three-Bedroom</b></u>	<u><b>Four-Bedroom</b></u>
<b>Final FY 2007 FMR</b>	\$647	\$700	\$779	\$948	\$1,035

## **VIII. INCREMENTAL RENT PAYMENTS**

DHAP recipients will receive rental assistance subsidy maximizing the fair market rent for the bedroom size eligible. The tenant may pay the rental difference between the DHAP payment and the contract rent. Income is not considered in calculating the monthly rent subsidy.

Effective March 1, 2008, families participating in the DHAP will be required to pay a portion of the rent (in addition to any existing family share in cases where the monthly rent already exceeds the monthly rent subsidy) in preparation towards self-sufficiency when the DHAP ends on March 1, 2009. HADC will implement the incremental rent transition by reducing the rental subsidy payment by \$50 for the March 2008 rent subsidy payment. This reduction shall be incrementally increased by an additional \$50 each month thereafter until the family's participation in DHAP ends (e.g., the rent subsidy amount equals \$0) or the program ends as of March 1, 2009, whichever comes first.

### **Phase II & III Families:**

All families entering the DHAP effective 5/1/08 or later determined by HUD are not subjected to the incremental rent transition requirement. The requirement is suspended through 3/1/09.

### **ECONOMIC HARDSHIP POLICY:**

In order to be considered for economic hardship, the family must comply with all case management services requirements and must demonstrate that the applicable incremental rent transition amount will exceed 30 percent of the family's gross monthly income. If the family's income does not meet the 30 percent, the request for hardship may be denied. The family must provide any information required by HADC to assist in determining the hardship exemption. Any information supplied by the family must be true and complete.

### **The family will not be eligible if:**

- You are denied unemployment benefits;
- You are not eligible for unemployment benefits;
- You are terminated from employment due to performance issues;
- You were suspended for disciplinary issues.

All other cases will be reviewed on case by case bases. Hardships are not to exceed a total of 90 days during the duration of the DHAP program with the exception of elderly and disable participants on fixed income.

### **Hardship Policy Process:**

1. You must submit your request in writing. You must include proof of income & household bills. The letter is to be sent to the attention of Leon Montgomery for consideration. If possible, please include in the submission (reason for hardship and the plan to address hardship circumstances). Unless there is a request for reasonable accommodation that prevents a person from coming into the office all persons should be interviewed in the office.

2. Upon receipt, the hardship request will be evaluated based on income of the household and bills to maintain in the unit. You may be called in to review your hardship before a denial or approval is given.
3. If denied, a letter of denial will be sent with reason of denial. You will be afforded to an informal hearing if requested.
4. If approved, a letter of approval will be sent with the hardship taking place in the month of the request. The hardship exemptions do not exceed 90 days during the duration of the DHAP program with the exception of elderly and disabled participants.

When requesting a hardship, you have 10 days from the date of receipt to respond to any notices or letters issued from HADC.

## **IX. DETERMINING THE AMOUNT OF ASSISTANCE**

### **ELIGIBLE UNITS:**

DHAP participants may select units that are publicly or privately owned, but DHAP may not be provided to a family that proposes to rent a unit that receives project-based rental assistance through federal, state or local programs, if the DHAP assistance would provide a duplicative subsidy.

Units must rent for a reasonable amount, compared to rents charged for comparable, unassisted units.

Only units located within DeKalb County, excluding the City of Atlanta, GA are eligible to be leased.

The same occupancy standards that are used in the HCVP will be used in the DHAP based on household size and composition. Section 8 HQS includes a basic occupancy standard of two persons per living/sleeping area. Occupancy standards are used to provide consistent criteria for determining the unit size for which the household is eligible and, thus, the amount of assistance to be provided. The basic standard can be modified to take into consideration specific household composition and circumstances. Fair housing rules permit a household to select smaller units that do not create seriously overcrowded conditions. Tenants may select larger units; however, the DHAP recipient agency is not required to increase the subsidy to cover the increased costs of a larger unit.

However, in the case of an individual who is physically disabled to the extent that a personal attendant is required, a unit with an additional bedroom should be allowed and subsidized.

### **RENTAL ASSISTANCE:**

- a) DeKalb DHAP assistance may only be used within the boundaries of DeKalb County, excluding the City of Atlanta.
- b) The DHAP Program will use the current fair market rent amounts in place set by HUD.

## **X. KEY PROCESSING STEPS**

### **STEP 1: REFERRAL PROCESS**

Families are referred by FEMA through the Disaster Information System (DIS).

### **STEP 2: APPLICATIONS**

INTAKE PROCESS: > 48 hours upon contact

Application, Screening, Briefing and Issuance of the assistance form will be conducted at the same time.

### **STEP 3: DETERMINING ELIGIBILITY**

Eligibility is determined solely by FEMA.

### **STEP 4: ISSUE SEARCH FORMS**

The issuance of a DHAP Search Form authorizes the household to begin looking for suitable housing. The search is generally issued in person during a briefing session with the household.

The purpose of the briefing is to ensure that the household (1) understands its responsibilities, and those of the owner, and (2) has sufficient guidance to make an informed decision of housing.

The briefing session should cover the following topics:

- Responsibilities of the tenant.
- Limitations on the rent the owner may charge
- Subsidy calculations, including how much may be charged, who pays, and who receives any refund.
- Search Form expiration and extension policies.
- Guidance on selecting a unit, including HQS requirements and procedures for submitting the request for unit approval form. Families should be counseled against signing any lease until the applicant has approved the unit.
- Lead-based paint information.
- Fair housing information, including any search assistance that may be available and the process for filing a complaint in the case of discrimination.
- Case management requirements

### **STEP 5: UNIT/LEASE APPROVAL**

**If the DHAP family is in search of a new unit, then the family will:**

- Locate a unit and the owner that agrees to participate; the household and the owner jointly submit the request for Rental Assistance Form.
- The Request for Unit Approval provides essential information about the property. The submission of this document triggers the HQS inspection, rent negotiation and review of the owner's lease.
- The owner's lease document must be reviewed to assure that it does not include any of

the prohibited lease provisions as outlined in 24 CFR Part 92 at 92.253.

**If the DHAP family is remaining in their current unit, then the family will:**

- Provide HADC will owner information to process a Disaster Rent Subsidy Contract (DRSC) and lease addendum before payments may be made to owner effective December 1, 2007.

**STEP 6: CONTRACT/LEASE EXECUTION**

The DHAP Rent Subsidy Contract is signed by owner and the Housing Authority. The lease addendum is to be signed by the owner and tenant. Each Rent Subsidy Contract should begin on the first day of the lease and on the first of the month whenever possible.

**STEP 7: INITIATION OF PAYMENTS**

DHAP funds will be drawn down monthly by HADC to cover rental assistance payments and administrative costs.

**XI. HQS INSPECTIONS**

In order to be an eligible unit under DHAP, a unit must be decent, safe, and sanitary.

**Initial Inspection**

HADC does not conduct a full Housing Quality Standards (HQS) inspection on a family's unit in the following cases:

- (1) A FEMA rental assistance family is transitioning to the DHAP by staying in-place in the FEMA rental assistance unit, and;
- (2) A family is relocating from a FEMA provided temporary housing unit to the private rental market unit that FEMA has located for the family.

Instead, in accordance with the DRSC, HADC must conduct a limited inspection either on or in a reasonable time (as determined by HADC) after the effective date of the DRSC to ensure the unit's current condition does not contain any life-threatening deficiencies (as determined by HADC).

If the unit fails this limited inspection, the owner must correct the life-threatening deficiencies within 48 hours. HADC must verify that the deficiencies have been corrected. If the corrections have not been made within the required 48 hour cure period, HADC must immediately abate the monthly rental subsidy payment and provide housing search assistance to assist the family to lease another unit as soon as possible.

In all other cases, the unit must be initially inspected by HADC and must meet the HQS before HADC and owner may enter into the DRSC. The owner may not receive DHAP rent subsidy payments until the owner corrects any HADC- identified deficiencies and HADC verifies that the unit meets HQS.

The HQS referred to above are the same HQS used by HADC for the housing choice voucher program at 24 CFR 982.401 with the following exception:

Section 982.401(d) provides each dwelling unit must have at least one bedroom or living/sleeping room for each two persons.

However, HADC may grant an exception from this requirement on a case-by-case basis at the request of the family. HADC may take the limited duration of DHAP assistance into consideration in making such a determination. HADC must record any such HQS exception for the unit and must maintain a record of the exception. Any HQS acceptability criteria variations approved by HUD under 982.401(a)(4) for the HADC's housing choice voucher programs are also applicable to units leased under DHAP. HADC must notify the owner of any defects shown by any HQS inspection and notify the owner of the date by which the defect must be corrected.

### **Subsequent Inspections**

Once HADC has fulfilled the initial inspection requirements for a unit described above, HADC is not required to conduct further inspections of the unit on a periodic or annual basis since DHAP is only a temporary housing program. However, the owner is required to maintain the unit in accordance with HQS. HADC may, at any time as needed, inspect a unit under a DRSC to determine if the unit currently meets the HQS requirements. In determining whether an inspection is needed, HADC may consider family complaints and any other information brought to the attention of HADC.

If a unit fails an HQS inspection and the owner fails to correct the defect within the period specified by HADC, HADC shall abate the monthly rental subsidy payment and provide housing search assistance to assist the family to lease another unit. Under no circumstances may the owner receive DHAP rent subsidy payments until the owner corrects any HADC- identified deficiencies and HADC verifies that the deficiencies have been corrected.

DHAP requirements do not create any right of the family, or any party other than HUD or HADC, to require enforcement requirements by HUD or HADC, or to assert any claim against HUD or HADC, for damages, injunction or other relief, for alleged failure to enforce the HQS.

## **XII. HEARING PROCESS**

*A written request for an Informal Review must be received by HADC no later than ten (10) business days from the date HADC notifies the Applicant Family of their denial of assistance. Failure by the applicant to respond to the written notice within the ten (10) days period will make HADC decision final. The Informal Review will be scheduled within a reasonable period of time, but not to exceed fifteen (15) business days from the date the request is received.*

- I. The person who made or approved the decision under review, nor a subordinate of such person may not conduct the Informal Review.
- II. An individual designated by HADC to be the Hearing Officer will conduct the Review.
- III. The Applicant Family will be given the opportunity to present any oral or written



objections to the decision. At the Informal Review, both HADC and the Applicant Family may present evidence and/or witnesses to prove their case. The Applicant Family may use an Attorney, or other representative, to assist them at their own expense.

*For those Persons with Disabilities, appropriate accommodations will be made by HADC, provided that such request is made at the time that the request for an Informal Review is made.*

A Notice of the Review decision will be provided **in writing** to the applicant family within ten business (10) days after the date the Informal Review was concluded unless the applicant family and HADC agree to an extension. It shall include the decision of the Review Officer, and an explanation of the reasons for the decision.

*All requests for an Informal Review, supporting documentation, and a copy of the final decision will be retained in the applicant family's file.*

### **INFORMAL HEARING PROCEDURES**

HADC will provide an Informal Hearing to participating families. A copy of the Informal Hearing Procedures is provided to each participating family in the Family Briefing Packet.

Each participating family will be notified in writing of HADC' decision regarding their eligibility, the amount of their assistance, and the bedroom size assigned. Such Notice will include the following:

- A. The proposed action or decision of HADC;
- B. The date the proposed action or decision will take place;
- C. The Participating Family's right to an explanation of the basis for the Housing Authority's decision;
- D. The procedures for requesting an Informal Hearing if the Participating Family disputes the action or decision;
- E. The time limit for requesting the hearing.

The following list constitutes the basis by which HADC must provide Participating Families with the opportunity for an Informal Hearing:

- 1. Determination of the Participating Family's Annual or Adjusted Income and the computation of the Housing Assistance Payment or the Total Tenant Payment.
- 2. Appropriate utility allowance used from the approved schedule.
- 3. Family unit size determination under HADC' Subsidy Standards.
- 4. Determination that the Program Participating Family is under housed in their current unit and a request for an exception is denied.
- 5. Determination to terminate assistance.
- 6. Determination to terminate a Participating Family's FSS Contract, withhold supportive services, or propose forfeiture of the Participating Family's escrow account.

7. Determination to pay an owner's claim for damages, unpaid rent or vacancy loss on those contracts that were under lease **prior to October 2, 1995.**

HADC must **always** provide the Participating Family the opportunity to request an Informal Hearing before termination of assistance.

Informal Hearings are not required for established Policies and Procedures and Authority determinations such as:

1. Discretionary administrative determinations by HADC.
2. General policy issues or class grievances.
3. Establishment of HADC' Schedule of Utility Allowances for Participating Families on the Program.
4. HADC's determination not to approve an extension or suspension of a Voucher term.
5. HADC's determination not to approve a unit or lease.
6. HADC's determination that an assisted unit is not in compliance with HQS that is not due to a breach by the Participating Family. In those cases, an Informal Hearing must be given.
7. HADC's determination that the unit is not in accordance with HQS because of the Participating Family's size.
8. HADC's determination to exercise or not exercise any right or remedy against the owner under a HAP contract

### **XIII. CASE MANAGEMENT**

#### **ELIGIBILITY**

DHAP families are required to participate in case management services as a condition of receiving DHAP rental assistance. All family members listed under an active DHAP leases are eligible for and should be provided with case management services. However, compliance with the case management requirement applies only to the DHAP head of household.

- Each adult family member age 19 or older should have their own needs assessment, Individual Development Plan (IDP), triage categorization and service enrollments or completions relative to needs and goals.
- Dependent minors ages 0-18 will also be tracked by the DHAP Case Management

Reporting System under services provided to the head of household.

If these families are employed and stable, they would likely be classified as Tier 1 in the DHAP Caseload Triage, which is described in the next section, and HADC or its partners would only need to provide minimal case management services. In terms of minimum contact with the family, HADC or its partner would only need to contact these families for progress updates and

program data once a quarter. HADC and its partners would still need to report on the families in the DHAP Case Management

Reporting System and monitor for case management compliance, but time demands and level of effort would be small for these families relative to those with greater needs.

## **NONCOMPLIANCE**

Compliance with the case management requirement applies only to the DHAP head of household. HADC will have each DHAP head of household sign a certification of their family obligations that includes participation in case management services. The head of household should also sign the IDP and be given a copy of this document. Noncompliance with the case management requirement by the head of household is determined by HADC and defined by HUD as:

***Failure to establish and actively comply with the IDP based on documentation from an authorized case manager.***

Case managers will renegotiate the IDP with a head of household to bring them into compliance with the case management requirement if they feel that this is warranted given household circumstances. If this is not feasible or the head of household continues to be non-compliant, case managers will inform HADC that the head of household is non-compliant and provide supporting documentation.

HADC will make all final decisions on head of household non-compliance with the case management requirement and notify the head of household of their status and / or termination from the program. HADC must provide the head of household with advance written notice of the termination action and give them an opportunity to request an informal hearing to determine whether HADC's decision is in accordance with DHAP requirements. The hearing process should be consistent with the procedures and regulations provided in Notice PIH-2007-26 on the DHAP program.

## **CASE CLOSURE**

HADC will notify Case Managers when a head of household is terminated for cause, either for not participating in case management services or for non-compliance with other DHAP rental assistance requirements. HADC will also notify Case Managers when a head of household voluntarily leaves the DHAP program or transfers to the jurisdiction of another DHAP grantee.

**Only families receiving DHAP rental assistance are eligible for case management services under this program. If a head of household refuses DHAP rental assistance, is terminated for cause or leaves the DHAP rental assistance program (including those that transition to permanent housing during the life of the DHAP program) - they are no longer eligible for DHAP supported case management services and the case should be closed.**

Case managers will have the discretion to close cases for individual family members who are not the head of household. Case closure for these family members should be based on documented in-activity. However, this in-activity does not trigger non-compliance with case management services as it does for the head of household.

## **MINIMUM CASE MANAGEMENT STANDARDS**

Case management will include the entire family. It will also be consistent with an asset or strength-based approach. Building on each family's strengths and current resources will pave the way for efficient and successful case management. Case management is important for families that do not have a source of income, are on a fixed income, require supportive services, or need permanent housing. Some subsets of the evacuee population need more assistance than others, and case management services should be tailored to the level of need – in terms of intensity and duration of service. The goal is to secure employment and permanent housing for DHAP families as quickly as possible and move these cases to closure. Employment will not be possible for some individuals, such as the elderly and disabled, and the goals for these individuals should be permanent housing and connection to long-term supportive services providers. DHAP case management services should be consistent with the following minimum standards:

### **(a) Needs Assessments.**

Needs Assessments for all family members ages 19 or older should be conducted to determine service needs. All needs assessments should be completed by March 1, 2008.

HADC, their contractor, or partner will use the needs assessment questionnaire provided by HUD through the DHAP Case Management Reporting System. If a needs assessment has already been completed or updated by a local partner within the last three months, this information can be used, but some new questions may need to be asked from the DHAP questionnaire.

### **(b) Individual Development Plans (IDP).**

IDPs should be developed based on the information gained during the needs assessment. All IDPs should be developed by March 1, 2008. Goals in the IDP should have completion dates set no later than March 1, 2009.

Although self-sufficiency will be defined differently for each family member based on their specific needs, the final self-sufficiency goal for each family member should be permanent housing. For those that are able, employment should also be a primary goal. Case managers should move families to permanent housing and case closure as soon as possible. This is particularly true for families that are already stable and employed.

### **(c) Service Referrals and Inter-agency Coordination.**

Service referrals should be made by case managers relative to the IDP for each individual. Particular attention should be paid to assisting individuals navigate and secure permanent housing and employment, and connect to public benefits that they may be eligible for, including disaster benefits. Social services referrals, enrollments, and resident outcomes should be documented in the DHAP Case Management Reporting System by HADC, its contractor or partner organizations. Case managers should determine groups already serving the families, and work with them to maintain continuity of existing services and coordinate any new services. In some cases, families may already be receiving case management services. In these situations, the DHAP case manager should strive to share case management responsibilities with the provider. This would involve each group providing a different set of complimentary case management services.

HADC will outreach to Katrina Aide Today (KAT) and Consolidated Assistance Network (CAN) affiliates that provide disaster related case management services in their community to discuss service coordination across shared cases.

**(d) Caseload Triage.**

Follow-up with each family member should be determined by case managers based on the level of need for each family member and HUD's caseload triage framework. The caseload will be triaged within the DHAP Case Management Reporting System across the following four tiers:

- Tier 1 - Employed and stable;
- Tier 2 – Sporadic employment or needs motivation and could work but has delayed employment while receiving FEMA assistance;
- Tier 3 - Needs skills, has little or no work experience, low literacy, and a history of dependence on public assistance; and
- Tier 4 - Lacks capacity and is highly dependent on public assistance and social services, and is not employable due to age, disability or other limiting factors.

The DHAP Case Management Reporting System will provide case managers with a recommended frequency of contact for each individual based on their triage tier. The recommend frequencies will be:

- Tier 1 – quarterly monitoring to update status and data;
- Tier 2 – monthly contact;
- Tier 3 – bi-weekly or weekly contact; and
- Tier 4 – bi-weekly or weekly contact.

**(e) Reassessments.**

Reassessments should be conducted a minimum of once a quarter for the duration of the relationship, with more frequent reassessments for individuals deemed to have greater needs under the caseload triage framework.

**(f) Home visits.**

To the extent possible and feasible case managers should conduct home visits as part of their regular work with families, particularly for those with the greatest level of need.

**(g) Release of Information.**

HADC or its case management partners should have each DHAP family member age 19 or older that is participating in case management services complete a ROI. The ROI should authorize the case manager to report information in the DHAP Case Management Reporting System and share information in the DHAP Case Management Reporting System and share information with service providers involved in the IDP for each family member. The ROI should also authorize HADC to transfer case management data if the family moves into the jurisdiction of another DHAP PHA.

**(i) Confidentiality Policies.**

Each family should be provided with information on the confidentiality policies of HADC and their case management information must not be shared with outside organizations, except for those that are involved in the participants IDP and covered under the ROI.

**(j) Case Files.**

Case managers should maintain case files on each individual receiving case management services in a secured location provided by HADC or case management entity. To the extent possible, case managers should maintain electronic case files on the DHAP Case Management Reporting System, and reduce the size of hard-copy files that are maintained.

At the minimum, case managers should maintain a copy if the following documents: a) signed certification of family obligations, b) signed ROI and c) signed IDP. A copy of these documents should be stored in a case file and /or online in the DHAP Case Management Reporting System. The DHAP Case Management Reporting System allows documents to be scanned and uploaded to an electronic case file.

**(k). Contractors.**

Case management contractors or partners should have documented experience in providing case management services to persons with wide range of needs. They should also have documented experience in administering case management or social service programs and in working with other local, state, and Federal social service programs.

The contracts with these organizations should be performance based. HADC should also include specific clauses in these contacts regarding time allocation. In some instances, case management contractors may have multiple funding streams supporting individual case managers. The contract should specify how much time will be allocated across case managers for DHAP families and include assurance that the contractor will not bill two sources for the same time.

**(l) Intra-agency Coordination.**

DHAP rental assistance staff should coordinate activities with case managers. At the minimum, there should be regular meetings between case managers and rental staff. Processes should be in place to ensure communication across their shared work with DHAP families. However, the level of coordination should be consistent with the size of HADC's caseload – with larger caseloads requiring a significant amount of coordination.

**XIV. PROGRAM POLICY**

Any regulation or obligation not covered in this document will be enforced under Notice PIH-2007-26 Disaster Housing Assistance Program (DHAP) Operating Requirement and Case Management Guidelines.



Approved by Board  
Resolution # 4573  
dated 3/26/09

## **HOUSING AUTHORITY OF DEKALB COUNTY, GEORGIA PROCUREMENT POLICY**

This Procurement Policy complies with the Annual Contributions Contract (ACC) between Housing Authority of DeKalb County (HADC) and the HUD, Federal Regulations at **24CFR 85.36**, the procurement standards of the Procurement Handbook for PHAs, HUD Handbook 7460.8, Rev 2, and applicable State and Local laws.

### **GENERAL PROVISIONS**

#### **General**

The HADC shall: provide for a procurement system of quality and integrity; provide for the fair and equitable treatment of all persons or firms involved in purchasing by the HADC; ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to the HADC; promote competition in contracting; and assure that HADC purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

#### **Application**

This Procurement Policy applies to all procurement actions of the Authority, regardless of the source of funds, except as noted under “exclusions,” below. However, nothing in this Policy shall prevent the HADC from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

#### **Definition**

The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.

#### **Exclusions**

This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR Part 990. These excluded areas are subject to applicable State and local requirements.

#### **Changes in Laws and Regulations**

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

## **Public Access to Procurement Information**

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the Georgia Freedom of Information Act.

## **ETHICS IN PUBLIC CONTRACTING**

### **General**

The HADC hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

### **Conflicts of Interest**

No employee, officer, Board member, or agent of the HADC shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- A. An employee, officer, Board member, or agent involved in making the award;
- B. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);
- C. His/her partner; or
- D. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

### **Gratuities, Kickbacks, and Use of Confidential Information**

No officer, employee, Board member, or agent shall ask for or accept gratuities, favors, or items of more than \$25.00 in value from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

### **Prohibition Against Contingent Fees**

Contractors wanting to do business with the HADC must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

### **Present Or Former HADC Employees Who Attempt To Solicit HADC**

A present or former HADC employee shall not engage in selling or attempting to sell supplies, services, or construction to HADC. For former employees this ban shall continue for one year following the date such employment ceases. The term "sell" means signing a bid or proposal, negotiating a contract, contracting any HADC employee for the purpose of obtaining, negotiating, or discussing changes in specifications, price, cost allowances, or other terms of a contract; settling contract disputes; or any other liaison activity with a view toward the ultimate consummation of a sale, although the actual contract is negotiated by another person.

### **Contractor Conduct**

Contractors shall not engage in any improper or unlawful conduct with respect to HADC bidding and/or contracting, as defined by any law. Violation of this prohibition may result in default, debarment or whatever other remedies exist under the law or the contract.



## **PROCUREMENT PLANNING**

Planning is essential to managing the procurement function properly. Hence, the HADC will periodically review its record of prior purchases, as well as future needs, to: find patterns of procurement actions that could be performed more efficiently or economically; maximize competition and competitive pricing among contracts and decrease the HADC's procurement costs; reduce HADC administrative costs; ensure that supplies and services are obtained without any need for re-procurement, e.g., resolving bid protests; and minimize errors that occur when there is inadequate lead time. Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

## **PURCHASING METHODS - ALL REQUISITIONED ITEMS WILL BE PURCHASED THROUGH ONE OF THE FOLLOWING METHODS.**

### **Petty Cash Purchases**

Purchases under \$50 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the HADC shall ensure that security is maintained and only authorized individuals have access to the account. These accounts should be reconciled and replenished periodically.

### **Purchase Orders**

Purchase Orders are to be used for all procured items not purchased with a credit (purchasing) card or petty cash.

The purchase order approval parameters are as follows:

- \$0.00 - \$500.00                      Managers
- \$501.00 - \$2,000.00                Directors and/or Managers as department heads
- \$2,001.00 - \$25,000.00            Deputy Executive Director and Finance Director
- \$25,001.00 - \$250,000.00        Executive Director

### **Credit (or Purchasing) Cards**

Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Micro Purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card. When using credit cards, the HADC should adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

## **PROCUREMENT PROCEDURES**

### **Micro Purchase Procedures**

For any purchases not exceeding \$2,000, the HADC will use the micro purchase procedure. Under Micro Purchase procedures, only one quote is required provided the quote is considered reasonable. HADC may award Micro Purchases without soliciting competitive quotations if the Contracting Officer considers the price to be reasonable (e.g., based on recent research, experience, or purchases). HADC shall make every effort to distribute Micro Purchases equitably among qualified vendors.

### **Small Purchase Procedures**

For any amounts above the Micro Purchase ceiling, but not exceeding \$100,000, the HADC may use small purchase procedures. Under small purchase procedures, the HADC shall obtain a minimum of three (3) quotes. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotes may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to the HADC. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The HADC shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

### **Sealed Bids**

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, the PHA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$25,000.

- A. **Conditions for Using Sealed Bids.** HADC shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.
- B. **Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored **unopened** in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.
- C. **Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall **not** be made unless the price can be determined to be reasonable, based on a cost or price analysis.
- D. **Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended.

A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the HADC or fair competition shall not be permitted.

### **Competitive Proposals**

Unlike sealed bidding, the competitive proposal method permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the PHA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

- A. **Conditions for Use.** Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.
- B. **Form of Solicitation.** Other than A/E services, competitive proposals shall be solicited through the issuance of a RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established **before** the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The HADC may assign price a specific weight in the evaluation criteria or the HADC may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.
- C. **Evaluation.** The proposals shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, the HADC shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.
- D. **Negotiations.** Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the PHA and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When

negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal, and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize the HADC's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer may inform an offeror that its price is considered by the PHA to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the government's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

- E. **Award.** After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the HADC provided that the price is within the maximum total project budgeted amount established for the specific property or activity.
- F. **A/E Services.** The HADC must contract for A/E services using QBS procedures, utilizing a RFQ. Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures **shall not** be used to purchase other types of services, though architectural/engineering firms are potential sources.
- G. **Legal Services.** The HADC can obtain required outside legal services through procurement contracts. Such procurement is subject to the requirements set forth in **24 CFR Part 85**, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," in particular, **24 CFR 85.36**. In accordance with **24 CFR 85.22**, the costs of legal services incurred under HUD grants (including those obtained under contract) must be reasonable and necessary. Section 85.22(b) incorporates the OMB Circular A-87, which contains a set of cost principles that PHAs must use for determining the allowability of costs they incur under Federal grants and provides guidance in their use. Contracts for litigation services are also to meet the requirements of the HUD Litigation Handbook 1530.1 REV-5 dated May 2004 (the "Litigation Handbook"). Legal services can be procured on an hourly basis using a type of contract known as time-and-materials (or sometimes, "labor-hour") contracts. Under these contracts, the contractor's services are pre-priced (usually, in terms of hours) in the contract, and the PHA orders services in unit amounts (e.g., hours) as needed until the funds in the contract are exhausted. PHAs may use this type of contract only after the PHA determines that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

### **Noncompetitive Proposals**

- A. **Conditions for Use.** Procurement by noncompetitive proposals (sole-source) may be used **only** when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, **and** if one of the following applies:

1. The item is available only from a single source, based on a good faith review of available sources;
  2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the HADC, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;
  3. HUD authorizes the use of noncompetitive proposals; or
  4. After solicitation of a number of sources, competition is determined inadequate.
- B. Justification.** Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:
1. Description of the requirement;
  2. History of prior purchases and their nature (competitive vs. noncompetitive);
  3. The specific exception in **24 CFR 85.36(d)(4)(i)(A)** through **(D)** which applies;
  4. Statement as to the unique circumstances that require award by noncompetitive proposals;
  5. Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
  6. Statement as to efforts that will be taken in the future to promote competition for the requirement;
  7. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
  8. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

### **Cooperative Purchasing/Intergovernmental Agreements**

The HADC may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The HADC may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with **24 CFR 85.36**.

### **Independent Cost Estimate (ICE)**

For all purchases above the Micro Purchase threshold, the HADC shall prepare an Independent Cost Estimate (ICE) prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

### **Cost and Price Analysis**

The HADC shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

### **Petty Cash and Micro Purchases**

No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

### **Small Purchases**

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes is not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

### **Sealed Bids**

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the HADC cannot reasonably determine price reasonableness, the HADC must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

### **Competitive Proposals**

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, the HADC must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the HADC must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

### **Contract Modifications**

A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$100,000.

## **SOLICITATION AND ADVERTISING**

### **Method of Solicitation**

- A. **Petty Cash and Micro Purchases.** The HADC may contact only one source if the price is considered reasonable.
- B. **Small Purchases.** Quotes may be solicited orally, through fax, or by any other reasonable method.
- C. **Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. The HADC must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.

1. Advertising in newspapers or other print mediums of local or general circulations.
2. Advertising in various trade journals or publications (for construction).
3. E-Procurement. The HADC may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with **24 CFR 85.36**, State and local requirements, and the Authority's procurement policy.

### **Time Frame**

For purchases of more than \$25,000 public notice should run not less than once each week for two consecutive weeks.

### **Form**

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact who can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

### **Time Period for Submission of Bids**

A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director may allow for a shorter period under extraordinary circumstances.

### **Cancellation of Solicitations**

- A. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:
  1. The supplies, services or construction is no longer required;
  2. The funds are no longer available;
  3. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
  4. Other similar reasons.
- B. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
  1. The supplies or services (including construction) are no longer required;
  2. Ambiguous or otherwise inadequate specifications were part of the solicitation;
  3. All factors of significance to the HADC were not considered;
  4. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
  5. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
  6. For good cause of a similar nature when it is in the best interest of the HADC.
- C. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.
- D. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any resolicitation or future procurement of similar items.
- E. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the HADC's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either
  1. Re-solicit using an RFP; or

2. Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the HADC's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.
- F. If problems are found with the specifications, HADC should cancel the solicitation, revise the specifications and resolicit using an IFB.

## **BONDING REQUIREMENTS**

The standards under this section apply to construction contracts that exceed \$100,000. There are no bonding requirements for small purchases or for competitive proposals. The HADC may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

- A. Bid Bonds. For construction contracts exceeding \$100,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.
- B. Performance and Payment Bonds. For construction contracts exceeding \$100,000, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:
  1. A performance and payment bond in a penal sum of 100% of the contract price; or
  2. Separate performance and payment bonds, each for 50 % or more of the contract price; or
  3. A 20 % cash escrow; or
  4. A 25 % irrevocable letter of credit.
- C. These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State where the work is to be performed. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

## **CONTRACTOR QUALIFICATIONS AND DUTIES**

### **Contractor Responsibility**

PHAs shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

- A. Have adequate financial resources to perform the contract, or the ability to obtain them;
- B. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder's/offeror's existing commercial and governmental business commitments;
- C. Have a satisfactory performance record;
- D. Have a satisfactory record of integrity and business ethics;
- E. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- F. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
- G. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.

If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.



## **Suspension and Debarment**

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (**24 CFR Part 24**) or by other Federal agencies, e.g., Dept of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings.

## **Vendor Lists**

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

## **CONTRACT PRICING ARRANGEMENTS**

### **Contract Types**

Any type of contract which is appropriate to the procurement and which will promote the best interests of the HADC may be used, provided the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and HADC. For all cost reimbursement contracts, HADC must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

### **Options**

Options for additional quantities or performance periods may be included in contracts, provided that:

- A. The option is contained in the solicitation;
- B. The option is a unilateral right of the Authority;
- C. The contract states a limit on the additional quantities and the overall term of the contract;
- D. The options are evaluated as part of the initial competition;
- E. The contract states the period within which the options may be exercised;
- F. The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- G. The options may be exercised only if determined to be more advantageous to HADC than conducting a new procurement.

## **CONTRACT CLAUSES**

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the HADC. Additionally, the forms HUD-5369, 5369-A, 5369-B, 5369, 5370, 5370-C, and 51915-A , which contain all HUD-required clauses and certifications for contracts of more than \$25,000, as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by this Authority.

## **CONTRACT ADMINISTRATION**

The HADC shall maintain a system of contract administration designed to ensure that contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

## **SPECIFICATIONS**

### **General**

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying HADC needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

### **Limitation**

The following types of specifications shall be avoided:

- A. geographic restrictions not mandated or encouraged by applicable Federal law (except for A/Econtracts, which may include geographic location as a selection factor if adequate competition is available);
- B. brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

## **APPEALS AND REMEDIES**

### **General**

It is HADC policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

### **Informal Appeals Procedure**

The HADC shall adopt an informal bid protest/appeal procedure for contracts of \$25,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

### **Formal Appeals Procedure**

A formal appeals procedure shall be established for solicitations/contracts of more than \$25,000.

- A. **Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.
- B. **Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in HADC. Contractor claims shall be governed by the Changes clause in the form HUD-5370.

## ASSISTANCE TO SMALL AND OTHER BUSINESSES

### Required Efforts

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the HADC project are used when possible. Such efforts shall include, but shall not be limited to:

- A. Including such firms, when qualified, on solicitation mailing lists;
- B. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- E. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- F. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in **24 CFR Part 135** (so-called Section 3 businesses); and
- G. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in HADC prime contracts and subcontracting opportunities.

### Definitions

1. A **small business** is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in **13 CFR Part 121** should be used to determine business size.
2. A **minority-owned business** is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
3. A **women's business enterprise** is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
4. A "**Section 3 business concern**" is as defined under **24 CFR Part 135**.
5. A **labor surplus area business** is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in **20 CFR Part 654**, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

## **BOARD APPROVAL OF PROCUREMENT ACTIONS**

All contracts where the base contract amount or any option exceeds One-Hundred Thousand Dollars (\$100,000) are required to be pre-approved by the Board of Commissioners. In addition, all contract modifications that will bring the total amount of the contract in excess of One-Hundred Thousand Dollars (\$100,000) require pre-approval by the Board of Commissioners.

## **DELEGATION OF CONTRACTING AUTHORITY**

While the Executive Director is responsible for ensuring that the HADC's procurements comply with this Policy, the Executive Director may delegate all procurement authority as is necessary and appropriate to conduct the business of the Agency. Further, and in accordance with this delegation of authority, the Executive Director shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The Executive Director shall also establish a system of sanctions for violations of the ethical standards described in Section III below, consistent with Federal, State, or local law.

## **DOCUMENTATION**

The HADC must maintain records sufficient to detail the significant history of each procurement action. These records **shall** include, but **shall not** necessarily be limited to, the following:

- A. Rationale for the method of procurement (if not self-evident);
- B. Rationale of contract pricing arrangement (also if not self-evident);
- C. Reason for accepting or rejecting the bids or offers;
- D. Basis for the contract price (as prescribed in this handbook);
- E. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
- F. Basis for contract modifications; and
- G. Related contract administration actions.

The level of documentation should be commensurate with the value of the procurement. Records are to be retained for a period of three years after final payment and all matters pertaining to the contact are closed.

## **DISPOSITION OF SURPLUS PROPERTY**

Property no longer necessary for the HADC's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

## **FUNDING AVAILABILITY**

Before initiating any contract, the HADC shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

## **SELF-CERTIFICATION**

The HADC self-certifies that this Procurement Policy, and the HADC's procurement system, complies with all applicable Federal regulations and, as such, the HADC is exempt from prior HUD review and approval of individual procurement action.



Approved by Board  
Resolution # 4576  
dated 4/23/09

## **HOUSING AUTHORITY OF DEKALB COUNTY TRAVEL POLICY**

### **APPLICABILITY**

It shall be the policy of the Housing Authority of DeKalb County (HADC) to reimburse Commissioners, HADC employees and residents for expenses incurred while traveling on official HADC business.

### **GENERAL**

In order to advance the training and professionalism of its Commissioners, staff, and residents, HADC encourages attendance at certain schools, conferences conventions, etc. The HADC's objectives are to allow travel arrangements which (a) conserve travel funds; and, (b) provide uniform treatment of all employees, but also allow Commissioners, employees, and residents to conduct business in a manner that is dignified and reflects credit on the HADC.

Commissioners, employees and residents are expected to show good judgment and a proper regard of economy in incurring travel expenses. Everyone is encouraged to seek local training where only registration cost will be required. Travel for the purpose of attending meetings or conferences of professional or similar associations, or for the purpose of schools or training sessions which will be directly or indirectly beneficial to the HADC, and travel necessary for Commissioners, employees, and residents to discharge the official duties of their positions, shall be considered travel on official HADC business.

### **REVISIONS**

Any change to this policy must be approved in advance through a Board Resolution adopting such a change.

## AUTHORIZATION

The traveler will submit a completed travel authorization request in advance of the trip and will receive an advance of funds based upon this request. Whenever possible, all out-of-town travel should be planned in advance to provide the Authority the opportunity to take advantage of discounts. Discounts for airfares, registration fees and hotel reservations are essential so that travel expenses may be kept at a minimum. Last minute travel plans often result in higher transportation and registration costs that negate discounts and is strongly discouraged. Travel requests must be submitted to the approving supervisor 30 days prior to the training. Requests submitted after 30 days will not be approved without a written explanation.

A copy of the conference schedule must accompany the travel request. The travel authorization request form and advance of funds must be approved according to the approval tiers as set forth in the current Board approved HADC Procurement Policy.

Requests for travel funds shall be included in the HADC's annual budget.

**Relocation** – For the Executive Director, The Board of Commissioners will authorize reimbursement of moving expenses and relocation costs in advance of reimbursement through a formal Board Resolution. HUD Regulations will serve as the guide for allowable reimbursements. Such authorization will be based on the interest of the Authority, not the individual. All eligibilities in the Regulations will be negotiable. The Executive Director will authorize relocation reimbursement for all other staff.

**Job applicants and other individuals** – The Executive Director (or Board Chair in the absence of the Executive Director) will authorize reimbursement for job applicants and personnel visiting the Authority to provide a service.

## **OUT-OF-TOWN TRAVEL (OUTSIDE 50 MILE RADIUS OF EMPLOYEE'S NORMAL WORKSITE)**

Out-of-town travel will be advanced/ reimbursed on the following basis:

Allowances for meals and incidentals shall be based on published Federal per diem rates by locality. Cost of transportation, hotel and conference registration fees are in addition to the allowed per diem costs.

Meals – Travelers are entitled to reimbursement for meals and incidentals based on Federal per diem amounts (all amounts include gratuity such as tips for meals, hotel tips for bellman or housekeeping, etc.) by locality. Reimbursement for meals will be allowed based on the following schedule:

<b>Breakfast</b>	20% of total daily per diem if travel begins before 8:00 a.m. or ends after 8:00 a.m.
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### **HADC TRAVEL POLICY**

APPROVED BY HADC BOARD OF COMMISSIONERS ON APRIL 23, 2009

<u>Lunch</u>	30 % of total daily per diem if travel begins before 12:00 p.m. or ends after 12:00 p.m.
<u>Dinner</u>	50% of total daily per diem if travel begins before 6:00 p.m. or ends after 6:00 p.m.

\*Travel begins two hours before flight departure (if applicable).

**Lodging** – Lodging allowances will be in accordance with the Federal guidelines as defined by locality in the Federal Travel Directory. This directory is published and updated periodically by the General Services Administration (GSA) and prescribes maximum lodging amounts for cities and/or counties within each state. Therefore, allowances will be granted in accordance with Federal Policy up to the maximum rate as defined by the current locality allowance per city, single room rate only. If however, a conference is to be held at a particular site hotel, and the traveler obtains accommodations at that site hotel or other designated site hotel, then the actual single room rate plus applicable taxes will apply. However, if the traveler is unable to obtain accommodations at the site hotels, the GSA allowance rates for that city shall apply.

While scheduled conferences may not permit obtaining the government rate, travelers should make travel arrangements in a timely manner so that they may obtain the conference discount rate. If the room is shared, the conference site single room or GSA per room rates still apply and either: (1) only one traveler will be allowed reimbursement for the total cost; or (2) the total cost may be shared equally.

**Transportation** - Transportation cost shall be based on tourist airfare when available and round-trip rates shall apply. If travelers desire to travel by a mode other than air, they will receive a transportation allowance in the amount of actual cost of the mode of travel but no more than the coach airfare cost. When traveling on Housing Authority business, auto transportation is authorized only when approved by the Executive Director. Advance mileage will be paid for travel on official business from the designated post of duty. Mileage will be calculated according to the most current IRS mileage rate.

**Vehicle Leasing** – The leasing of multi-passenger vehicles for travelers in lieu of use of personal vehicles is not authorized unless: (1) an Authority vehicle is not available; and (2) the total cost would not exceed that of the total individual reimbursement amounts.

**Registration** – The actual cost of registration fees will be allowed. Late registrations that precludes early discounts are discouraged and will require a written explanation. A written explanation is not required if the late registration is no fault of the requestor and could not have been avoided.

**Non-Personal Expenses** – Expenses such as taxi fare, shuttle service, parking cost, tolls, etc. will be reimbursed after a completed travel expense form with receipts and supporting documentation is submitted to the Finance Department after returning from a trip.

#### HADC TRAVEL POLICY

APPROVED BY HADC BOARD OF COMMISSIONERS ON APRIL 23, 2009

**Miscellaneous** – Per diem and reimbursement for non-personal expenses shall only apply for the actual time spent at the destination on Authority business. Per diem or other reimbursement for time spent at destination not on Authority business (i.e., arriving a few days early or staying a few days after), is not authorized without approval by the Board Chair for Commissioners and the Executive Director and the Executive Director for staff and residents. Personal items, alcoholic beverages, entertainment expenses, expenses of family members, etc., shall be non-allowable travel expenses. Travel expense estimates and reports must be prepared to reflect only expenses essential to the transaction of HADC business and actually incurred.

**Sundry Expenses** – Local and long distance telephone, fax, and internet charges will be allowed only for official Authority business except if you are provided with Authority paid communication equipment. Laundry expenses will be allowed only if the trip extends beyond one week. Receipts for these expenses are required.

### **LOCAL TRAVEL (WITHIN 50 MILE RADIUS OF YOUR NORMAL WORKSITE)**

Reimbursement of local travel will be at the federally published rate per mile. The actual cost of parking fees, tolls, etc., will be allowed, as well as the use of MARTA or other public transportation.

**Vehicle Leasing** – The leasing of multi-passenger vehicles for travelers in lieu of use of personal vehicles is not authorized unless it is approved by the Executive Director.

**Receipts-** Receipts are not required for mileage reimbursement but will be required for the leasing of a vehicle subject to the conditions. The traveler will however, maintain a daily travel log and submit their reimbursement request for only those miles used to conduct Authority business. Printouts from Mapquest, Google, or other online mapping services will also be accepted.

**Meals-** Travelers are entitled to an advance for lunch based on the Federal per diem amount by locality (all amounts include gratuity such as tips for meals, hotel tips for bellman, or housekeeping tips). The lunch advance will be based on 30% of total daily per diem.

### **OTHER EXPENDITURES**

Other expenses not covered in this policy that are considered reasonable and necessary must be approved in advance of reimbursement by the Executive Director.

### **REASONABLE ACCOMMODATIONS**

As defined by HUD, "reasonable accommodation" is a change, adaptation or modification to a policy, program, service, or workplace which will allow a qualified person with a disability to participate fully in a program, take advantage of a service, or perform a job. Staff and Commissioners must request these accommodations in advance

#### **HADC TRAVEL POLICY**

APPROVED BY HADC BOARD OF COMMISSIONERS ON APRIL 23, 2009



and expenses directly related to these accommodations will be included in the travel advance. Requests should be made out of necessity, and not convenience, and the financial burden on the HADC should be considered when making these requests.

### **TRAVEL EXPENSE REPORT**

Within ten (10) days after returning from a trip, final accounting shall be rendered to the Finance Department by submitting a copy of the travel expense form along with the original conference registration receipt, hotel bill, airline ticket and other applicable receipts for non-personal expenses to be reimbursed. In the absence of any required receipt, a memo stating the reason the receipt was not obtained must be submitted. Any returns which are not submitted within 30 days will be considered as a personal expense and deducted from an employee's paycheck or withheld from future travel for Commissioners and residents.

Supervisors must review and certify all expenses included in the employee's expense returns as authorized. The returns will be audited by the Finance Director or designee and processed in accordance with current procedures.

### **RESOURCES**

- GSA Website to obtain federal per diem rate by locality (<http://www.gsa.gov>)
- IRS standard mileage rate (<http://www.irs.gov>)

### **HADC TRAVEL POLICY**

APPROVED BY HADC BOARD OF COMMISSIONERS ON APRIL 23, 2009

**Prepared for the Regular Meeting of the  
HADC Board of Commissioners to be held  
Thursday, April 24, 2009**

**TO APPROVE THE AMERICAN RECOVERY AND REINVESTMENT ACT ANNUAL  
STATEMENT (ARRA)**

**RESOLUTION NO. 4575**

**WHEREAS**, With the Housing Authority of Dekalb County acceptance of the funds from the Capital Fund grant from the American Recovery and Reinvestment Act (ARRA), the Authority must submit a Capital Fund Annual Statement Parts I & II, form HUD 50075.1 and a Board Resolution to the Department of Housing and Urban Development (HUD) local field office no later than 21 days after the effective date of the grant.

**WHEREAS**, The passage of this resolution serves to document that the Board of Commissioners of the Housing Authority of Dekalb County, has reviewed the Capital Fund Annual Statement (HUD Form 50075.1), for submission with (ARRA) funds, that will provide the Housing Authority of Dekalb County Capital Fund Program (CFP) funding in the amount of \$1,361,312.00; and

**WHEREAS**, the ARRA funds distributed to HADC has an effective date of distribution of March 18<sup>th</sup>, 2009 (Note that these timeframes are stricter than the standard Capital Fund obligation and expenditure deadlines); and

**WHEREAS**, HADC is required to submit an Annual Statement Part I and II for the Recovery Act grant that details the budget line items and the projects that will benefit from the funding. HADC can only use these funds on Capital Fund eligible activities currently identified in either their Annual Statement or Five-Year Annual Plan; and

**WHEREAS**, These funds are available to address deferred maintenance needs, including but not limited to: (1) replacement of obsolete systems and equipment with energy-efficient systems and equipment that reduce consumption; (2) work items related to code compliance, including abatement of Lead-Based Paint and implementation of accessibility standards; (3) correction of environmental issues; and (4) rehabilitation and modernization activities that have been delayed or not undertaken because of insufficient funds. Recovery Act Formula funds can be used for all Capital Fund eligible activities, including demolition and relocation, except as restricted by HUD.

**WHEREAS**, the ARRA funds distributed to HADC need to be obligated within twelve months of the effective date; and

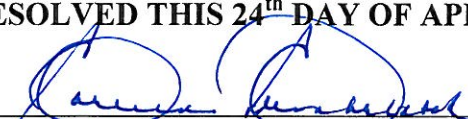
**WHEREAS**, at least sixty percent (60%) of the ARRA funds need to be expended within twenty-four months of the effective date; and

**WHEREAS**, within thirty-six months one hundred percent (100%) of the ARRA funds needs to have been expended; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF DEKALB COUNTY, GEORGIA:**

That the Executive Director is hereby authorized to accept ARRA funds in the amount of \$1,361,312.00 and the Board further authorizes these funds to be used for modernization at Tobie Grant and all other Capital Fund eligible activities, including demolition and revitalization efforts at Johnson Ferry East.

**BE IT RESOLVED THIS 24<sup>th</sup> DAY OF APRIL 2009.**

  
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**CARLEEN CUMBERBATCH**  
**CHAIR**