

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: <u>Housing Authority of the City of Claxton</u> PHA Code: <u>GA166</u> 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): <u>07/2010</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>204</u> Number of HCV units: <u>0</u>				
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
					PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. See Attached				
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: Included on page 3				
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. Included on page 3				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: The Financial Resources (page 5), Pet Policy (ga166f01), VAWA (page10) and Fiscal Audit have been revised since the submission of the FY2009 Agency Plan. All other PHA Plan elements are also readily available to the public. (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. The FY2010-FY2014 Five-Year Agency Plan will be available for review during the 45-day Public Hearing Notice period at the Claxton Housing Authority Main Office which is located at 101 Sims Avenue in Claxton, Georgia.				
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. See Attached</i>				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. See Attached				
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. Included in attachments listed on page 11				
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. Included in attachment listed on page 11				

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. Not applicable</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. Included on page 12</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>Included on page 13</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>Included on page 15</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>Included on page 16</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. Included in attachment (ga166g01)</p> <p>(g) Challenged Elements Included in attachment (ga166g01)</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>

CLAXTON HOUSING AUTHORITY

FY2010-FY2014 FIVE-YEAR AGENCY PLAN

5.0 Five-Year Plan

5.1 Mission Statement

The Mission of the Housing Authority of the City of Claxton, Georgia (Housing Authority) is to provide safe, decent and sanitary housing for eligible families; to promote self-sufficiency and economic independence for its residents; to establish drug and crime-free communities; to assure fiscal integrity in all programs administered by the Authority without discrimination.

5.2 Goals and Objectives

PHA Goal: Expand the supply of assisted housing

Objectives:

Reduce public housing vacancies: **Achieve a 97% vacancy rate by 2014.**

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) **Become a high performing Authority by 2014**

Develop and work with an active Resident Council, in order to receive their feedback and suggestions both positive and negative.

Concentrate on efforts to improve employee training **To obtain in depth training for all staff members in order to educate the employees properly on HUD / Fair Housing rules and regulations as well as 504 compliance.**

Renovate or modernize public housing units: **Continue complete modernization activities at GA 166-1, and begin modernization at GA166-2 Finish remodeling work in the Nancy Hendrix Homes 23-41 Project 2A. Also to remodel the units in Project 5 in Nancy Hendrix Homes 43-64 that haven't been remodeled. Finally, remodel 11 units in the Cedar Creek housing area.**

PHA Goal: Provide an improved living environment

Objectives:

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **We will strive to make all of our Public Housing developments more racially diverse by 2014.**

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: **To fence the property in our Cedar Creek area to increase the safety of our residents there, as well as cut down on the foot traffic of all non-residents. Our goal is to put an attractive and protective fence up in order to not only secure our residents, but to also attract a more diverse group of residents for this area.**

PHA Goal: Continue to fully comply with the Violence Against Women Act (VAWA). It is our objective to work with others to prevent offenses covered by the VAWA. **Also, continue to seek out any activities, services or programs that will help victims of domestic violence, dating violence, sexual assault or stalking.**

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

6.0 PHA Plan Update

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

The Claxton Housing Authority has made some drastic improvements on our application in-take process to better serve those in need. We also promote a mix of incomes to help facilitate the creation of healthy neighborhoods that provide affordable homes to families at different income levels.

2. Financial Resources

A table below lists the Claxton Housing Authority's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Authority, as well as tenant rents and other income available to support public housing and in Fiscal Year 2010.

Funding Source	Amount	Use
FY2010 PH Operating Fund	\$464,885	Operations
FY2010 Capital Fund Program	\$293,001	Modernization
FY2009 Capital Fund Program	\$293,001	Modernization
FY2009 ARRA Grant	\$178,240	Modernization
Dwelling Rental	\$309,000	Operations
Other Tenant Income	\$15,000	Operations
Interest	\$20,000	Operations
Total	\$1,573,127	

3. Rent Determination

A family's income determines eligibility for assistance and is also used to calculate the family's rent payment. The CHA will use the policies and methods described in Section 6 of the ACOP to ensure that only eligible families receive assistance and that no family pays more or less than its obligation under the regulations. Section 6 describes HUD regulations and CHA policies related to HUD regulations that specify the sources of income to include and exclude to arrive at a family's annual income, the requirements and CHA policies for calculating annual income, mandatory deductions for which a family qualifies and used for calculating adjusted income and the statutory formula for calculating total tenant payment (TTP) the use of utility allowances, and the methodology for determining family rent payment, flat rents and the family's choice in rents.

4. Operation and Management

The Claxton Housing Authority employs an in-house maintenance staff which is responsible for maintaining the Authority's housing inventory. Each resident is given a phone number to call when they need something in their apartment repaired. It is the maintenance staff goal to repair all work orders in a timely manner. In addition to repairs, the maintenance staff also performs preventative maintenance on the Authority systems to keep them in good condition and cut down on repair costs.

Specific policies have been adopted by the Board of Commissioners to help the CHA's employees operate the Authority in an efficient and consistent manner. The list below includes some of the major policies that are in use:

- Admissions and Continued Occupancy Policy for PH
- Maintenance Policy
- Grievance Procedure
- Pet Policy
- Personnel Policy
- One Strike Policy
- Procurement Policy
- Community Service Policy

5. Grievance Procedures

The Housing Authority has developed and adopted a Grievance Procedure for the Public Housing Program. This procedure provides a forum and procedure for residents to seek the just, effective and efficient settlement of grievances against the Claxton Housing Authority (CHA or the HA).

6. Designated Housing for Elderly and Disabled Families

The Housing Authority has no plans at this time to designate any additional properties for elderly and/or disabled only occupancy in the 2010 Fiscal Year.

7. Community Service and Self-Sufficiency

Community Service Requirement for Public Housing Residents

To comply with Federal Regulations, the Authority has adopted a Community Service Requirement for those public housing residents who are able to work but are not currently employed. The Community Service Policy can be reviewed at the Authority's main office.

Coordination with the Welfare (TANF) Agency and Service Programs

As an ongoing process, the Housing Authority has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services. The Authority will coordinate its efforts with client referrals, information sharing regarding mutual clients and jointly administer programs.

Coordination Efforts
Client Referrals
Information Sharing of Mutual Clients
Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
Jointly administer programs

8. Safety and Crime Prevention

Housing Authority management is very concerned with the safety of public housing residents and helping them to feel safe in their apartments.

While the Housing Authority has its share of crime-related issues, there does not seem to be major safety problem at any of the developments. Unfortunately, a majority of the crime issues come from non-residents visiting the properties. When a non-resident is caught on Authority property breaking the law, they are banned.

The Authority employs Police Officers which investigate tenant complaints related to safety and they are residents of the Authority.

9. Pet Policy

See Attachment ga166f01

10. Civil Rights

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

1. Consolidated Plan jurisdiction: State of Georgia
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The State of Georgia Consolidated Plan supports the Claxton Housing Authority's Agency Plan with the following Strategic Plan Priority:

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

11. Fiscal Audit

The Fiscal Audit for the year ended June 30, 2009 will be on display with the Agency Plan.

12. Asset Management

As required by HUD, the Authority has converted to Asset Management. All properties have been grouped into Asset Management Properties (AMPs). Each AMP is managed as if it is a separate entity. Because the revenue and expenses are separated, management can see which AMPs are not performing as expected. Once the lagging AMPs are uncovered, remedies to get them on track can be determined.

13. Violence Against Women Act (VAWA)

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

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

At this time, the Housing Authority does not intend to put a victim of domestic violence admissions preference in place. The Executive Director will periodically review the need for such preference and may add an admissions preference for victim of domestic violence if a need is determined.

The Claxton Housing Authority offers the following 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

We currently have no shelters in the Claxton area to send residents with issues that fall under the Violence Against Women Act. We could only offer suggestions that they go to a battered women's shelter in Statesboro, GA called Safe Haven or the Savannah Area Family Emergency (SAFE). It is our objective to work with others to prevent offenses covered by VAWA to the degree we can.

The Claxton Housing Authority offers the following 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;

First, the Authority will not deny admission to an applicant who has been a victim of domestic violence, dating violence, or stalking. The applicant must comply with all other admission requirements. Also, the Authority will not terminate the assistance to a victim of domestic violence, dating violence, or stalking based solely on an incident or threat of such activity. The Authority still retains the right to terminate assistance for other criminal activity or good cause.

The Claxton Housing Authority offers the following 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.

The Housing Authority maintains police officers as tenants in the developments. The Police Department is cooperative and supportive in cases like this, and willingly responds and enforces the policies of the PHA.

The Claxton Housing Authority has the following procedure in place to assure applicants and residents are aware of their rights under the Violence Against Women Act.

The Housing Authority notifies all applicants of the Violence Against Women Act during the application process.

The Admissions and Continued Occupancy Policy (ACOP) and the Public Housing Dwelling Lease have been revised to include screening and termination language related to the (VAWA).

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 PHA has not received a HOPE VI revitalization grant.

The PHA does not plan to apply for a HOPE VI Revitalization grant in the Plan year.

The PHA will not be engaging in any mixed-finance development activities for public housing in the Plan year.

The PHA will not be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement.

(b) Demolition and/or Disposition

The Claxton Housing Authority does not plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year.

(c) Conversion of Public Housing

None of the PHA's developments or portions of developments have been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act.

(d) Homeownership

The PHA will not administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) Also, the PHA has not applied and does not plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4

(e) Project-Based Vouchers

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

8.0 Capital Improvements

8.1 Capital Fund Annual Statement/Performance and Evaluation Report

See attachments:

ga166a01 – FY2010 CFP Annual Statement
ga166c01 – FY2009 CFP Performance and Evaluation Report
ga166d01 – FY2008 CFP Performance and Evaluation Report
ga166e01 – FY2009 ARRA Grant

8.2 Capital Fund Program Five-Year Plan

See attachment:

ga166b01 – FY2010-2014 CFP Five-Year Plan

8.3 Capital Fund Financing Program (CFFP)

At this time, the CHA has no plans to use the Capital Fund Financing Program.

9.0 Housing Needs

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	114	5	5	5	3	4	3
Income >30% but <=50% of AMI	66	4	4	4	3	3	3
Income >50% but <80% of AMI	12	3	3	3	3	3	3
Elderly	42	4	4	4	3	2	3
Families with Disabilities	70	4	4	4	5	3	3
Black	108	4	4	3	3	3	3
White	80	3	3	3	3	3	3
Hispanic	8	3	3	3	3	3	3

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

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

9.1 Strategy for Addressing Housing Needs

Need: Shortage of affordable housing for all eligible populations

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

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

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

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

- Adopt rent policies to support and encourage work.
- Employ admissions preferences aimed at families with economic hardships.

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: The Elderly

Strategy 1: Target available assistance to the elderly

- Seek designation of public housing for the elderly

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities

- Seek designation of public housing for families with disabilities.
- Affirmatively market to local non-profit agencies that assist families with disabilities.

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

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

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

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

Reasons for Selecting Strategies

- Funding constraints
- Staffing constraints
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Extent to which particular housing needs are met by other organizations in the community
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board

10.0 Additional Information

(a) Progress in Meeting Goals and Objectives for years FY2005-FY2009

The Claxton Housing Authority has evaluated its Five-year Plan and found that it is on target with its goals and objectives.

Goal: Provide an improved living environment

Progress: The Authority continues to work on a relationship with the local police department to improve security throughout its developments. We continue to have police officers as tenants in our units.

Goal: Improve the quality of assisted housing.

Progress:

Training has continued to be provided as available, to staff and commissioners in order to improve customer service, office management and maintenance areas.

Meetings are ongoing with community service providers to identify alternative and potential sources of funding for programs, services and facilities available to our residents and to eliminate duplication.

Physical Improvements to the public housing units continue contingent upon Capital Funding. We just remodeled 20 units in Nancy Hendrix homes Project 1A. We have remodeled numerous apartments to make them handicapped accessible.

Preventive Maintenance Plan procedures continue to be reviewed and updated as appropriate.

Goal: Ensure equal opportunity and affirmatively further fair housing

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

(b) Significant Amendment and Substantial Deviation/Modification

Substantial Deviation from the 5-year Plan:

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

Significant Amendment or Modification to the Annual Plan:

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

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items over \$20,000 (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

11.0 Required Submission for HUD Field Office Review

See Attachment ga166g01

(f) Resident Advisory Board (RAB) comments

There were no comments made by the Resident Advisory Board pertaining to the FY2010-FY2014 Five-Year Agency Plan and Annual Update.

*Signature in attachment

(g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.

At this time, there are no challenges to any of the elements of the PHA’s FY2010-FY2014 Five-Year Agency Plan.

*Signature in attachment

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.

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: Housing Authority of the City of Claxton	Grant Type and Number Capital Fund Program Grant No: GA06P16650110 Factor Grant No: Date of CFFP: _____	Replacement Housing	FFY of Grant: 2010 FFY of Grant Approval: 2010
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: _____ <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Summary by Development Account <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Account	Original	Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	\$20,001.00			
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	\$21,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$252,000.00			
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of line 2- 19)	\$293,001.00			
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Activities				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				
25	Amount of Line 20 Related to Energy Conservation Measures				

Part I: Summary		Grant Type and Number		FFY of Grant:	
PHA Name: Housing Authority of the City of Claxton		Capital Fund Program Grant No: GA06P16650110		2010	
Type of Grant		Factor Grant No:		FFY of Grant Approval:	
<input checked="" type="checkbox"/> Original Annual Statement		Date of CFFP:		2010	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:					
<input type="checkbox"/> Summary by Development Account					
<input type="checkbox"/> Reserve for Disasters/Emergencies					
<input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Final Performance and Evaluation Report					
Line		Total Estimated Cost		Total Actual Cost ¹	
		Original		Obligated	
		Revised ²		Expended	
Signature of Executive Director		Date		Signature of Public Housing Director	
<i>Sally M. Jones</i>		4-26-10			

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

Part II: Supporting Pages		Federal FY of Grant: 2010				
PHA Name: Housing Authority of the City of Claxton		Grant Type and Number Capital Fund Program Grant No: GA06P16650110 CFFP (Yes/No): Replacement Housing Factor Grant No:				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised ¹	
				Funds Obligated ²	Funds Expended ²	
	Operations					
PHA Wide	Operations	1406	LS	\$20,001.00		
	Subtotal 1406			\$20,001.00		
	Fees and Costs					
	a. Architects fee to prepare bid and contract documents, drawings, specifications and assist the PHA at bid opening, awarding the contract, and to supervise the construction work on a periodic basis. Fee to be negotiated Contract Labor.					
AMP GA166001 PHA-Wide		1430	LS	\$18,000.00		
	b. Consulting fees for Agency Plan preparation.	1430	LS	\$3,000.00		
	Subtotal 1430			\$21,000.00		
	Dwelling Structures					
	Complete modernization of all units @ GA166-02 (Phase I) (painting, doors, bathrooms, kitchens and floors)					
AMP GA166001 GA166-02		1460	10 units	\$202,000.00		
PHA Wide	Roof replacement	1460	LS	\$50,000.00		
	Subtotal 1460			\$252,000.00		

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: Housing Authority of the City of Claxton			Grant Type and Number Capital Fund Program Grant No: GA06P16650110 CFFP (Yes/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		Status of Work
				Original	Revised ¹	
				Funds Obligated ²	Funds Expended ²	
CFP Grant Total				\$293,001.00	\$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: Housing Authority of the City of Claxton				Federal FFY of Grant: 2010	
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		
AMP001	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: Claxton Housing Authority / GA166		Locality (Claxton/Evans Co.: Georgia)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
B.	Physical Improvements Subtotal	Annual Statement	\$203,801.00	\$252,801.00	\$252,801.00	\$276,001.00
C.	Management Improvements		\$0.00	\$0.00	\$0.00	\$0.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$50,000.00	\$0.00	\$0.00	\$0.00
E.	Administration		\$0.00	\$0.00	\$0.00	\$0.00
F.	Other		\$20,000.00	\$20,000.00	\$20,000.00	\$8,000.00
G.	Operations		\$20,200.00	\$20,200.00	\$20,200.00	\$9,000.00
H.	Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00
J.	Capital Fund Financing – Debt Service		\$0.00	\$0.00	\$0.00	\$0.00
K.	Total CFP Funds		\$293,001.00	\$293,001.00	\$293,001.00	\$293,001.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$293,001.00	\$293,001.00	\$293,001.00	\$293,001.00

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)						
Claxton Housing Authority / GA166		Claxton/Evans Co.: Georgia			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
	AMP001/PHA Wide	Annual Statement	\$40,200.00	\$293,001.00	\$293,001.00	\$293,001.00
	GA166-01		\$25,000			
	GA166-02		\$228,801.00	\$252,801.00		
	GA166-03					
	GA166-04					
	GA166-05					
	GA166-06					
	GA166-07					
	GA166-11					
	CFP Funds Listed for 5-year planning		\$293,001.00	\$293,001.00	\$293,001.00	\$293,001.00

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
See						
Annual Statement	<u>Operations /AMP001-PHA-Wide</u>			<u>Operations /AMP001-PHA-Wide</u>		
	Operations	LS	\$20,200.00	Operations	LS	\$20,200.00
	Subtotal 1406		\$20,200.00	Subtotal 1406		\$20,200.00
	<u>Fees and Costs /AMP001-PHA-Wide</u>			<u>Fees and Costs /AMP001-PHA-Wide</u>		
	A & E Fees	LS	\$18,000.00	A & E Fees	LS	\$18,000.00
	Consulting Fees for Agency Plan preparation	LS	\$2,000.00	Consulting Fees for Agency Plan preparation	LS	\$2,000.00
	Subtotal 1430		\$20,000.00	Subtotal 1430		\$20,000.00
	<u>Site Improvements/AMP001-GA166-01 & 02</u>			<u>Dwelling Structures /AMP001-PHA-Wide</u>		
	Fencing	LS	\$50,000.00	Windows and screens (Phase I)	204 units	\$75,000.00
	Subtotal 1460		\$50,000.00			
	<u>Dwelling Structures/AMP001-GA166-02</u>			<u>Dwelling Structures /AMP001-GA166-02</u>		
	Complete modernization of units @ old site 2 (Phase II)	9 units	\$203,801.00	Complete modernization of units @ old site 2 (Phase III)	8 units	\$177,801.00
	Subtotal 1460		\$203,801.00	Subtotal 1460		\$252,801.00
	Subtotal of Estimated Cost		\$293,001.00	Subtotal of Estimated Cost		\$293,001.00

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
See						
Annual Statement	<u>Operations /AMP001-PHA-Wide</u>			<u>Operations /AMP001-PHA-Wide</u>		
	Operations	LS	\$20,200.00	Operations	26	\$9,000.00
	Subtotal 1406		\$20,200.00	Subtotal 1406		\$9,000.00
	<u>Fees and Costs /AMP001-PHA-Wide</u>			<u>Fees and Costs /AMP01-PHA-Wide</u>		
	A & E Fees	LS	\$18,000.00	A & E Fees	LS	\$5,000.00
	Consulting Fees for Agency Plan preparation	LS	\$2,000.00	Consulting Fees for Agency Plan preparation	LS	\$3,000.00
	Subtotal 1430		\$20,000.00	Subtotal 1430		\$8,000.00
	<u>Dwelling Structures/AMP001-GA166-02</u>			<u>Dwelling Structures/AMP01-GA166-05</u>		
	Complete modernization of units @ 166-2 (Phase VI)	9 units	\$202,801.00	Replacement of windows and screens and exterior doors and screen doors	22 units	\$176,001.00
				Roofing (Phase II)	LS	\$100,000.00
	Subtotal 1460		\$252,801.00	Subtotal 1460		\$276,001.00
	Roofing (Phase I)	LS	\$50,000.00			
	Subtotal 1460		\$252,801.00			
	Subtotal of Estimated Cost		\$293,001.00	Subtotal of Estimated Cost		\$293,001.00

Part I: Summary		PHA Name: Housing Authority of the City of Claxton	Grant Type and Number Capital Fund Program Grant No: GA06P16650109 Factor Grant No: Date of CFFP: .	Replacement Housing	FFY of Grant: 2009 FFY of Grant Approval: 2009
Type of Grant		<input type="checkbox"/> Reserve for Disasters/Emergencies			
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Revised Annual Statement (revision no:)			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2009		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹
		Original			Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	\$12,200.00		\$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	\$20,000.00		\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$260,801.00		\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of line 2- 19)	\$293,001.00		\$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	
PHA Name: Housing Authority of the City of Claxton	Grant Type and Number Capital Fund Program Grant No: GA06P16650109 Factor Grant No: Date of CFFP:
Replacement Housing	FFY of Grant: 2009 FFY of Grant Approval: 2009
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2009 <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
	Total Actual Cost ¹
	Expended
Signature of Executive Director <i>Jade M. Jones</i>	Signature of Public Housing Director
Date 4-26-10	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: Housing Authority of the City of Claxton					Federal FY of Grant: 2009						
Development Number Name/HA-Wide Activities		General Description of Major Work Categories		Grant Type and Number Capital Fund Program Grant No: GA06P16650109 Replacement Housing Factor Grant No:		Total Estimated Cost		Total Actual Cost		Status of Work	
				Development Account No.		Quantity		Original		Revised ¹	
								Funds Obligated ²		Funds Expended ²	
PHA Wide		Operations		1406		LS		\$12,200.00		\$0.00	
		Subtotal 1406						\$12,200.00		\$0.00	
		Fees and Costs									
GA16600001 PHA-Wide		a. Architects fee to prepare bid and contract documents, drawings, specifications and assist the PHA at bid opening, awarding the contract, and to supervise the construction work on a periodic basis. Fee to be negotiated Contract Labor.		1430		LS		\$18,000.00		\$0.00	\$0.00
		b. Consulting fees for Agency Plan preparation.		1430		LS		\$2,000.00		\$0.00	\$0.00
		Subtotal 1430						\$20,000.00		\$0.00	
		Dwelling Structures									
GA16600001 GA166-1		Complete modernization of all units @ 1A (Phase III) (painting, doors, bathrooms, kitchens and floors)		1460		10 units		\$260,801.00		\$0.00	\$0.00
		Subtotal 1460						\$260,801.00		\$0.00	\$0.00

Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Claxton			Grant Type and Number Capital Fund Program Grant No: GA06P16650109 CFFP (Yes/No): 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		
	CFP Grant Total				\$293,001.00	\$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

Development Number Name/HA-Wide Activities		All Funds 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		12/31/2011		12/31/2013				
AMP0001		12/31/2011		12/31/2013				

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.

Part I: Summary		PHA Name: Housing Authority of the City of Claxton	Grant Type and Number Capital Fund Program Grant No: GA06P16650108 Factor Grant No: Date of CFFP: :	Replacement Housing	FFY of Grant: 2008 FFY of Grant Approval: 2008
Type of Grant		<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2009			
Summary by Development Account		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Development Account	Original	Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	\$11,200.00		\$11,200.00	\$11,200.00
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	\$20,000.00		\$20,000.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$259,000.00		\$259,000.00	\$43,000.00
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of line 2- 19)	\$290,200.00		\$290,200.00	\$54,200.00
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: 2008	FFY of Grant Approval: 2008
PHA Name: Housing Authority of the City of Claxton		Grant Type and Number Replacement Housing	
Capital Fund Program Grant No: GA06P16650108		Factor Grant No:	
Date of CFFP:		Final Performance and Evaluation Report	
<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Final Performance and Evaluation Report	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2009		Total Actual Cost¹	
Line	Summary by Development Account	Total Estimated Cost	Expended
		Original	Obligated
		Revised²	
Signature of Executive Director <i>Rod M. Jones</i>		Signature of Public Housing Director	
Date 4-26-10		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 CFFP Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Claxton			Grant Type and Number Capital Fund Program Grant No: GA06P16650108 CFFP (Yes/No):				Federal FY of Grant: 2008		
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	\$11,200.00		\$11,200.00	\$11,200.00		
	Subtotal 1406			\$11,200.00		\$11,200.00	\$11,200.00		
	Fees and Costs								
GA166-01	a. Architects fee to prepare bid and contract documents, drawings, specifications and assist the PHA at bid opening, awarding the contract, and to supervise the construction work on a periodic basis. Fee to be negotiated	1430	42 units	\$18,750.00		\$18,000.00	\$0.00		
GA166-02		1430	32 units	\$0.00		\$0.00	\$0.00		
GA166-03		1430	10 units	\$0.00		\$0.00	\$0.00		
GA166-04		1430	38 units	\$0.00		\$0.00	\$0.00		
GA166-05		1430	22 units	\$0.00		\$0.00	\$0.00		
GA166-06		1430	16 units	\$0.00		\$0.00	\$0.00		
GA166-07	Contract Labor.	1430	30 units	\$0.00		\$0.00	\$0.00		
GA166-11		1430	14 units	\$0.00		\$0.00	\$0.00		
	b. Consulting fees for Agency Plan preparation.								
GA166-01		1430	42 units	\$200.00		\$200.00	\$0.00		
GA166-02		1430	32 units	\$150.00		\$150.00	\$0.00		
GA166-03		1430	10 units	\$100.00		\$100.00	\$0.00		
GA166-04		1430	38 units	\$200.00		\$200.00	\$0.00		
GA166-05		1430	22 units	\$200.00		\$200.00	\$0.00		
GA166-06		1430	16 units	\$100.00		\$100.00	\$0.00		
GA166-07		1430	30 units	\$200.00		\$200.00	\$0.00		
GA166-11		1430	14 units	\$100.00		\$100.00	\$0.00		
	Subtotal 1430			\$20,000.00		\$20,000.00	\$0.00		

Part II: Supporting Pages				Federal FY of Grant: 2008			
PHA Name: Housing Authority of the City of Claxton		Grant Type and Number Capital Fund Program Grant No: GA06P16650108 CFFP (Yes/No):					
		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		
	Dwelling Structures						
GA166-01a	Complete modernization of all units @ 1A (Phase I) (painting, doors, bathrooms, kitchens and floors)	1460	22 units	\$259,000.00		\$259,000.00	\$43,000.00
	Subtotal 1460			\$259,000.00		\$259,000.00	\$43,000.00
	CFP Grant Total			\$290,200.00		\$290,200.00	\$54,200.00

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

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Federal FFY of Grant: 2008
		Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	Reasons for Revised Target Dates ¹
PHA Wide		12/31/2010		12/31/2012		
GA166-01		12/31/2010		12/31/2012		
GA166-02		12/31/2010		12/31/2012		
GA166-03		12/31/2010		12/31/2012		
GA166-04		12/31/2010		12/31/2012		
GA166-05		12/31/2010		12/31/2012		
GA166-06		12/31/2010		12/31/2012		
GA166-07		12/31/2010		12/31/2012		
GA166-11		12/31/2010		12/31/2012		

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: Housing Authority of the City of Claxton	Grant Type and Number Capital Fund Program Grant No: GA06S16650109 Factor Grant No: Date of CFFP: _____	Replacement Housing	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: 12/31/2009			
		<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	Revised ²	Obligated	Total Actual Cost ¹
		Original			Expended
1	Total non-CFFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$23,750.00		\$0.00	\$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$343,585.00		\$189,115.45	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of line 2- 19)	\$367,335.00		\$189,115.45	\$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				

Part I: Summary		FFY of Grant: 2009
PHA Name: Housing Authority of the City of Claxton	Grant Type and Number: Capital Fund Program Grant No: GA06S16650109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2009
Type of Grant	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:)
<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2009	<input type="checkbox"/> Final Performance and Evaluation Report
<input checked="" type="checkbox"/> Performance and Evaluation Report for Development Account	Total Estimated Cost	Total Actual Cost ¹
Line	Original	Obligated
		Expended
Signature of Executive Director	Date	Signature of Public Housing Director
<i>Robert M. Jones</i>	4-26-10	

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: Housing Authority of the City of Claxton			Grant Type and Number Capital Fund Program Grant No: GA06S16650109 CFFP (Yes/No):				Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
	Fees and Costs								
	a. Architects fee to prepare bid and contract documents, drawings, specifications and assist the PHA at bid opening, awarding the contract, and to supervise the construction work on a periodic basis. Fee to be negotiated Contract Labor.	1430	204 Units	\$23,750.00		\$0.00	\$0.00		
	b. Consulting fees for Agency Plan preparation.	1430	LS	\$2,000.00		\$0.00	\$0.00		
	Subtotal 1430			\$20,000.00		\$0.00	\$0.00		
	Dwelling Structures								
	Complete modernization of all units @ 1A (Phase III) (painting, doors, bathrooms, kitchens and floors)	1460	10 units	\$343,585.00		\$189,115.45	\$0.00		
	Subtotal 1460			\$343,585.00		\$189,115.45	\$0.00		
	CFP Grant Total			\$367,335.00		\$189,115.45	\$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

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 III: Implementation Schedule for Capital Fund Financing Program

PHA Name: Housing Authority of the City of Claxton				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	3/17/2010		3/17/2012		
AMP0001	3/17/2010		3/17/2012		

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.

Section XXI. PET POLICY

Effective September 1, 2009

Prior to bringing a pet onto the premises of Housing Authority of the City of Claxton, Georgia, the resident must comply with the guidelines outlined below.

1. General Rules

- A. Each Head of Household may own only one (1) common household pet. Each bird or other animals, other than fish, shall be counted as one pet.
 - 1) Definition of common household pets: Common household pets shall include the following domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes. The size of dogs or cats is as follows: dogs no larger than 25 lbs. And cats no larger than 14 lbs.
NOTE: Any pet that is not fully grown will be weighed every six months. Also, exceeds the weight limit at any time during occupancy will not be an eligible pet and must be removed from HOUSING AUTHORITY property.
- B. Vicious and/or intimidating dogs will not be allowed (e.g., pit bulldogs).
- C. All dogs and cats must be either spayed or neutered, as applicable.
- D. When taken outside the resident's unit, dogs and cats must be kept on a leash or carried and controlled by a responsible adult at all times.
- E. All pets must have the appropriate tags at all times. The information on the tag shall include the name of the dog and the resident's name and address.
- F. Birds must be kept confined to a cage at all times.
- G. Turtles must be enclosed in an acceptable cage or container at all times.
- H. Residents shall not permit their pet to disturb, interfere or diminish the peaceful enjoyment of other residents and/or HOUSING AUTHORITY staff. The terms "disturb, interfere and diminish" shall include, but not be limited to barking, howling, chirping, biting, scratching, and other like activities.
- I. Requirement for cleanliness and disposal of pet wastes: Under terms of the Dwelling Lease, the resident is responsible for keeping his or her apartment in clean and sanitary conditions. In order to keep pets in the apartment, the resident must do anything and everything necessary to maintain the apartment in such a manner that the keeping of pets will not cause a hardship to other residents or to the Housing Authority. The following minimum requirements and standards shall apply:

Claxton Housing Authority
Admissions and Continued Occupancy Policy

- 1) Bottoms of cages containing birds or rodents must be lined at all times with an absorbent material. The cages must be cleaned daily, and wastes must be tied securely in a plastic bag and placed in dumpster. Under no circumstances may such waste be deposited in the garbage chute.
 - 2) Dead fish and/or turtles must be removed promptly from an aquarium and disposed of in the same manner as provided in Section 9(a).
 - 3) The resident must provide a litter box and scratching post for a cat. The litter must be changed no less than one time per week, placed in a securely sealed plastic bag and disposed of in dumpster.
 - 4) Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in the dumpster outside of the building provided by HOUSING AUTHORITY.
 - 5) In the event a cat or dog defecates or urinates on the floor or walls of the apartment or building, the owner shall be responsible for immediate complete cleaning and deodorizing of the area involved. If the owner fails to adhere to this rule and it becomes necessary for the Housing Authority to remove the pet waste, a minimum charge of \$5.00 per occurrence shall apply; this charge may be increased to cover the actual cost of labor and materials required if \$5.00 does not cover expenses incurred.
- J. The resident shall be responsible for control of fleas, ticks and/or other parasites caused by keeping pets in the apartment and shall bear cost of any fumigation required.
- K. The resident agrees to be responsible for reimbursing the Housing Authority for any damages whatsoever caused by resident's pet to resident's apartment or any portion of the building or grounds.
- L. Requirement that pets be housebroken: Cats and dogs that have not been housebroken will not be allowed.
- M. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
- N. Residents shall not alter their unit, patio, or unit area in order to create an enclosure for any pet.
- O. Residents are prohibited from feeding or harboring stray animals. The feeding of a stray animal shall constitute having a pet without the written permission of HOUSING AUTHORITY.
- P. If pets are left unattended for a period of 24 hours or more, HOUSING AUTHORITY may enter the dwelling unit, remove the pet and transfer it to the responsible parties or

Claxton Housing Authority
Admissions and Continued Occupancy Policy

proper authorities. HOUSING AUTHORITY accepts no responsibility for the animal(s) under such circumstances.

- Q. Pets are not allowed in common areas including hallways, lobby areas, laundry rooms, and social rooms except those common areas that are entrances to or exits from the building.
- R. The head of household or designated family member must be present during annual inspections of the unit.
- S. The resident shall properly display a decal as provided by HOUSING AUTHORITY to inform everyone that the dwelling unit has an approved common household pet inside.

2. Registration of Pets

Prior to bringing any pet onto the premises governed by the Quality Housing and Work Responsibility Act of 1998, the resident must register the pet with HOUSING AUTHORITY and pay the applicable pet deposit. The resident must update the registration at least annually to coincide with the annual re-examination of the resident income. The application for registration of the pet includes:

- A. A certificate signed by a licensed veterinarian/or a State or Local Authority empowered to inoculate animals (or a designated agent of such an authority) stating that the pet has received all inoculations required by applicable State and Local laws and that pet has been spayed or neutered.
- B. A completed pet information form that is sufficient to identify the pet and to demonstrate that it is a common household pet as defined in this policy.
- C. The name, address, and phone number of two responsible parties who agree to care for the pet if the resident dies, is incapacitated, or is otherwise unable to care for the pet.
- D. Payment of the applicable pet fee as defined in Section 3 below, and
- E. A signed statement indicating that the resident has read the pet rules and agrees to comply with them.
- F. Display of rabies tag and/or have necessary documents upon request.

3. Pet Fee

The pet fee shall be as follows:

TYPE OF PET	FEE
Cat or Dog	\$300.00
Fish Aquarium	\$100.00
Fish Bowl (requires no power)	\$ 25.00

Claxton Housing Authority
Admissions and Continued Occupancy Policy

and is no larger than two gallons)	
Caged Pets	\$100.00

Residents who own or keep pets in their unit must pay a non-refundable pet fee. This fee is in addition to any other financial obligation generally imposed on residents of the development. HOUSING AUTHORITY reserves the right to change or increase the required fee by amendment to this policy.

Prior to moving a pet into the apartment, the resident must first make an application to the Housing Authority for permission to keep a pet and pay, in advance, a fee of \$100.00 on a cat or dog with the remainder to be paid in installments of \$20.00 per month until paid in full and a fee of \$20.00 on a fish aquarium or caged pet with the remainder to be paid in installments of \$10.00 per month until paid in full.

HOUSING AUTHORITY will use the pet fee only to pay reasonable expenses directly attributed to the presence of the pet in the development.

4. Refusal to Register Pet(s)

HOUSING AUTHORITY may refuse to register a pet based on the determination that the head of household is financially unable to care for the pet. If HOUSING AUTHORITY refuses to register a pet, a written notification will be sent to the head of household stating the reason for denial and shall be served in accordance with HUD Notice requirements.

HOUSING AUTHORITY has a right to refuse to register a pet:

- A. If the pet is not a *common household pet* as defined in this pet policy.
- B. If keeping the pet would violate any applicable House Pet Rule.
- C. If the resident fails to provide complete registration information in accordance with this policy or fails to annually update the pet registration, or if HOUSING AUTHORITY reasonably determines, based on the resident's habits and practices, that the resident will be unable to keep the pet in compliance with the pet rules and other lease obligations.
- D. The pet's temperament may be considered as a factor in determining the prospective resident's ability to comply with the pet rules and other lease obligations.

The notice of refusal may be combined with a notice of a lease violation.

5. Pet Care

All residents shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet. This information must be provided to the Property Manager annually. Residents must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Residents must agree to exercise courtesy with/to other residents.

Claxton Housing Authority
Admissions and Continued Occupancy Policy

6. Violations

Any violation of the general rules of this pet policy is grounds for removal of the pet from the resident's unit or termination of the resident's tenancy, or both, in accordance with the lease.

7. Exclusions

The pet deposit will be waived for animals that assist persons with disabilities. 24 CFR 942.2 excludes animals that assist the handicapped from this pet policy. HOUSING AUTHORITY may not enforce or apply any pet rules against individuals with animals that are used to assist the handicapped. Nothing in 24 CFR 942.2: 1) Limits or impairs the rights of handicapped individuals, 2) Authorizes HOUSING AUTHORITY to limit or impair the right of handicapped individuals, 3) Affects any authority HOUSING AUTHORITY may have to regulate animals that assist the handicapped, under Federal, State or Local Law.

To be excluded from the Pet Policy, the head of household must certify the following:

- A. That the animal has been trained to assist with the specified disability; and
- B. That the animal actually assists the person with the disability.

8. Conflicts with State, Local Law or Regulations

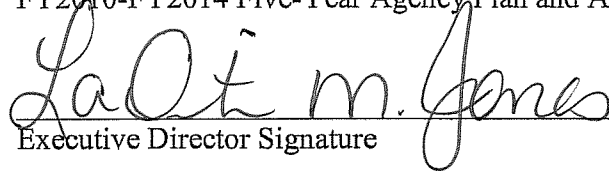
If there is any applicable State, Local Law, or regulation that conflicts with any portion of the above pet policy, the State, Local Law, or regulation shall apply.

End of Section XXI.

11.0 Required Submission for HUD Field Office Review

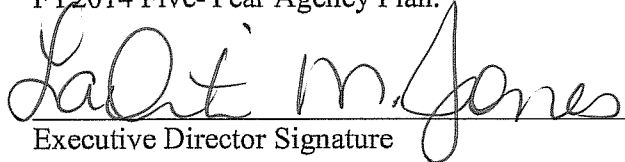
(f) Resident Advisory Board (RAB) comments

There were no comments made by the Resident Advisory Board pertaining to the FY2010-FY2014 Five-Year Agency Plan and Annual Update.


Executive Director Signature

(g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.

At this time, there are no challenges to any of the elements of the PHA's FY2010-FY2014 Five-Year Agency Plan.


Executive Director Signature