

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: Bartow Housing Authority PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 04/2010 PHA Code: FL026				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 82 Number of HCV units: 55				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH
	PHA 2:				HCV
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. Note: See Attachment f1026a01 for information regarding Section 5.0 through 10.0.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: See page 3 of attachment f1026a01.				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. See pages 3 - 4 of attachment f1026a01.				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. See pages 5 - 33 of attachment f1026a01.				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> See page 35 of attachment f1026a01.				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. See pages 35 - 36 of attachment f1026a01.				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. See page 35 of attachment f1026a01.				
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See page 36 of attachment f1026a01.				

8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>See page 36 of attachment fl026a01.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>See page 36 of attachment fl026a01.</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>See page 37 of attachment fl026a01.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>See pages 39 - 40 of attachment fl026a01.</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

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

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

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

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

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

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

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

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

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

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

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

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

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

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

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

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

BARTOW HOUSING AUTHORITY

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

SECTION 5.0 THROUGH 10.0

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

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5.0 Five-Year Plan

5.1 Mission Statement

The Bartow Housing Authority will continue to provide excellent customer service, promote safe, decent, affordable housing and encourage quality family life for eligible residents in an economically self-sufficient, drug and crime free environment without discrimination.

5.2 Goals and Objectives

Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies:

Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:

Goal: Increase assisted housing choices

Objectives:

- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards

Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:

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

Objectives:

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

Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

6.0 PHA Plan Update

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

All elements have been revised since the last submission.

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

The FY2010 Agency Plan will be available for review during the 45-day Public Hearing Notice period at the Housing Authority's main office which is located at 1060 South Woodlawn Avenue in Bartow, Florida.

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

Public Housing

Eligibility Criteria

1. The Housing Authority shall use the guidelines and procedures prescribed by HUD at the time of applicant processing to make a final determination of household eligibility.
2. All families who are admitted to Public Housing must be individually determined eligible under the terms of this policy. In order to be determined eligible, an applicant family must meet ALL of the following requirements:
 - a. The applicant family must qualify as a family as defined by HUD.
 - b. The single person applicant must qualify as a single person as defined by HUD.
 - c. The applicant's Annual Income as defined by HUD must not exceed income limits established by the Department of Housing and Urban Development for Public Housing in PHA's jurisdiction.
 - d. The applicant family must conform to the Occupancy Standards contained in the ACOP regarding unit size and type.
 - e. The applicant must have a satisfactory record in meeting past financial obligations, especially in payment of rent. In situations where an unsatisfactory record is obtained the PHA shall take into

consideration extenuating circumstances such as illness, or other incidents beyond the control of the applicant.

- f. Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of the Department of Housing and Urban Development (HUD) from making financial assistance available to persons who are other than United States Citizens, nationals, or certain categories of eligible non-citizens either applying to or residing in specified Section 214 covered programs. Section 214 programs include: Public Housing, Section 8 Rental Certificate Program and Section 8 Rental Voucher Program.
- g. Any tenant evicted from federally assisted housing by reason of drug-related criminal activity shall not be eligible for federally assisted housing during the 3-year period beginning from the date of such eviction, unless the evicted tenant successfully completes a rehabilitation program approved by the Housing Authority, and/or if the circumstances leading to eviction no longer exists.
- h. The Housing Authority shall prohibit admission for any household member who the Housing Authority determines is illegally using a controlled substance, or determines that a household member's illegal use, or pattern of illegal use, of a controlled substance, or abuse, or pattern of abuse, of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. QWHRA further stipulates that individuals convicted of manufacturing or producing methamphetamine (speed) will be permanently denied admission to public housing and a current resident's tenancy will be immediately and permanently terminated if convicted of manufacturing or producing methamphetamine.

In determining whether to deny admission to the Housing Authority any household based on a pattern of abuse of alcohol by a household member, the Housing Authority may consider whether such a household member:

- (i) Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable);
- (ii) Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of controlled substance or abuse of alcohol (as applicable); or

- (iii) Is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable).
- i. The Housing Authority shall prohibit admission for any applicant or member of the applicant's household who the Housing Authority determines is or was, during a reasonable time preceding the date when the applicant household would otherwise be selected for admission, engaged in any drug-related or violent criminal activity or other criminal activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents or Housing Authority staff.
- j. The Housing Authority shall prohibit admission of any applicant or member of the applicant's household who has been convicted of a felony.
- k. The Housing Authority shall prohibit admission for any applicant or member of the applicant's household that the Housing Authority determines is subject to a lifetime registration requirement under a state sex offender registration program.
- l. The applicant family must have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse, or any other history which may be reasonably expected to adversely affect:
 - (i) The health, safety, or welfare of other residents;
 - (ii) The peaceful enjoyment of the neighborhood by other residents; or
 - (iii) The physical environment and fiscal stability of the neighborhood.
- m. The applicant family must not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of a fire hazard through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or serious neglect of the premises. In a case where a qualified agency is working with the applicant family to improve its housekeeping and the agency reports that the applicant family shows potential for improvement, decision as to eligibility shall be reached after referral

to and recommendation by the Executive Director or his/her designee. This category does not include applicant families whose housekeeping is found to be superficially unclean or lacks orderliness, where such conditions do not create a problem for the neighbors.

- n. The applicant family must be able to demonstrate capacity to discharge all lease obligations. This determination shall be made on a case by case basis and shall not be used to exclude a particular group by age, handicap, etc. In determining the applicant family's capacity to discharge all lease obligations the HA must consider the family's ability to secure outside assistance in meeting those obligations.
- o. If the applicant is a former resident of public housing or Section 8 housing programs administered by an agency, the applicant family must have a satisfactory record in meeting financial and other lease obligations. A former resident who owes a move out balance to the Housing Authority will not be considered for re-admission until the account is paid in full and reasonable assurance is obtained of the applicant's ability to meet his or her rent obligations.
- p. The applicant must not have a history of non-compliance with rental agreements including failure to comply with the terms of the rental agreements on prior residences, such as providing shelter to unauthorized persons, keeping pets or other acts in violation of rules and regulations, and painting or decorating without permission of the owner.
 - Any applicant who has been evicted from a public housing program or terminated from a Section 8 Rental Program shall not be eligible to receive any type of housing assistance for three years.
- q. The applicant family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.
- r. Other factors affecting a final determination of eligibility include:

- (i) Household has no outstanding indebtedness to the PHA or any other federal housing program;
 - (ii) Family will occupy unit as their sole place of residence.
- 3. Substance abuse as described in this policy and drug-related criminal activity as described in this policy shall include, but not be limited to, the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802), and Section 428 of the FY 1999 HUD Appropriations Act).
- 4. Sources of information for eligibility determination may include, but are not limited to, the applicant (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented in accordance with Part C; Verification, and placed in the applicant's file. Such documentation may include reports of interviews, letters or written summaries of telephone conversations with reliable sources. At a minimum, such reports shall indicate the date, the source of information, including the name and title of the individual contacted, and a summary of the information received.
- 5. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct or to factors that might indicate a reasonable probability of favorable future conduct or financial prospects. For example:
 - a. Evidence of rehabilitation.
 - b. Evidence of the applicant family's participation or willingness to participate in social services or other appropriate counseling service programs and the availability of such programs.
 - c. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.
 - d. In the case of applicants whose capacity for independent living and discharge of lease obligations is in question, the resources actually available in support of the family, such as visiting nurses, homemakers or Live-In caretakers.

6. An otherwise ineligible handicapped applicant shall be eligible for admission if the problem resulting in the ineligibility can be addressed through reasonable accommodations.
7. Tenancy at properties for elderly and/or handicapped persons will be based upon the applicant's ability to live independently or to live independently with limited supportive services.
8. The Housing Authority will not unnecessarily segregate individuals with handicaps to particular areas or developments. The Housing Authority will provide assistance to enable all individuals with handicaps to meet legal requirements; for example, the Housing Authority could provide interpreters, Braille or taped versions of leases, recertifications and other legal documents, whatever is appropriate.
9. In the event an individual is refused housing based on one or more of the above screening criteria, he/she may request an informal hearing or appeal to the Executive Director in writing.

Eligibility for Continued Occupancy

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

1. Who qualify as a family as defined by federal requirements.
2. Who conform to the Occupancy Standard established for lower income housing.
3. Whose past performance in meeting financial obligations, especially rent, and other charges, is satisfactory; and
4. Whose family members have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse, or any other history which may be reasonably expected to adversely affect:
 - a. The health, safety, or welfare of other residents
 - b. The peaceful enjoyment of the neighborhood by other residents
 - c. The physical environment and fiscal stability of the neighborhood.
5. Whose family does not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of fire hazard through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage

improperly; or serious neglect of the premises. In cases where a qualified agency is working with the family to improve its housekeeping and the agency reports that the family shows potential for improvement, a decision as to the eligibility shall be reached after a referral with the Executive Director or his/her designee. This category does not include families whose housekeeping is found to be superficially unclean or lacks orderliness, where such conditions do not create a problem for the neighbors.

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

- a. Evidence of rehabilitation as verified by a duly qualified professional or representative of state or local government;
- b. Evidence of the family's participation in, or willingness to participate in, social services or appropriate counseling service programs and the availability of such programs;
- c. Evidence of the family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

14. Citizenship/Eligible Immigration Status

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

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

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

Determination and Notification of Eligibility

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

2. Apparently eligible applicant families will be notified that its eligibility determination is tentative in nature, being largely based on declarations made by the applicant family, and is subject to further reviews prior to admission.
3. In the event an applicant family is determined to be ineligible, it shall also be informed in writing of the basis for this determination. An applicant family does not have the right to use the Tenant Grievance Procedure, but will be given, upon request, the opportunity for an informal hearing to present such facts as it wishes. The applicant family will be advised that should an informal review be desired, a written request to this effect must be received by PHA within 10 working days of the date of the notification of ineligibility (at the discretion of the PHA).
4. Thorough investigation of each application will be conducted during the Tenant Interview. Eligibility will be verified by the PHA staff within the provisions of this policy. The Tenant Interview will be conducted at the time that the application is submitted for review.
5. Applicants denied a preference shall be notified in writing about the denial. The notice shall contain a brief statement of the reason(s) for the determination and state that the applicant has a right to meet with a representative of the Housing Authority to review the determination.
6. In all cases, the Housing Authority reserves the right to withdraw any determination of eligibility, tentative or otherwise, when additional information indicates that the prior determination was inappropriate.
7. Informal Review
 - a. If a request for a review is received within the specified five (5) day period, PHA will notify the applicant, in writing, of the scheduled time and date of review.
 - b. The PHA will appoint a Review Officer to conduct the informal review. The Review Officer shall be a Housing Authority employee or other designated individual who did not participate in the original determination of denial. The Review Officer shall not be a subordinate of the party who made the original decision to deny.
 - c. The applicant will be apprised that they may be represented by legal counsel or other representative at his/her own expense.
 - d. The PHA will present factual or other basis for its decision. The applicant may also present his/her position. Subject to the direction

of the Review Officer, the applicant and the Housing Authority may offer and examine evidence and question any witnesses.

- e. The Review Officer will issue a written decision, stating the facts and/or other basis for the decision. The decision or any other issue of fact will be based solely upon evidence presented at the hearing. A copy of the decision will be furnished to the applicant.
- f. The PHA will not be bound by a decision of the Review Officer where it is determined that the Officer exceeded his/her authority or has made a determination which is inconsistent with HUD regulations, federal statute, or state or local law that imposes obligations on applicants or residents.
- g. The record of such review/determination will be maintained by the Housing Authority's Application Office.

Occupancy Standards

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

- 1. The following system will be used as a guide to determine proper bedroom size for each applicant and resident:
 - a. The head of each household and his/her spouse (unless medical reasons dictate) are assigned to one bedroom.
 - b. Persons of different generations, persons of the opposite sex (other than spouses) and unrelated adults will not be required to share a bedroom.
 - c. Children, with the possible exception of infants, will not be required to share a bedroom with a person of different generations, including their parents.
 - d. All remaining family members are assigned to bedrooms on the basis of two of the same sex to a bedroom (unless children are under the age of six).
 - e. At the option of the parent and written consent of the head of household, and providing such occupancy does not contradict the

dwelling unit maximum occupancy standards, children of opposite sex beyond the age of six (6) and up to age ten (10) may share a bedroom.

- f. If necessary for continued occupancy and/or admission, an infant up to the age of two (2) years could share a bedroom with a parent.
 - g. Foster children are normally included in determining unit size.
 - h. A live-in care attendant who is not a member of the family will not be required to share a bedroom with another member of the household.
 - i. Space may be provided for a child who is away at school but who lives with the family during school recesses.
2. Notwithstanding the above, the Housing Authority may lease one bedroom apartments to a single parent with a child provided that neither of the following two events will or are expected to occur within the next nine (9) months:
- a. That the child sharing the parent's bedroom will turn three (3) years old; and/or
 - b. That the mother is expecting another child.
3. Upon admission, bedrooms shall be occupied by not more than two persons. For continued occupancy, exceptions to this requirement may be waived based on existing conditions affecting family members. These conditions may include one or more of the following:
- a. Relationship of family members to one another;
 - b. Ages of household members;
 - c. Sex of persons to occupy the unit;
 - d. Handicap; or
 - e. Other individual circumstances.
4. Units shall be assigned so as not to require the use of the living room for sleeping purposes.
5. The following standards regarding the minimum and maximum number of persons who will occupy a unit will be applied within the restraints of

financial solvency and program stability. The PHA will also assign units based on the type of unit needed by the individual applicant or applicant family. This refers primarily to the family's ability to use stairs or their status as an elderly family. When it is found that the size of the dwelling is no longer suitable for the family in accordance with these standards, the family will be required to move as soon as a dwelling of appropriate size becomes available. These families will be transferred in accordance with the Transfer Policy. In the situation where a tenant requires a different size dwelling unit and the tenant has either an outstanding balance, a history of poor housekeeping standards or destruction of property, or has not been a desirable tenant the tenant will be deemed ineligible for transfer and will be referred for termination.

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

Applicant Selection and Assignment Plan

1. Applicant Ranking

Applications will be filed and selected by unit type and size; by preference; and by date and time of application. If an applicant claims a preference, they are considered to be a priority applicant. Applicants who claim no preference are considered to be non-priority applicants.

2. Preferences

BHA will utilize the following local preferences:

- a. The applicant is a resident of the City of Bartow;
- b. The applicant lives within ten (10) miles of the City of Bartow; and/or
- c. Is working in the City of Bartow.
- d. Other eligible families who do not qualify for a local preference.
- e. Families composed of one elderly or disabled individual shall have a preference over single (non-elderly) persons when both are applying for admission.

3. Waiting List

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

- (i) By unit type (regular, elderly, special handicapped) and in unit size by bedrooms.
- (ii) By preference only.
- (iii) Within the priorities above, by date and time of application.

4. Waiting List Skipping

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

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

5. Updating of the Waiting List

The Housing Authority shall update the waiting list every ninety (180) days in order to maintain the most current information. Applicants will be requested to provide the Housing Authority with updated information through writing. Applicants who do not respond to the request to update shall be removed from the waiting list. If the applicant's failure to respond was due to the applicant's disability, the Housing Authority shall provide reasonable accommodations to give the applicant an opportunity to respond.

6. Applicant Selection and Assignment

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

The selection of residents for occupancy of available units will be in conformance with all HUD guidelines and regulations and applicable Fair Housing and Equal Opportunity Requirements.

7. Special Use Dwelling Units

- a. When a unit that meets a specific need (e.g., a unit designed to accommodate a handicapped tenant requiring the use of a wheelchair) becomes available, that unit will be offered first to a current occupant of another unit managed by the Housing Authority having handicaps and requiring the accessibility features of the vacant unit. If no such occupant exists, the unit will be offered to the next eligible applicant on the waiting list requiring that special unit. If there are no applicants on the waiting list needing a specially designed unit, the unit will then be offered to those eligible qualified applicants in their normal sequence.
- b. Elderly applicants will be given preference for units designed specifically for elderly occupancy. Near Elderly Single Persons will be given preference over Non-Elderly Single Persons for units designed specifically for elderly occupancy.

8. Dwelling Unit Offers

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

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

- a. As an applicant moves near the top of the waiting list, the Housing Authority will contact the applicant family to determine continued interest, to update the application for final processing, to alert the applicant that an offer is likely in the near future, and to inform the applicant about the requirements for move-in, such as utility deposits, security deposits, etc.
- b. Upon availability for occupancy, an applicant will be offered a unit.
- c. Upon offer of an apartment, the applicant shall have five (5) days to accept or reject the apartment. An additional business day may be granted if necessary to allow the applicant to inspect the apartment.

Failure to give an answer within the prescribed time period shall be counted as rejection of the offer.

- d. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as joint HQS unit inspection, establishment of utility services, leasing interview, and lease execution. Failure to complete move-in requirements within the assigned period will result in withdrawal of the offer and inactivation of the application.

9. Unit Refusals

- a. Applicants will be made one (1) offer of a unit of appropriate size and type. Should the family reject the offer, the family will be placed at the bottom of the waiting list.
- b. Upon return to the top of the waiting list, such an applicant would be made an offer in accordance with the provisions of this policy. Upon refusal of one such offer, including any in neighborhoods previously refused, the application shall again be placed at the bottom of the waiting list.
- c. When an applicant refuses an offer of an apartment, his/her application shall be returned to the bottom of the waiting list, unless the applicant can document that a move at that time would create an undue hardship on the family which is NOT related to race, creed, sex, national origin, religion, handicap or familial status.
- d. Applicants not responding to an offer of housing by the PHA shall be ruled ineligible and their application will be removed to the inactive/ineligible file and so documented.
- e. An applicant will have five (5) working days to accept or reject an offer of housing after receipt of notice of unit availability. Failure to respond to a notice of unit availability will be treated as a no response.

Application Taking

The Application Process

All admissions to public housing shall be made on the basis of a personal interview where an application is completed by the applicant family and Housing Authority personnel. The Application for Admission shall constitute the basic legal record of each family applying for admission and shall support the Housing Authority's

determinations of eligibility status, priority status, rent, and size of unit for which the applicant is qualified. All supplemental materials pertaining to eligibility shall be considered a part of the application record and carefully recorded. This includes verifications of income and family composition and such other data as may be required. The following conditions shall govern the taking and processing of applications:

1. Applications for the public housing program will be completed during a one on one interview between the applicant family and Housing Authority personnel and shall be maintained on the Housing Authority's computer system. Applicants shall complete and sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The Housing Authority reserves the right to require the signature of any or all adult members of the applicant household.
2. Applicants will be required to submit verification documentation as part of the application process. Applicants will be given a list of required verifications at the time of their interview with designated PHA personnel for the purpose of determining eligibility.
3. Should applicants fail to provide required verification documentation within time frame established by the PHA, their case will be placed in an inactive status and will be required to reapply during the next enrollment period.
4. The Housing Authority reserves the right to suspend application taking when the current supply of completed full applications exceeds the number of families that could be reasonably expected to be housed within the next twelve months.
5. The Housing Authority will normally take applications from a central location which will allow for processing by staff persons knowledgeable of the rules and regulations governing resident selection and assignment, but reserves the right to establish satellite locations for application taking.
6. The Housing Authority reserves the right to establish times for taking applications, including by appointment. The Housing Authority staff may, at its discretion, provide for application interviews outside normal hours when necessary for hardship reasons.
7. Insofar as possible, application interviews shall be conducted in private.
8. Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented and the transaction initialed by the staff member making the change.

9. All active applications will be purged no less than once every 12 to 18 months. Notification shall be sent to each applicant informing him/her that unless he/she confirms his/her continued interest, his/her application will be retired from the active file. Returned notification will be attached to the respective application as evidence of unsuccessful effort to locate the applicant. All applicants will be instructed to notify the PHA whenever there is a change in family composition, income, address, and any other factors relative to their eligibility status. Applicants should notify the PHA if he/she no longer desires consideration for public housing.
10. Applicants on waiting lists for any other type of assisted housing will have no special status with respect to the Low-Rent Public Housing Program. Applicants must submit separate applications for other programs. Applicants will not lose their place on any other PHA waiting list should they make an application for “Low-Rent” public housing. This right will be explained to each applicant who might have previously filed an application for a dwelling unit through any other PHA program.
11. The Housing Authority shall maintain such records as are necessary to document the disposition of all applications and to meet Department of Housing and Urban Development audit requirements.

2. Financial Resources

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

Funding Source	Amount	Use
FY2010 PH Operating Fund	\$250,496	PH Oper.
FY2010 Capital Fund Program	\$127,496	PH Mod.
FY2009 Capital Fund Program	\$127,496	PH Mod.
FY2009 ARRA Funds	\$162,231	PH Mod.
Housing Choice Vouchers Program	\$249,476	HCV
Public Housing Dwelling Rent	\$128,000	PH Operations
Interest	\$2,000	PH Operations
Other Income	\$29,000	PH Operations
Total	\$1,076,195	

3. Rent Determination

Public Housing

1. Minimum Rental Amount

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

2. Rent Collection

a. Rent is due on the first of each month and is considered late on the sixth (6th).

b. A late charge of \$5.00 will be added to the monthly rental payment for any rent paid on the seventh (7th) day and \$1 per day thereafter.

c. The fourteen (14) - day notice is issued on the seventh (7th) of the month and the three day notice is issued to expire on the expiration date of the 14 day notice. Dispossessory is filed at the end of the month. Rent will be accepted up until the court date. Should the resident wish to settle the suit out of court, resident payment shall include all past due rent, late fees, court filing fees, and other reasonable costs associated with the filing of the eviction.

d. Any tenant who is delinquent in the payment of any two (2) consecutive months or for four (4) months in any twelve (12) month period, shall be subject to eviction.

3. Payments After the Delinquency Date

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

4. Retroactive Rent Charges

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

5. Vacated Tenants With Balances

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

6. Terms and Conditions of Payment of Security Deposits

Prior to lease signing, the Housing Authority must receive full payment of the security deposit. Where the family moves in on other than the first of the month, the rent will be pro-rated for that month but the full security deposit will still be due at time of lease execution. Security Deposits will be in accordance with that listed in the lease agreement.

Currently, security deposit amounts are:

- Family - \$200.00
- Elderly/Disabled - \$125.00

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

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

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

- a. The resident leaves a forwarding address or makes arrangements to pick up the deposit in person.

- b. The resident owes no other charges for excess utility consumption, late fees on rental payments, etc.
- c. The remaining balance will be paid within thirty (30) days of move-out.

8. Exemption for Hardship Circumstances

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

- a. The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
- b. The family would be evicted as a result of the imposition of the minimum rent requirement;
- c. The income of the family has decreased because of changed circumstances, including loss of employment;
- d. A death in the family has occurred.

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

9. Family Choice of Rental Payment

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

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

4. Operation and Management

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

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

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

5. Grievance Procedures

Informal Settlement of grievances

- A. **Initial Presentation.** Any grievance must be presented, in writing at the HA's Central Office within five (5) business days after the occurrence of the event giving rise to the grievance. Grievances received by the HA Central Office will be referred to the person responsible for management of the complex in which the Complainant resides. As soon as the grievance is received, it shall be reviewed by the HA management to determine whether the exclusions in Section III B (1) or III B (2) above apply to the grievance. Should one of the exclusions apply, the Complainant will be notified in writing that the matter raised is not subject to HA's grievance procedure, with the reason therefore.

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

Formal Grievance Hearing

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

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

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

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

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

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

Selection of Hearing Officer or Panel

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

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

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

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

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

In the event that a hearing officer or panel member fails to disqualify himself or herself as required in this grievance

procedure, the HA shall remove the panel member or officer from the list of persons appointed for such purposes, invalidate the results of the grievance hearing in which such person should have, but did not, disqualify himself or herself, and schedule a new hearing with a new hearing panel or officer.

6. Designated Housing for Elderly and Disabled Families

At this time, the Authority does not have any specific units designated for occupancy by elderly and disabled families.

7. Community Service and Self-Sufficiency

Due to the limited staff size and funding level, the Authority does not offer any self-sufficiency programs or services to residents at this time.

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

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

8. Safety and Crime Prevention

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

9. Pets

Purpose

Section 526 of the Quality Housing and Work Responsibility Act of 1998 defines the requirement and conditions of pet ownership in Family Units of Public Housing developments. As a result, the Housing Authority is establishing a policy to clearly communicate the conditions and requirements of pet ownership in Family Units of Public Housing.

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

Common Household Pets are defined as Follows:

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

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

Dogs: Not to exceed twenty-five (25) pounds at time of maturity. All dogs must be neutered or spayed.

Cats: All cats must be neutered or spayed and declawed.

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

Registration

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

- A. A certificate signed by a licensed veterinarian, or a state or local authority empowered to inoculate animals (or designated agent of such authority), stating that the animal has received all inoculations required by the state and local law, if applicable (dogs, cats).
- B. Proof of current license, if applicable (dogs, cats).
- C. Identification tag bearing the owner's name, address, and phone number (dogs, cats).

- D. Proof of neutering/spaying and/or declawing, if applicable (dogs, cats).
- E. Photograph (no smaller than 3x5) of pet or aquarium.
- F. The name, address, and phone number of a responsible party that will care for the pet if the owner becomes temporarily incapacitated.
- G. Fish - size of tank or aquarium must be registered.

Licenses and Tags

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

Density of Pets

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

Visitors and Guests

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

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

Pet Restraints

- A. All dogs must be on a leash when not in the owner's apartment. The leash must be no longer than three (3) feet.
- B. Cats must be in a caged container or on a leash when taken out of the owner's apartment.
- C. Birds must be in a cage when inside of the resident's apartment or entering or leaving the building.

Liability

Residents owning pets shall be liable for the entire amount of all damages to the Housing Authority premises caused by their pet and all cleaning, defleaing and

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

Sanitary Standards and Waste Disposal

- A. Litter boxes must be provided for cats with use of odor-reducing chemicals.
- B. Fur-bearing pets must wear effective flea collars at all times. Should extermination become necessary, cost of such extermination will be charged to pet owner.
- C. Pet owners are responsible for immediate removal of the feces of their pet and shall be charged in instances where damages occur to Authority property due to pet or removal of pet feces by staff.
 - (i) All pet waste must be placed in a plastic bag and tied securely to reduce odor and placed in designated garbage container and/or trash compactor.
 - (ii) Residents with litter boxes must clean them regularly. Noncompliance may result in removal of the pet. The Housing Authority reserves the right to impose a mandatory twice-weekly litter box cleaning depending on need. Litter box garbage shall be placed in a plastic bag and deposited outside the building in the garbage container and/or trash compactor.
- D. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. Pet owner's apartments may be subject to inspections once a month.

General Rules

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

- A. No pet shall be tied up anywhere on Authority property and left unattended for any amount of time.
- B. Pet owners are responsible for all cleanups anywhere on the grounds or in the building. If pet owner is unable, or contact with the pet owner is not made, a \$25.00 fee for each cleanup performed by Housing Authority personnel will be assessed to the pet owner.

- C. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization.
- D. Dog houses are not allowed on Authority property.

Pet Rule Violation and Pet Removal

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

Rule Enforcement

Violation of these pet rules will prompt a written notice of violation. The pet owner will have seven (7) days to correct the violation or request an informal hearing at which time the Authority's Grievance Procedure will be followed.

Grievance

Management and resident agree to utilize the Grievance Procedure described in the Lease Agreement to resolve any dispute between resident and management regarding a pet.

Damage Deposit

A "Pet Damage Deposit" will be required for dogs and cats only, however, all pet owners must comply with registration rules for all other pets. The "Pet Damage Deposit" must be paid in advance and is to be used to pay reasonable expenses directly attributable to the presence of the pet in the project including (but not limited to) the cost of repairs and replacements to, and fumigation of, the resident's dwelling unit. The amount of the "Pet Damage Deposit" will be \$150.

Exceptions

This policy does not apply to animals that are used to assist persons with disabilities. This exclusion applies to animals that reside in the development, as well as animals used to assist persons with disabilities that visit the development. Pets used for the purpose of aiding residents with disabilities must have appropriate certification. The Authority shall maintain a list of agencies that provide and/or train animals to give assistance to individuals with disabilities.

10. Civil Rights

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

11. Fiscal Audit

The Fiscal Audit for the Year ended March 31, 2008 is attached to the Agency Plan as attachment fl026f01. The Fiscal Audit for the Year ended March 31, 2009 is in the process of being completed.

12. Asset Management

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

13. Violence Against Women Act

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

The Authority has adopted a Violence Against Women Policy in accordance with Federal Regulations.

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

(a) Hope VI or Mixed Finance Modernization or Development

The Housing Authority will not apply for HOPE VI or Mixed Finance Modernization or Development in the upcoming Fiscal Year.

(b) Demolition and/or Disposition

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

(c) Conversion of Public Housing

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

(d) Homeownership

Public Housing

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

Section 8 Tenant Based Assistance

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

(e) Project-Based Vouchers

The Housing Authority does not currently have nor plans to Project-Base any Housing Choice Vouchers in the upcoming Fiscal Year.

8.0 Capital Improvements

8.1 Capital Fund Annual Statement/Performance and Evaluation Report

See attachments:

fl026b01 – FY2010 CFP Annual Statement

fl026d01 – FY2009 CFP Performance and Evaluation Report

fl026e01 – FY2009 ARRA Performance and Evaluation Report

8.2 Capital Fund Program Five-Year Plan

See attachment:

FI026c01 – FY2010-2014 CFP Five-Year Plan

8.3 Capital Fund Financing Program (CFFP)

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

9.0 Housing Needs

Housing Needs of Families in the Jurisdiction/s Served by the PHA

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- -ability	Supply	Quality	Access -ibility	Size	Loca- tion
Income <= 30% of AMI	229	5	5	5	3	4	4
Income >30% but <=50% of AMI	169	4	4	4	3	3	3
Income >50% but <80% of AMI	139	3	3	3	3	2	3
Elderly	115	3	3	3	4	2	3
Families with Disabilities	185	3	4	4	5	4	4
White	250	3	3	3	3	3	3
Black	360	3	3	3	3	3	3
Hispanic	55	3	3	3	3	3	3

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- -ability	Supply	Quality	Access -ibility	Size	Loca- tion
Native American	10	3	3	3	3	3	3
Asian	10	3	3	3	3	3	3

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

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

9.1 Strategy for Addressing Housing Needs

Strategies

Need: Shortage of affordable housing for all eligible populations

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

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

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

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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

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

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

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

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

Reasons for Selecting Strategies

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

10.0 Additional Information

(a) Progress in Meeting Goals and Objectives

The Authority is working with the Bartow Front Porch, Community Redevelopment Agency, and the Florida Housing Coalition to address the lack of affordable housing in the Bartow area.

Vacant units are still a priority and the Authority continues to keep the number of vacancies low.

The Housing Authority continues to use the Capital Fund Program to modernize units as needed.

REAC did not send out resident satisfaction surveys this year.

Voucher payment standards remain at 110% to allow for more housing choices in moderate income neighborhoods.

The Authority receives weekly reports from the Police Department which help with lease violation enforcement.

Off duty policemen have been contracted to patrol the developments at night and on weekends to increase safety.

The Executive Director and staff meets with the Resident Council to listen to their ideas and needs.

A Food Pantry has been established at the Community Center to give families assistance as needed.

Various activities have been provided for kids including tutoring, refreshments, and bible study.

The Housing Authority works very closely with Polk Works, a county-wide career development center, by providing a training site for unemployed, single mothers, to gain self-sufficiency.

The Authority also acts as a sponsor for single working parents to get free transportation through Citrus Cars, who donate free cars.

The Housing Authority continues to follow HUD prescribed rules and regulations when leasing units or handing out vouchers.

(b) Significant Amendment and Substantial Deviation/Modification

Substantial Deviation from the 5-year Plan:

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

Significant Amendment or Modification to the Annual Plan:

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

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items over \$15,000 (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

(c) Memorandum of Agreement

The Housing Authority does not have a Memorandum of Agreement (MOA) with HUD.

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: FL14P02650110 Replacement Housing Factor	FFY of Grant: 2010
PHA Name: Bartow Housing Authority		Grant No: Date of CFFP: _____	FFY of Grant Approval: 2010
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____		<input type="checkbox"/> Revised Annual Statement (revision no: _____) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Obligated
		Revised ²	Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³	\$127,496.00	
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment - Nonexpendable		
12	1470 Nondwelling Structures		
13	1475 Nondwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴		
18a	1501 Collateralization or Debt Service paid by the PHA		
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of line 2- 19)	\$127,496.00	
21	Amount of Line 20 Related to LBP Activities		
22	Amount of Line 20 Related to Section 504 Activities		
23	Amount of Line 20 Related to Security - Soft Costs		
24	Amount of Line 20 Related to Security - Hard Costs		
25	Amount of Line 20 Related to Energy Conservation Measures		

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

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

Part I: Summary		FFY of Grant: 2010	FFY of Grant Approval: 2010
PHA Name: Bartow Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL14P02650110 Replacement Housing Factor Grant No:		
	Date of CFFP: _____		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Type of Grant		Total Actual Cost¹	
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Summary by Development Account		Original	Obligated
			Expended
Signature of Executive Director <i>Catherine E. Sedwick</i>		Signature of Public Housing Director	
Date 01/15/2010		Date	

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

Part II: Supporting Pages									
PHA Name: Bartow Housing Authority			Grant Type and Number Capital Fund Program Grant No: FL14P02650110 CFFP (Yes/No): N Replacement Housing Factor Grant No:				Federal FY of Grant: 2010		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
	Operations								
	Operations	1406	LS	\$127,496.00					
	Subtotal 1406			\$127,496.00					
	Total 2010 CFP			\$127,496.00					

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement
² To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Bartow Housing Authority					
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA-Wide	6/30/2012		6/30/2014		

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

Capital Fund Program—Five-Year Action Plan

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

Part I: Summary						
PHA Name/Number: Bartow/FL026			Locality (Bartow/Polk Co., Florida)		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
B.	Physical Improvements Subtotal	Annual Statement	\$117,496.00	\$117,496.00	\$117,496.00	\$117,496.00
C.	Management Improvements		\$0.00	\$0.00	\$0.00	\$0.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$0.00	\$0.00	\$0.00
E.	Administration		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
F.	Other		\$0.00	\$0.00	\$0.00	\$0.00
G.	Operations		\$0.00	\$0.00	\$0.00	\$0.00
H.	Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00
J.	Capital Fund Financing – Debt Service		\$0.00	\$0.00	\$0.00	\$0.00
K.	Total CFP Funds		\$127,496.00	\$127,496.00	\$127,496.00	\$127,496.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$127,496.00	\$127,496.00	\$127,496.00	\$127,496.00

Capital Fund Program—Five-Year Action Plan

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

Part I: Summary (Continuation)						
PHA Name/Number: Bartow/FL026		Locality (Bartow/Polk Co., Florida)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
	PHA-Wide	Annual Statement	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00
	FL026-001		\$35,165.00	\$35,165.00	\$35,165.00	\$35,165.00
	FL026-002		\$74,331.00	\$74,331.00	\$74,331.00	\$74,331.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011			Work Statement for Year 3 FFY 2012		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<u>Operations/PHA-Wide</u>			<u>Operations/PHA-Wide</u>		
	Operations	LS	\$0.00	Operations	LS	\$0.00
	Subtotal 1406		\$0.00	Subtotal 1406		\$0.00
See						
Annual Statement	<u>Management Improvements/PHA-Wide</u>			<u>Management Improvements/PHA-Wide</u>		
	Management improvements	LS	\$0.00	Management improvements	LS	\$0.00
	Subtotal 1408		\$0.00	Subtotal 1408		\$0.00
	<u>Administration/PHA-Wide</u>			<u>Administration/PHA-Wide</u>		
	Administration cost related to the CFP	LS	\$10,000.00	Administration cost related to the CFP	LS	\$10,000.00
	Subtotal 1410		\$10,000.00	Subtotal 1410		\$10,000.00
	<u>Dwelling Structures</u>			<u>Dwelling Structures</u>		
	Unit renovations at FL026-001	5 units	\$35,165.00	Unit renovations at FL026-001	5 units	\$35,165.00
	Unit renovations at FL026-002	10 units	\$74,331.00	Unit renovations at FL026-002	10 units	\$74,331.00
	Replace water heaters (PHA-Wide)	10 each	\$4,000.00	Replace water heaters (PHA-Wide)	10 each	\$4,000.00
	Subtotal 1460		\$109,496.00	Subtotal 1460		\$109,496.00
	<u>Dwelling Equipment/PHA-Wide</u>			<u>Dwelling Equipment/PHA-Wide</u>		
	Replace ranges	10 each	\$3,500.00	Replace ranges	10 each	\$3,500.00
	Replace refrigerators	10 each	\$4,500.00	Replace refrigerators	10 each	\$4,500.00
	Subtotal 1465.1		\$8,000.00	Subtotal 1465.1		\$8,000.00
	Subtotal of Estimated Cost		\$127,496.00	Subtotal of Estimated Cost		\$127,496.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2010	Work Statement for Year 4 FFY 2013			Work Statement for Year 5 FFY 2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<u>Operations/PHA-Wide</u>			<u>Operations/PHA-Wide</u>		
	Operations	LS	\$0.00	Operations	LS	\$0.00
	Subtotal 1406		\$0.00	Subtotal 1406		\$0.00
See						
Annual Statement	<u>Management Improvements/PHA-Wide</u>			<u>Management Improvements/PHA-Wide</u>		
	Management improvements	LS	\$0.00	Management improvements	LS	\$0.00
	Subtotal 1408		\$0.00	Subtotal 1408		\$0.00
	<u>Administration/PHA-Wide</u>			<u>Administration/PHA-Wide</u>		
	Administration cost related to the CFP	LS	\$10,000.00	Administration cost related to the CFP	LS	\$10,000.00
	Subtotal 1410		\$10,000.00	Subtotal 1410		\$10,000.00
	<u>Dwelling Structures</u>			<u>Dwelling Structures</u>		
	Unit renovations at FL026-001	5 units	\$35,165.00	Unit renovations at FL026-001	5 units	\$35,165.00
	Unit renovations at FL026-002	10 units	\$74,331.00	Unit renovations at FL026-002	10 units	\$74,331.00
	Replace water heaters (PHA-Wide)	10 each	\$4,000.00	Replace water heaters (PHA-Wide)	10 each	\$4,000.00
	Subtotal 1460		\$109,496.00	Subtotal 1460		\$109,496.00
	<u>Dwelling Equipment/PHA-Wide</u>			<u>Dwelling Equipment/PHA-Wide</u>		
	Replace ranges	10 each	\$3,500.00	Replace ranges	10 each	\$3,500.00
	Replace refrigerators	10 each	\$4,500.00	Replace refrigerators	10 each	\$4,500.00
	Subtotal 1465.1		\$8,000.00	Subtotal 1465.1		\$8,000.00
	Subtotal of Estimated Cost		\$127,496.00	Subtotal of Estimated Cost		\$127,496.00

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

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

Part I: Summary		PHA Name: Bartow Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL14P02650109 Replacement Housing Factor Grant No: Date of CFFP: .	FFY of Grant: 2009 FFY of Grant Approval: 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/09		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	\$127,496.00		\$0.00	\$0.00
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of line 2- 19)	\$127,496.00		\$0.00	\$0.00
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Activities				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				
25	Amount of Line 20 Related to Energy Conservation Measures				

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

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

Part I: Summary		FFY of Grant: 2009	
PHA Name: Bartow Housing Authority		FFY of Grant Approval: 2009	
Grant Type and Number Capital Fund Program Grant No: FL14P02650109 Replacement Housing Factor Grant No:			
Date of CFFP:			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/09		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
		Original	Expended
		Revised ²	Obligated
Signature of Executive Director <i>Cherwin de Sevedo</i>		Signature of Public Housing Director	
Date 01/15/2010		Date	

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

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

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

Part II: Supporting Pages		Grant Type and Number Capital Fund Program Grant No: FL14P02650109 CFFP (Yes/No): N Replacement Housing Factor Grant No:		Federal FY of Grant: 2009				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Operations							
PHA-Wide	Operations	1406	LS	\$127,496.00		\$0.00	\$0.00	
	Subtotal 1406			\$127,496.00		\$0.00	\$0.00	
	Total CFP Funds			\$127,496.00		\$0.00	\$0.00	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement
² To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: Bartow Housing Authority					Federal FFY of Grant: 2009
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA-Wide	9/14/2011		9/14/2013		

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

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

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

Part I: Summary		PHA Name: Bartow Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL14S02650109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 FFY of Grant Approval: 2009
Type of Grant		<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/09 <input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost	Obligated	Total Actual Cost ¹
		Original	Revised ²	Expended
1	Total non-CFP Funds			
2	1406 Operations (may not exceed 20% of line 21) ³			
3	1408 Management Improvements	\$0.00	\$0.00	\$0.00
4	1410 Administration (may not exceed 10% of line 21)	\$16,200.00	\$0.00	\$0.00
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs	\$12,150.00	\$0.00	\$0.00
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures	\$125,881.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$8,000.00	\$0.00	\$0.00
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment			
14	1485 Demolition			
15	1492 Moving to Work Demonstration			
16	1495.1 Relocation Costs			
17	1499 Development Activities ⁴			
18a	1501 Collateralization or Debt Service paid by the PHA			
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment			
19	1502 Contingency (may not exceed 8% of line 20)			
20	Amount of Annual Grant: (sum of line 2- 19)	\$162,231.00	\$0.00	\$0.00
21	Amount of Line 20 Related to LBP Activities			
22	Amount of Line 20 Related to Section 504 Activities			
23	Amount of Line 20 Related to Security - Soft Costs			
24	Amount of Line 20 Related to Security - Hard Costs			
25	Amount of Line 20 Related to Energy Conservation Measures			

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

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

Part I: Summary		FFY of Grant: 2009	
PHA Name: Bartow Housing Authority		FFY of Grant Approval: 2009	
Grant Type and Number Capital Fund Program Grant No: FL14S02650109 Replacement Housing Factor Grant No:			
Date of CFFP: .			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/09 <input type="checkbox"/> Final Performance and Evaluation Report			
Type of Grant	Total Estimated Cost	Total Actual Cost¹	
	Original	Revised ²	Obligated
			Expended
Signature of Executive Director <i>Adrienne L. Reddick</i>	Signature of Public Housing Director	Date 01/15/2010	Date

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

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

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

Part II: Supporting Pages		Federal FY of Grant: 2009						
PHA Name: Bartow Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL14S02650109 CFFP (Yes/No): N Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Management Improvement							
PHA-Wide	Physical Needs Assessment	1408	LS	\$0.00		\$0.00	\$0.00	
	Subtotal 1408			\$0.00		\$0.00	\$0.00	
	Administration							
PHA-Wide	Administration costs related to the CFP	1410	LS	\$16,200.00		\$0.00	\$0.00	
	Subtotal 1410			\$16,200.00		\$0.00	\$0.00	
	Dwelling Structures							
FL026-002	Unit renovation to include painting, drywall repair, flooring, plumbing fixtures, replace all light fixtures with energy star light fixtures to include bathroom fan with light	1460	17 units	\$111,381.00		\$0.00	\$0.00	
FL026-002	Install bathroom exhaust fan/light	1460	42 units	\$10,500.00		\$0.00	\$0.00	
PHA-Wide	Replace water heaters	1460	10 each	\$4,000.00		\$0.00	\$0.00	
	Subtotal 1460			\$125,881.00		\$0.00	\$0.00	

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

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

Part II: Supporting Pages									
PHA Name: Bartow Housing Authority			Grant Type and Number Capital Fund Program Grant No: FL14S02650109 CFFP (Yes/No): N Replacement Housing Factor Grant No:				Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
	Dwelling Equipment								
PHA-Wide	Replace ranges	1465.1	10 each	\$3,500.00		\$0.00	\$0.00		
PHA-Wide	Replace refrigerators	1465.1	10 each	\$4,500.00		\$0.00	\$0.00		
	Subtotal 1465.1			\$8,000.00		\$0.00	\$0.00		
	ARRA Total			\$162,231.00		\$0.00	\$0.00		

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

² To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program

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

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

HOUSING AUTHORITY OF BARTOW

FINANCIAL STATEMENTS

AND

SUPPLEMENTAL INFORMATION

AND REPORTS

For the Year Ended March 31, 2008

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The NCT Group CPA's, L.L.P.

Certified Public Accountants and Consultants

INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Housing Authority of Bartow
Bartow, Florida

We have audited the accompanying financial statements of the business-type activities of Housing Authority of Bartow as of and for the year ended March 31, 2008, as listed in the table of contents. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on the financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of Housing Authority of Bartow as of March 31, 2008, and the changes in financial position and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2008 on our consideration of Housing Authority of Bartow's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis on pages 3 through 9 is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying supplemental financial data schedules are presented for purposes of additional analysis as required by the U.S. Department of Housing and Urban Development and are not a required part of the basic financial statements of the Authority. The accompanying schedule of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and is not a required part of the basic financial statements of the Authority. The schedule of grant status is also presented for purposes of additional analysis and is not a required part of the basic financial statements of the Authority. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements, and, in our opinion, is fairly stated, in all material respects in relation to the basic financial statements taken as a whole.

The NCT Group CPA's, L.L.P.

The NCT Group CPA's, L.L.P.
Lakeland, Florida
December 19, 2008

**HOUSING AUTHORITY OF BARTOW
MANAGEMENT'S DISCUSSION AND ANALYSIS
For The Year Ended March 31, 2008**

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

Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Executive Director, Housing Authority of Bartow, 1060 South Woodlawn Avenue, Bartow, Florida, 33830.

Financial Highlights

- The assets of the Authority exceeded its liabilities as of March 31, 2008 by \$689,426 (net assets).
- The Authority's unrestricted net assets as of March 31, 2008 were \$156,567.
- The Authority's total operating revenue was \$756,111, which primarily consisted of operating grant revenue received from the United States Department of Housing and Urban Development in the amount of \$594,467, tenant rent of \$121,048, other revenue of \$35,844 and fraud recovery of \$4,752.

Overview of Financial Statements

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

- **Statement of Net Assets** – reports the Authority's assets and liabilities at the end of the fiscal year and provides information about the nature and amounts of investment of resources and obligations to creditors.
- **Statement of Revenue, Expenses and Change in Net Assets** – the results of activity over the course of the fiscal year. It details the costs associated with operating the Authority and how those costs were funded. It also provides an explanation of the change in net assets from the previous fiscal year end to the current fiscal year end.
- **Statement of Cash Flows** – reports the Authority's cash flows in and out from operating activities, capital and related financing activities and investing activities. It details the sources of the Authority's cash, what it was used for, and the change in cash over the course of the fiscal year.
- The basic financial statements also include notes that provide required disclosures and other information necessary to gather the full meaning of the material presented in the statements.

The attached analysis of entity wide net assets, revenue, and expenses are detailed and provide a comprehensive portrayal of financial conditions and related trends. The analysis includes all assets and liabilities using the accrual basis of accounting. Our analysis of the Authority as a whole begins on the next page.

**HOUSING AUTHORITY OF BARTOW
MANAGEMENT'S DISCUSSION AND ANALYSIS
For The Year Ended March 31, 2008**

Overview of Financial Statements (continued)

Accrual accounting is similar to the accounting used by most private sector companies. Accrual accounting recognizes revenue and expenses when earned regardless of when cash is received or paid.

Our analysis presents the Authority's net assets, which can be thought of as the difference between what the Authority owns (assets) to what the Authority owes (liabilities). The net assets analysis will allow the reader to measure the health or financial position of the Authority.

Over time, significant changes in the Authority's net assets are an indicator of whether its financial health is improving or deteriorating. To fully assess the financial health of any Authority, the reader must also consider other non-financial factors such as changes in family composition, fluctuations in the local economy, HUD mandated program administrative changes, and the physical condition of the Authority's capital assets.

At FYE 2008, total assets were \$742,647; total current assets were \$196,303; net capital assets were \$470,160; and restricted assets of \$76,184.

In addition, total liabilities were \$53,221; total current liabilities were \$38,999; liabilities payable from restricted assets (tenant security deposits) were \$13,662 and total long-term (non-current) liabilities were \$14,222 at the end of FYE 2008.

Net Assets – The difference between an organization's assets and its liabilities equals its net assets. There are three categories in which to classify Net assets and they are the following:

Invested in capital assets, net of related debt – Capital assets, net of accumulated depreciation and reduced by debt attributable to the acquisition of those assets:

Restricted – net assets whose use is subject to constraints imposed by law or agreement;

Unrestricted – net assets that are not invested in capital assets subject to restrictions.

**HOUSING AUTHORITY OF BARTOW
MANAGEMENT'S DISCUSSION AND ANALYSIS
For The Year Ended March 31, 2008**

Condensed Financial Information

Assets, Liabilities and Net Assets:

ASSETS

	<u>2007</u>	<u>2008</u>
Current Assets	\$ 156,278	\$ 196,303
Restricted Assets	79,771	76,184
Net Capital Assets	562,881	470,160
Total Assets	<u>\$ 798,930</u>	<u>\$ 742,647</u>

LIABILITIES

Current Liabilities	\$ 18,394	\$ 25,514
Current Liabilities payable from restricted assets	13,965	13,485
Non-current Liabilities	24,924	14,222
Total Liabilities	<u>57,283</u>	<u>53,221</u>

NET ASSETS

Invested in capital assets, net of related debt	562,881	470,160
Restricted	65,806	62,699
Unrestricted net assets	112,960	156,567
Total Net Assets	<u>741,647</u>	<u>689,426</u>

Total Liabilities and Net Assets	<u>\$ 798,930</u>	<u>\$ 742,647</u>
---	-------------------	-------------------

Cash increased by \$33,574 representing a 16% change from the prior fiscal year. Receivables increased by \$7,200, this included a net increase in accounts receivable other/misc. of \$1,396 and a net increase in tenant accounts receivables of \$5,804.

Total cash - security deposits was \$13,662 at March 31, 2008.

Current liabilities increased \$7,120 over the prior year primarily related to an increase compensated absences-current of \$8,701. There were decreases in accrued payroll of \$700, deferred revenue of \$223 and accounts payable of \$658.

The liability for security deposits decreased by \$480.

Non current liabilities consisted of \$14,222 for accrued compensated absences.

There was a decrease in net assets of \$52,221 as a result of having a net loss for the year, which is explained on the next page.

HOUSING AUTHORITY OF BARTOW
MANAGEMENT'S DISCUSSION AND ANALYSIS (continued)
For The Year Ended March 31, 2008

Condensed Financial Information (concluded)

Revenue, Expenses and Changes in Net Assets:

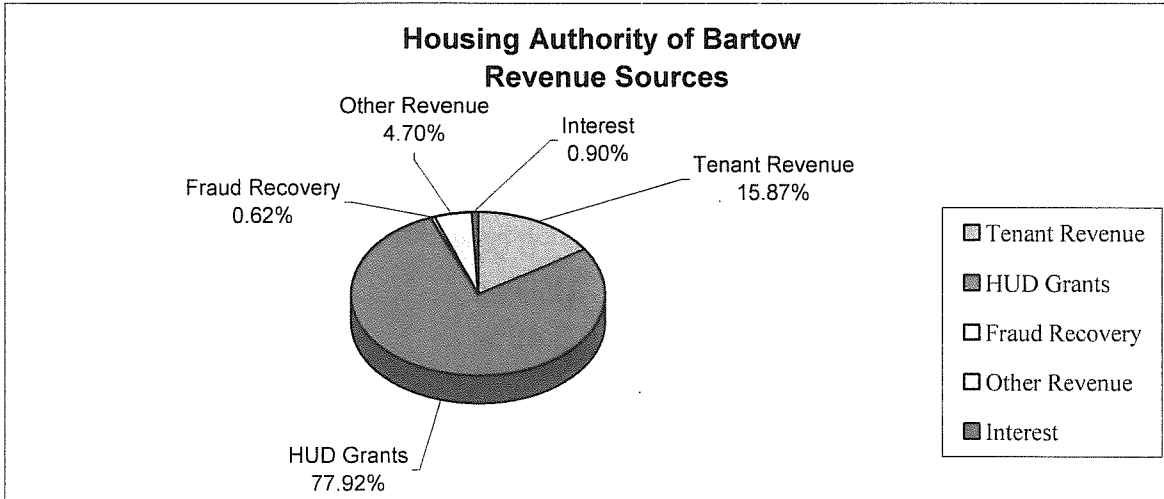
Operating Revenue	<u>2007</u>	<u>2008</u>
Tenant rent	\$ 127,958	\$ 121,048
HUD grants	510,388	594,467
Fraud Recovery	7,155	4,752
Other revenue	30,549	35,844
Total Operating Revenue	<u>676,050</u>	<u>756,111</u>
Operating Expenses		
Administrative	218,967	209,174
Tenant Services - Other	592	10
Utilities	31,283	27,747
Ordinary maintenance and operation	137,980	164,180
General expenses	96,133	76,344
Housing assistance payments	206,762	240,821
Depreciation expense	120,906	96,803
Total Operating Expenses	<u>812,623</u>	<u>815,079</u>
Operating Loss	(136,573)	(58,968)
Non-operating Revenue (Expenses)		
Investment income - unrestricted	2,489	6,843
Loss on sale of capital assets		(96)
Total Non-operating Revenue (Expenses)	<u>2,489</u>	<u>6,747</u>
Net Loss	(134,084)	(52,221)
Net Assets, beginning of year	<u>875,731</u>	<u>741,647</u>
Net Assets, end of year	<u>\$ 741,647</u>	<u>\$ 689,426</u>

Overall operating revenue increased by \$80,061. There were increases in HUD operating grants of \$84,079, other revenue of \$5,295. There were decreases in fraud recovery of \$2,403 and tenant rent of \$6,910.

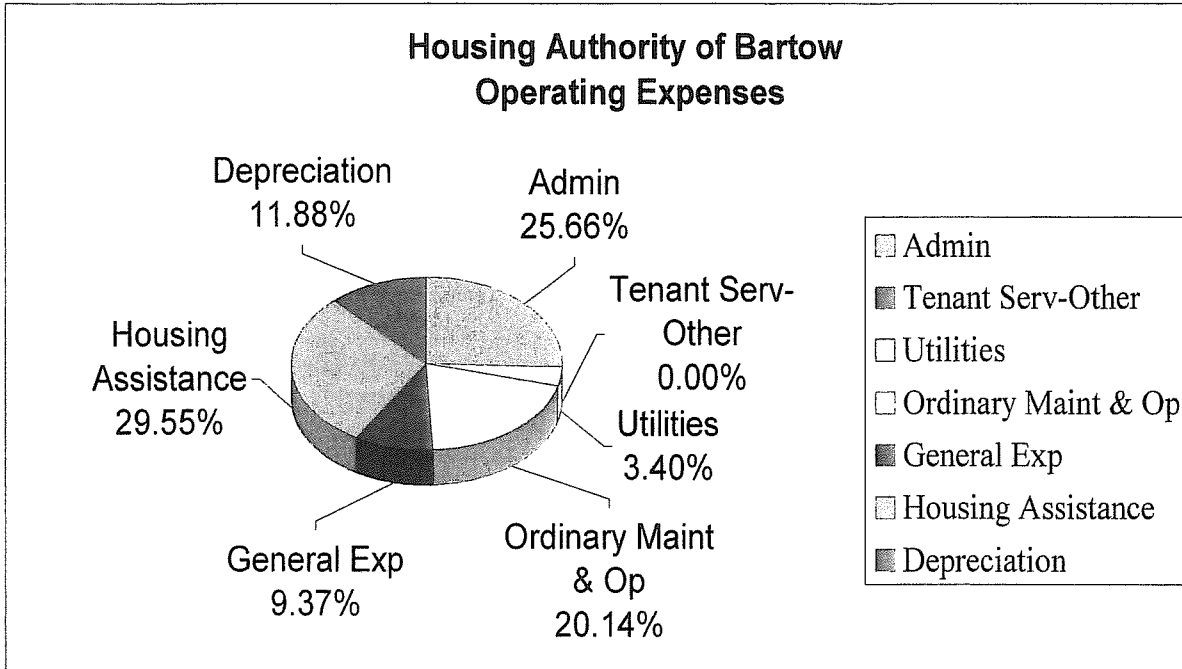
The over all cost of general operations increased by \$2,456 due to increases in ordinary maintenance & operations of \$26,200 and housing assistance payments of \$34,059. There were decreases in administrative cost of \$9,793, tenant services of \$582, utilities of \$3,536, general expenses of \$19,789 and depreciation of \$24,103.

HOUSING AUTHORITY OF BARTOW
MANAGEMENT'S DISCUSSION AND ANALYSIS (continued)
For The Year Ended March 31, 2008

In FYE 2008, total operating revenue was \$756,111, while total operating expenses were \$815,079. This resulted in a \$58,968 operating loss. Net non-operating revenues were \$6,747. Capital improvements are paid directly through the Capital Fund Program rather than from operating accounts.



HOUSING AUTHORITY OF BARTOW
MANAGEMENT'S DISCUSSION AND ANALYSIS (continued)
For The Year Ended March 31, 2008



HOUSING AUTHORITY OF BARTOW
MANAGEMENT'S DISCUSSION AND ANALYSIS (concluded)
For The Year Ended March 31, 2008

PROGRAM ACCOUNTING

Many of the program/activities maintained by the Authority are required by the Department of Housing and Urban Development. Others are segregated to enhance accountability and control.

Authority's Funds:

- PHA Owned Housing (CFDA 14.850)
- Section 8 Choice Voucher (CFDA 14.871)
- Capital Fund Program (CFDA 14.872)

ECONOMIC FACTORS

Significant economic factors affecting the Authority are as follows:

- Federal funding of the Department of Housing and Urban Development,
- Local labor supply and demand, which can affect salary and wage rates,
- Local inflationary, reversionary and employment trends, which can affect resident incomes and therefore the amount of rental income,
- Inflationary pressure on utility rates, supplies and other costs.
- Hurricane related damages and hurricane impact upon the rental market.

CAPITAL ASSET AND DEBT ACTIVITY

At FYE 2008, additions to capital assets for the year totaled \$4,178 consisting of an A/C unit for \$1,268 and a mower for \$2,910. Disposals of refrigerators and stoves totaled \$1,490. Total net capital assets decreased by \$96,803 due to depreciation expense.

HOUSING AUTHORITY OF BARTOW
STATEMENT OF NET ASSETS
March 31, 2008

ASSETS

Current Assets

Cash - unrestricted	\$ 167,592
Accounts receivable, net	12,343
Prepaid expenses and other assets	15,204
Inventories, net of allowance for obsolete inventory of \$129	1,164
Total Current Assets	196,303

Restricted Assets

Cash - other restricted	62,522
Cash - tenant security deposits	13,662
Total Restricted Assets	76,184

Capital Assets, net

Capital assets not being depreciated	250,000
Capital assets being depreciated, net	220,160
Capital Assets, net	470,160

	Total Assets
	\$ 742,647

See accompanying notes to financial statements.

HOUSING AUTHORITY OF BARTOW
STATEMENT OF NET ASSETS
March 31, 2008

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable	\$	8,421
Accrued payroll taxes		4,154
Accrued compensated absences		11,471
Deferred revenue		1,468
Total Current Liabilities		25,514

Current Liabilities Payable from Restricted assets

Tenant security deposits	13,485
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Non-current liabilities

Accrued compensated absences	14,222
Total Non-current Liabilities	14,222

Total Liabilities	53,221
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Net Assets

Invested in capital assets, net of related debt	470,160
Restricted	62,699
Unrestricted	156,567
Total Net Assets	689,426

Total Liabilities and Net Assets	\$ 742,647
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See accompanying notes to financial statements.

HOUSING AUTHORITY OF BARTOW
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS
For The Year Ended March 31, 2008

Operating Revenue		
Tenant revenue	\$	121,048
HUD grants		594,467
Fraud recovery		4,752
Other revenue		35,844
Total Operating Revenue		<u>756,111</u>
Operating Expenses		
Administrative		209,174
Tenant Services		10
Utilities		27,747
Ordinary maintenance and operations		164,180
General		76,344
Housing assistance payments		240,821
Depreciation		96,803
Total Operating Expenses		<u>815,079</u>
	Operating Loss	(58,968)
Non-operating Revenue		
Investment income - unrestricted		6,843
Loss on sale of capital assets		(96)
Total Non-operating Revenue		<u>6,747</u>
	Net Loss	(52,221)
	Net Assets, beginning of year	741,647
	Net Assets, end of year	<u><u>\$ 689,426</u></u>

See accompanying notes to financial statements.

HOUSING AUTHORITY OF BARTOW
STATEMENT OF CASH FLOWS
For the Year Ended March 31, 2008

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts:

Dwelling rent receipts	\$	110,360
Operating subsidy and grant receipts		594,467
Other income receipts		39,200
Total Receipts		744,027

Disbursements:

Payments to and benefits for employees		225,548
Payments to suppliers		246,749
Payments to landlords		240,821
Total Disbursements		713,118

Net Cash Provided by Operating Activities		30,909
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**CASH FLOWS FROM CAPITAL AND
RELATED FINANCING ACTIVITIES**

Purchase of capital assets		(4,178)
Net Cash Used by Capital and Related Financing Activities		(4,178)

CASH FLOWS FROM INVESTING ACTIVITIES

Investment income		6,843
Net Cash Provided by Investing Activities		6,843

Net Decrease in Cash		33,574
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Cash, beginning of year		210,202
Cash, end of year	\$	243,776

REPORTED AS:

Cash - unrestricted	\$	167,592
Cash - other restricted	\$	62,522
Cash - tenant security deposits		13,662
Total Cash	\$	243,776

See accompanying notes to financial statements.

HOUSING AUTHORITY OF BARTOW
STATEMENT OF CASH FLOWS (concluded)
For the Year Ended March 31, 2008

Reconciliation of operating income to net cash used by operating activities:	
Operating loss	\$ (58,968)
Adjustments to reconcile operating income to net cash used by operating activities:	
Depreciation expense	96,803
Allowance for doubtful accounts	4,884
Allowance for obsolete inventories	(422)
(Increase) decrease in:	
Accounts receivable-tenants	(10,688)
Accounts receivable-miscellaneous	(1,396)
Prepaid expenses and other current assets	540
Inventories	4,218
Increase (decrease) in:	
Accounts payable	(657)
Accrued wages/taxes payable	(700)
Deferred revenue	(223)
Accrued compensated absences	(2,002)
Security deposits	(480)
	(480)
NET CASH PROVIDED BY OPERATING ACTIVITIES	\$ 30,909
	30,909

See accompanying notes to financial statements.

HOUSING AUTHORITY OF BARTOW
NOTES TO FINANCIAL STATEMENTS
March 31, 2008

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Housing Authority of Bartow (the "Authority") is a public body corporate and politic organized under Chapter 421 of the Florida State Statutes to operate housing projects for the benefit of lower income families by providing decent, safe and sanitary dwellings within the financial means of such families. The Authority operates two projects within Bartow, Florida.

Where the United States Department of Housing and Urban Development ("HUD") subsidizes housing, total rent is determined by the Authority within guidelines established by HUD and submits such to the agency for approval. The tenant's portion of such rent and the housing assistance provided by HUD are also determined using the agency's guidelines.

Reporting Entity

The Governmental Accounting Standards Board has established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under these criteria, the Authority is considered to be a *primary government*, since it is a special purpose government that has a separate governing body, is legally separate and is fiscally independent of other state or local governments.

The Authority is a related organization of the City of Bartow, Florida (the "City") since the Board of Commissioners of the Authority is appointed by the Mayor of the City with the approval of the City commission. However, for financial reporting purposes, the City of Bartow, Florida does not consider the Authority to be a component unit.

In determining how to define the reporting entity, management has considered all potential component units. The determination to include a component unit in the reporting entity was made by applying criteria established by the Governmental Accounting Standards Board. These criteria include manifestation of oversight responsibility including financial accountability, appointment of a voting majority, imposition of will, financial benefit to or burden on a primary organization, financial accountability as a result of fiscal dependency, potential dual inclusion, and organizations included in the reporting entity although the primary organization is not financially accountable.

Based on the application of these criteria, the Authority does not have any component units.

Basis of Presentation and Accounting

Proprietary Fund:

In accordance with uniform financial reporting standards for HUD programs, the financial statements of the Authority are prepared in accordance with accounting principles generally accepted in the United States of America.

HOUSING AUTHORITY OF BARTOW
NOTES TO FINANCIAL STATEMENTS (continued)
March 31, 2008

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Presentation and Accounting (continued)

Proprietary Fund: (continued)

Based on compelling reasons offered by HUD, the Authority reports its operations under the governmental proprietary fund type (enterprise fund), which uses the accrual basis of accounting. The enterprise fund emphasizes the flow of economic resources measurement focus. Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. Revenues are recorded when they are earned and expenses are recorded at the time liabilities are incurred.

Pursuant to the election option made available through Governmental Accounting Standards Board Statement No. 20, management has elected to apply all statements and interpretations issued by the Financial Accounting Standards Board on or before November 30, 1989 to its proprietary fund operations except those that conflict with or contradict Statements issued by the Governmental Accounting Standards Board.

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

Program/Activity Accounting:

The accounting records are established in a manner, which enables the Authority to ensure observance of limitations and restrictions placed on the use of resources available to it. The accounting records are also maintained in a manner that provides the Authority with the ability to monitor the financial results associated with certain other activities or otherwise provide for management accountability.

Separate identifiable accounts are maintained within the accounting records for each program/activity. However, all of the programs/activities are part of a single enterprise fund for financial reporting purposes.

The programs/activities included in the accompanying financial statements include all programs/activities of the Authority that relate to providing housing assistance to lower income families and all other programs, functions and activities over which the Board has oversight responsibility and financial accountability.

These programs/activities are as follows:

PHA Owned Housing (CFDA 14.850):

PHA Owned Housing provides accountability for the operations of housing complexes owned by the Authority that are subsidized by the United States Department of Housing and Urban Development ("HUD") under an Annual Contributions Contract.

HOUSING AUTHORITY OF BARTOW
NOTES TO FINANCIAL STATEMENTS (continued)
March 31, 2008

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Presentation and Accounting (continued)

Program/Activity Accounting: (continued)

Section 8 Housing Assistance – Housing Choice Voucher Program (CFDA 14.871):

Accounts for the activity associated with the Authority's housing choice voucher program.

Capital Fund Program (CFDA 14.872):

The Capital Fund Program accounts for the activities of the Authority's capital improvement program. The Authority has received several grants from HUD to make improvements to its public housing complexes and to fund certain management improvements.

Basis of Accounting:

The Authority is treated as a stand-alone enterprise fund for financial reporting purposes and utilizes the economic resources measurement focus using the accrual basis of accounting. Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. Revenues are recorded when they are earned and expenses are recorded at the time liabilities are incurred. Management has elected to apply to proprietary funds all statements and interpretations issued by the Financial Accounting Standards Board on or before November 30, 1989, except those that conflict with or contradict Statements issued by the Governmental Accounting Standards Board.

Budgets

Budgets are prepared on an annual basis for each fund and program and are used as a management tool throughout the accounting cycle. The budget for the Capital Fund and certain other multi-year grant programs are adopted on a "project length" basis. Budgets are not however legally adopted nor legally required for financial statement presentation."

Income Taxes

The Authority is a public body corporate and politic exempt from Federal and State income taxes.

Cash and Cash Equivalents

The Authority considers all highly liquid instruments, including certificates of deposit and short-term investments with an original maturity of three months or less to be cash equivalents.

HOUSING AUTHORITY OF BARTOW
NOTES TO FINANCIAL STATEMENTS (continued)
March 31, 2008

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Restricted Assets

Certain assets are classified as restricted assets in the accompanying statement of net assets when constraints are placed on their use by external parties or law. The assets that are classified as restricted include the following:

Restricted Cash

Restricted cash consists of a bank account that has been established in order to ensure the availability of funds to repay tenant security deposits and to make housing assistance payments to landlords.

Inventory

Inventory consists of materials and is valued at the lower of cost or market determined on the first-in first-out basis using the weighted average method.

Inter-program Due To/From Other Programs/Activities

Amounts receivable from or payable to other programs/activities are reflected in the accounts of the programs/activity until liquidated by payment or other authorized inter-program transactions. These amounts have been eliminated in the preparation of the financial statements.

Capital Assets

All purchased capital assets are recorded at cost when historical records are available. When historical records are not available, capital assets are valued at estimated historical cost. Routine repairs and maintenance are charged against operations. Betterments in excess of \$500 are capitalized. Certain major repairs (i.e. painting, roofing and plumbing) are also charged against operations in accordance with HUD policies and procedures. Donated assets are recorded at fair market value at the date of donation.

Depreciation is calculated using the straight-line method over the useful life of the related asset. The useful lives range from 15 to 40 years for buildings and infrastructure and 5 to 15 years for equipment. When assets are disposed of the related cost and accumulated depreciation are relieved and any gain or loss is included in net income or loss.

HOUSING AUTHORITY OF BARTOW
NOTES TO FINANCIAL STATEMENTS (continued)
March 31, 2008

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Compensated Absences

The Authority's policy allows employees to accumulate unused vacation leave until the maximum of 240 hours has been reached. Sick leave can be accumulated indefinitely. Upon separation, employees are paid for all of their unused accumulated vacation time. Sick leave is not paid unless the employee retires or resigns voluntarily and in good standing. Sick leave is paid on a percentage based on the length of employment as follows:

SERVICE TIME	% OF ALLOWABLE PAYMENT
3 - 5 years	35% of accrued leave
6 - 10 years	40% of accrued leave
11 - 15 years	45% of accrued leave
16 - 20 years	50% of accrued leave

Deferred Revenue

Deferred revenue represents tenant prepaid rents received in advance and funds received in advance to fund certain grant programs.

Net Assets

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consist of capital assets, net of related accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net assets invested in capital assets, net of related debt, excludes unspent debt proceeds.

Net assets are reported as restricted when there are limitations imposed on their use either through laws or regulations or through external restrictions imposed by creditors or grantors. Restricted net assets at March 31, 2008 consist of cash earmarked in order to ensure the availability of funds to repay tenant security deposits and to make housing assistance payments to landlords.

The Authority applies restricted resources first when an expense or expenditure is incurred for the purpose for which both restricted and unrestricted net assets are available.

Operating and Non-operating Revenue and Expenses

The Authority recognizes operating revenue and expenses as a result of providing low rent housing and other services. The principal operating revenues of the Authority consist of tenant rental charges, operating subsidies and fees received from the federal government and other grantor organizations and other revenue received from ancillary operations such as maintenance charges to tenants, laundry operations and similar operations. Operating expenses include the costs of operating the Authority owned housing complexes, housing assistance payments to landlords, administrative expenses, and costs associated with providing program services and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

HOUSING AUTHORITY OF BARTOW
NOTES TO FINANCIAL STATEMENTS (continued)
March 31, 2008

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Government Operating Grants and Subsidies

The subsidies and grants received by the Authority from HUD under Annual Contributions Contracts and other grant agreements are recorded as revenue in the period earned in accordance with accounting principles generally accepted in the United States of America.

Pursuant to the Annual Contributions Contract with HUD, the Authority receives an operating subsidy for its operation of the Public Housing Program.

The Housing Choice Vouchers Program Annual Contributions Contract with HUD provides for housing assistance payments to private owners of residential units on behalf of eligible low or very low-income families. The program provides for such payments covering the difference between the maximum rental on a dwelling unit and the amount of rent contribution by the participating family plus related administrative expenses.

Inter-program Transactions – Transfers

Accounting principles generally accepted in the United States of America defines non-reciprocal inter-fund activity as the “flow of assets (such as cash or goods) without equivalent flow of assets in return and without a requirement for repayment.” These types of transactions are required to be reported as transfers and reported as other financing sources and uses.

The Authority makes two main types of non-reciprocal inter-fund transactions. The first type involves the transfer of cash from one fund or program to another to assist in paying for the cost of operations without a requirement for repayment. The second involves the transfer of other assets (primarily net capital assets) from grant programs that have been fully expended and closed out to the benefiting fund or program. These inter-fund transfers have been eliminated in preparing the entity wide financial statements.

Use of Estimates

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

HOUSING AUTHORITY OF BARTOW
NOTES TO FINANCIAL STATEMENTS (continued)
March 31, 2008

NOTE B – CASH

Custodial Credit Risk

Custodial credit risk is defined as the risk that, in the event of failure of the counterparty, the Authority will not be able to recover the value of its securities that are in the possession of an outside party.

Cash

Cash in the accompanying financial statements consists of demand deposits in financial institutions and cash on hand.

Deposits

All cash deposits are carried at cost and are in financial institutions whose deposits are insured by the Federal Deposit Insurance Corporation (“FDIC”) and collateralized. Florida Statutes Chapter 280 sets forth the qualifications and requirements that a financial institution must meet in order to become a qualified depository. The Statute also defines the amount and type of collateral that must be pledged in order to remain qualified.

Florida Statute 218.45 requires deposits of governmental entities be made only with Qualified Public Depositories (QPDs). Public funds on deposit in QPDs are protected against loss due to insolvency by: (1) federal deposit insurance; (2) the pledge of securities as collateral; and (3) a contingent liability agreement that allows the Chief Financial Officer of the State of Florida to assess QPDs if the securities pledged by an insolvent QPD are insufficient. The agreement for collateralization of public funds is with the State of Florida and not with the Authority. Similar to FDIC, the State of Florida is guaranteeing the deposit, which would not be classified in any of the following categories of risk.

At March 31, 2008, the Authority’s book balance of cash was \$243,776 and the bank balance was \$248,129.

NOTE C – ACCOUNTS RECEIVABLE

Accounts receivable as of March 31, 2008 consisted of the following:

Dwelling rents		\$ 15,930
Allowance for doubtful accounts		<u>(5,242)</u>
	Net tenant receivables	10,688
Amounts due from others		<u>1,655</u>
	Total receivables	<u>\$ 12,343</u>

HOUSING AUTHORITY OF BARTOW
NOTES TO FINANCIAL STATEMENTS (continued)
March 31, 2008

NOTE D – CAPITAL ASSETS

Following is a summary of the changes in capital assets and accumulated depreciation for the year ended March 31, 2008:

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Not being depreciated:				
Land	\$ 250,000	\$ -	\$ -	\$ 250,000
Total capital assets not being depreciated	<u>250,000</u>	<u>-</u>	<u>-</u>	<u>250,000</u>
Being depreciated:				
Infrastructure	152,142	-	-	152,142
Buildings	2,816,146	1,268	-	2,817,414
Dwelling Equipment	59,794	-	(1,490)	58,304
Administrative Equipment	113,194	2,910	-	116,104
Total capital assets being depreciated	<u>3,141,276</u>	<u>4,178</u>	<u>(1,490)</u>	<u>3,143,964</u>
Less:				
Accumulated depreciation:				
Buildings and infrastructure	2,680,637	85,894	-	2,766,531
Equipment	147,758	10,909	(1,394)	157,273
Total accumulated depreciation	<u>2,828,395</u>	<u>96,803</u>	<u>(1,394)</u>	<u>2,923,804</u>
Total capital assets, being depreciated, net	<u>312,881</u>	<u>(92,625)</u>	<u>(96)</u>	<u>220,160</u>
Capital assets, net	<u><u>\$ 562,881</u></u>	<u><u>\$ (92,625)</u></u>	<u><u>\$ (96)</u></u>	<u><u>\$ 470,160</u></u>

HOUSING AUTHORITY OF BARTOW
NOTES TO FINANCIAL STATEMENTS (continued)
March 31, 2008

NOTE E - CHANGES IN NON-CURRENT LIABILITIES

The changes in non-current liabilities for the year ended March 31, 2008 were as follows:

	Balance Beginning of Year	Additions	Deletions	Balance End of Year	Due Within One Year
Accrued compensated Absences	\$ 27,694	\$ -	\$ 2,001	\$ 25,693	\$ 11,471
	<u>\$ 27,694</u>	<u>\$ -</u>	<u>\$ 2,001</u>	<u>\$ 25,693</u>	<u>\$ 11,471</u>

NOTE F – DEFINED CONTRIBUTION PLAN

The Authority established a contributory defined contribution plan that covers substantially all of the Authority’s employees. The employees are allowed to make non-taxable contributions to the plan in accordance with Internal Revenue Service limitations. The Authority contributes 7.5% of the participant’s compensation to the plan. The Authority contributed \$21,741 during the current year.

NOTE G – COMMITMENTS AND CONTINGENCIES

Federal Grants

The Authority receives a substantial amount of its support from the Federal government in the form of subsidies and grants. If a significant reduction in the level of this support were to occur, it may have an effect on the Authority's programs and activities.

Government grants require the fulfillment of certain conditions as set forth in laws, rules, regulations, and grant agreements. Failure to fulfill the conditions could result in the return of funds to grantors. The Authority's management believes that disallowances, if any, would be immaterial.

NOTE H – RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and other general liability issues. The Authority was unable to obtain general liability insurance at a cost it determined to be economically feasible. The Authority joined together with other housing authorities to form Florida Housing Authorities Risk Management Insureds (“FHARMI”), a public risk pool currently operating as a common risk management and insurance program. The Authority pays an annual premium to FHARMI for its general insurance coverage. The agreement for formation of the FHARMI provides that it will be self-sustaining through member premiums and will reinsure through commercial companies. The Authority continues to carry commercial insurance for all other risks of loss, including workers’ compensation and employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

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SUPPLEMENTAL INFORMATION

HOUSING AUTHORITY OF BARTOW
SUPPLEMENTAL FINANCIAL DATA SCHEDULE
SCHEDULE OF NET ASSETS
AS OF MARCH 31, 2008

LINE ITEM NO.	ACCOUNT DESCRIPTION	CFDA NO.	CFDA NO.	CFDA NO.	TOTAL
		14.850	14.872	14.871	
		PUBLIC HOUSING PROGRAM	CAPITAL FUND PROGRAM	HOUSING CHOICE VOUCHERS PROGRAM	
ASSETS					
Current Assets:					
Cash:					
111	Cash - unrestricted	\$ 134,146	\$ -	\$ 33,446	\$ 167,592
113	Cash - other restricted	-	-	62,522	62,522
114	Tenant security deposits	13,662	-	-	13,662
100	TOTAL CASH	147,808	-	95,968	243,776
Accounts and Notes Receivable:					
125	Accounts receivable - miscellaneous	595	-	1,060	1,655
126	Accounts receivable - tenants	15,930	-	-	15,930
126.1	Allowance for doubtful accounts	(5,242)	-	-	(5,242)
120	TOTAL RECEIVABLES - NET	11,283	-	1,060	12,343
Other Current Assets:					
142	Prepaid expenses and other assets	14,904	-	300	15,204
143	Inventory	1,293	-	-	1,293
143.1	Allowance for obsolete inventories	(129)	-	-	(129)
144	Inter-program - due from other funds	16,119	-	-	16,119
	TOTAL OTHER CURRENT ASSETS	32,187	-	300	32,487
150	TOTAL CURRENT ASSETS	191,278	-	97,328	288,606
Non-current Assets:					
Capital Assets:					
161	Land	250,000	-	-	250,000
162	Buildings	2,817,414	-	-	2,817,414
163	Furniture and equipment - dwellings	58,304	-	-	58,304
164	Furniture and equipment - administration	114,999	-	1,105	116,104
166	Accumulated depreciation	(2,922,699)	-	(1,105)	(2,923,804)
168	Infrastructure	152,142	-	-	152,142
160	CAPITAL ASSETS - NET	470,160	-	-	470,160
180	TOTAL NON-CURRENT ASSETS	470,160	-	-	470,160
190	TOTAL ASSETS	\$ 661,438	\$ -	\$ 97,328	\$ 758,766

(continued)

HOUSING AUTHORITY OF BARTOW
SUPPLEMENTAL FINANCIAL DATA SCHEDULE
SCHEDULE OF NET ASSETS (concluded)
AS OF MARCH 31, 2008

LINE ITEM NO.	ACCOUNT DESCRIPTION	CFDA NO.	CFDA NO.	CFDA NO.	TOTAL
		14.850	14.872	14.871	
		PUBLIC HOUSING PROGRAM	CAPITAL FUND PROGRAM	HOUSING CHOICE VOUCHERS PROGRAM	
LIABILITIES AND NET ASSETS					
Current Liabilities:					
312	Accounts payable - <= 90 days	\$ 7,582	\$ -	\$ 839	\$ 8,421
321	Accrued wage/payroll taxes payable	4,120	-	34	4,154
322	Accrued compensated absences - current portion	10,918	-	553	11,471
341	Tenant security deposits	13,485	-	-	13,485
342	Deferred revenue	1,468	-	-	1,468
347	Inter-program - due to other funds	-	-	16,119	16,119
310	TOTAL CURRENT LIABILITIES	37,573	-	17,545	55,118
Non-current Liabilities:					
354	Accrued compensated absences - non current	13,395	-	827	14,222
350	TOTAL NON-CURRENT LIABILITIES	13,395	-	827	14,222
300	TOTAL LIABILITIES	50,968	-	18,372	69,340
Net Assets:					
508.1	Invested in capital assets, net of related debt	470,160	-	-	470,160
511.1	Restricted net assets	177	-	62,522	62,699
512.1	Unrestricted net assets	140,133	-	16,434	156,567
513	TOTAL NET ASSETS	610,470	-	78,956	689,426
600	TOTAL LIABILITIES AND NET ASSETS	\$ 661,438	\$ -	\$ 97,328	\$ 758,766

HOUSING AUTHORITY OF BARTOW
SUPPLEMENTAL FINANCIAL DATA SCHEDULE
SCHEDULE OF REVENUE, EXPENSES, AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2008

LINE ITEM NO.	ACCOUNT DESCRIPTION	CFDA NO. 14.850	CFDA NO. 14.872	CFDA NO. 14.871	TOTAL
		PUBLIC HOUSING PROGRAM	CAPITAL FUND PROGRAM	HOUSING CHOICE VOUCHERS PROGRAM	
REVENUE					
703	Net tenant rental revenue	\$ 121,048	\$ -	\$ -	\$ 121,048
705	TOTAL TENANT REVENUE	<u>121,048</u>	<u>-</u>	<u>-</u>	<u>121,048</u>
706	HUD PHA operating grants	194,406	134,579	265,482	594,467
711	Investment income - unrestricted	2,317	-	4,526	6,843
714	Fraud recovery	-	-	4,752	4,752
715	Other revenue	35,844	-	-	35,844
716	Gain/loss on sale of fixed assets	(96)	-	-	(96)
700	TOTAL REVENUE	<u>353,519</u>	<u>134,579</u>	<u>274,760</u>	<u>762,858</u>
EXPENSES					
Administrative:					
911	Administrative salaries	88,107	-	7,583	95,690
912	Auditing fees	15,617	-	133	15,750
914	Compensated absences	4,977	-	553	5,530
915	Employee benefit contributions - administrative	35,322	-	2,935	38,257
916	Other operating - administrative	44,805	-	9,142	53,947
	Total Administrative	<u>188,828</u>	<u>-</u>	<u>20,346</u>	<u>209,174</u>
Tenant Services:					
924	Tenant services - other	10	-	-	10
	Total Tenant Services	<u>10</u>	<u>-</u>	<u>-</u>	<u>10</u>
Utilities:					
931	Water	280	-	-	280
932	Electricity	4,974	-	-	4,974
933	Gas	18,972	-	-	18,972
938	Other utilities expense	3,521	-	-	3,521
	Total Utilities	<u>27,747</u>	<u>-</u>	<u>-</u>	<u>27,747</u>
Ordinary Maintenance and Operation:					
941	Labor	52,318	-	-	52,318
942	Materials and other	22,659	-	-	22,659
943	Contract costs	52,622	-	-	52,622
945	Employee benefit contributions - maintenance	36,581	-	-	36,581
	Total Ordinary Maintenance and Operation:	<u>164,180</u>	<u>-</u>	<u>-</u>	<u>164,180</u>
General Expenses:					
961	Insurance	60,815	-	757	61,572
962	Other general expenses	9,273	-	930	10,203
964	Bad debt - tenant rents	4,569	-	-	4,569
	Total General Expenses	<u>74,657</u>	<u>-</u>	<u>1,687</u>	<u>76,344</u>
969	TOTAL OPERATING EXPENSES	<u>455,422</u>	<u>-</u>	<u>22,033</u>	<u>477,455</u>

(continued)

HOUSING AUTHORITY OF BARTOW
SUPPLEMENTAL FINANCIAL DATA SCHEDULE
SCHEDULE OF REVENUE, EXPENSES, AND CHANGES IN NET ASSETS (concluded)
FOR THE YEAR ENDED MARCH 31, 2008

LINE ITEM NO.	ACCOUNT DESCRIPTION	CFDA NO. 14.850	CFDA NO. 14.872	CFDA NO. 14.871	TOTAL
		PUBLIC HOUSING PROGRAM	CAPITAL FUND PROGRAM	HOUSING CHOICE VOUCHERS PROGRAM	
970	EXCESS (DEFICIENCY) OF OPERATING REVENUE OVER (UNDER) OPERATING EXPENSES	(101,903)	134,579	252,727	285,403
973	Housing assistance payments	-	-	240,821	240,821
974	Depreciation expense	96,803	-	-	96,803
900	TOTAL EXPENSES	552,225	-	262,854	815,079
	<u>OTHER FINANCING SOURCES (USES)</u>				
1001	Transfers in	134,579	-	-	134,579
1002	Transfers (out)	-	(134,579)	-	(134,579)
1010	TOTAL OTHER FINANCING SOURCES (USES)	134,579	(134,579)	-	-
1000	EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENSES	(64,127)	-	11,906	(52,221)
1103	NET ASSETS, BEGINNING OF YEAR	674,597	-	67,050	741,647
	NET ASSETS, END OF YEAR	<u>\$ 610,470</u>	<u>\$ -</u>	<u>\$ 78,956</u>	<u>\$ 689,426</u>

HOUSING AUTHORITY OF BARTOW
SCHEDULE OF FEDERAL AWARDS
For the Year Ended March 31, 2008

	<u>CFDA Number</u>	<u>Identifying Number</u>	<u>Beginning (Receivable) Payable</u>	<u>Cash Received</u>	<u>Expended</u>	<u>Ending (Receivable) Payable</u>
FEDERAL ASSISTANCE						
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT						
Low income public housing, operating subsidy	14.850	ACC A-2999	\$ -	\$ 194,406	\$ 194,406	\$ -
Lower income housing assistance program:						
Annual contributions, Sec. 8 Choice Vouchers	14.871	ACC A-2999	\$ -	\$ 265,482	\$ 265,482	\$ -
			\$ -	\$ 265,482	\$ 265,482	\$ -
Capital fund program	14.872	FL14P02650106 FL14P02650107	-	3,670	3,670	\$ -
				130,909	130,909	
			\$ -	\$ 134,579	\$ 134,579	\$ -
TOTAL FEDERAL FINANCIAL ASSISTANCE			<u>\$ -</u>	<u>\$ 594,467</u>	<u>\$ 594,467</u>	<u>\$ -</u>

HOUSING AUTHORITY OF BARTOW
NOTES TO SCHEDULE OF FEDERAL AWARDS
For the Year Ended March 31, 2008

NOTE A – GENERAL

The accompanying schedule of federal awards presents the activity of all federal financial assistance programs of Housing Authority of Bartow. All of the federal financial assistance received by the Authority is received directly from the federal government.

NOTE B – BASIS OF ACCOUNTING

The accompanying schedule of federal awards is presented using the accrual basis of accounting.

NOTE C – MAJOR FEDERAL FINANCIAL ASSISTANCE PROGRAMS

The major programs were as follows:

United States Department of Housing and Urban Development

Section 8 Housing Choice Voucher Program CFDA # 14.871

HOUSING AUTHORITY OF BARTOW
SCHEDULE OF GRANT STATUS
Inception to March 31, 2008

Capital Fund Program Grants

2006	Funds approved	\$	127,891
	Funds advanced		127,891
	Difference	<u>\$</u>	<u>-</u>
	Funds advanced	\$	127,891
	Funds expended		127,891
	Difference	<u>\$</u>	<u>-</u>
2007	Funds approved	\$	130,909
	Funds advanced		130,909
	Difference	<u>\$</u>	<u>-</u>
	Funds advanced	\$	130,909
	Funds expended		130,909
	Difference	<u>\$</u>	<u>-</u>

SUPPLEMENTAL REPORTS

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

Board of Commissioners
Housing Authority of Bartow
Bartow, Florida

We have audited the financial statements of Housing Authority of Bartow as of and for the year ended March 31, 2008, and have issued our report thereon dated December 19, 2008. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

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

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

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

We noted certain matters that we reported to management of Housing Authority of Bartow in a separate letter dated December 19, 2008.

This report is intended solely for the information and use of the Board of Commissioners, management, others within the entity and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than those specified parties.

The NCT Group CPA's, L.L.P.

The NCT Group CPA's, L.L.P.
Lakeland, Florida
December 19, 2008



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

Board of Commissioners
Housing Authority of Bartow
Bartow, Florida

Compliance

We have audited the compliance of Housing Authority of Bartow with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended March 31, 2008. Housing Authority of Bartow's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Housing Authority of Bartow's management. Our responsibility is to express an opinion on Housing Authority of Bartow's compliance based on our audit.

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

In our opinion, Housing Authority of Bartow, complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended March 31, 2008.

Internal Control over Compliance

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

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control.

Our consideration of the internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses as defined above.

This report is intended solely for the information and use of the Board of Commissioners, management, others within the entity and federal awarding agencies and is not intended to be and should not be used by anyone other than those specified parties.

The NCT Group CPA's, L.L.P.

The NCT Group CPA's, L.L.P.
Lakeland, Florida
December 19, 2008

HOUSING AUTHORITY OF BARTOW
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
For the Year Ended March 31, 2008

PRIOR AUDIT FINDINGS

FINDINGS—FINANCIAL STATEMENT AUDIT

There were no findings in the prior year audit report that were required to be reported in accordance with *Government Auditing Standards*.

FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

There were no findings in the prior year audit report that were required to be reported in accordance with OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*.

**HOUSING AUTHORITY OF BARTOW
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended March 31, 2008**

A. SUMMARY OF AUDIT RESULTS

General Purpose Financial Statement Section

Type of auditor's report issued:	Unqualified Opinion
Internal control over financial reporting:	
Material weakness (es) identified?	No
Reportable condition(s) identified not considered to be material weakness (es)?	No
Noncompliance material to general purpose financial statements noted?	No

Federal Awards Section

Dollar threshold used to determine Type A program:	\$300,000
Auditee qualified as low-risk auditee?	Yes
Type of auditor's report on compliance for major programs:	Unqualified Opinion
Internal control over compliance:	
Material weakness (es) identified?	No
Were reportable condition(s) identified not considered to be material weakness (es)?	No
Any audit findings disclosed that are required to be reported in accordance with Circular A-133 (Section .510(a))?	No

Identification of major programs:

Section 8 Housing Choice Voucher Program – CFDA 14.871

HOUSING AUTHORITY OF BARTOW
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)
For the Year Ended March 31, 2008

B - FINDINGS—FINANCIAL STATEMENT AUDIT

FINDINGS RELATED TO INTERNAL CONTROL OVER FINANCIAL REPORTING

This section identifies the reportable conditions, material weaknesses, and instances of noncompliance related to the general purpose financial statements that are required to be reported in accordance with Chapter 5.18 of *Government Auditing Standards*.

There were no findings that are required to be reported in accordance with *Government Auditing Standards*.

C - FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

FINDINGS AND QUESTIONED COSTS—MAJOR FEDERAL AWARD PROGRAMS AUDIT

This section identifies reportable conditions, material weaknesses, and instances of noncompliance, including questioned costs, related to the audit of major federal programs as required to be reported by Circular A-133 Section .510.

There were no findings that are required to be reported in accordance with OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*.

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