

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: Conyers Housing Authority PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/2010 PHA Code: GA 184				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 290 Number of HCV units: 0				
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH
	PHA 2:				HCV
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update. <b>Note: See Attachment ga184a01 for information concerning Section 5.0 through 10.0</b>				
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  See page 3 of Attachment ga184a01.				
<b>5.2</b>	<b>Goals and Objectives.</b> 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 page 3 of Attachment ga184a01.				
<b>6.0</b>	<b>PHA Plan Update</b>  (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 4 - 19 of Attachment ga184a01.				
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i>  See pages 19 - 20 of Attachment ga184a01.				
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.  See page 20 of Attachment ga184a01.				
<b>8.1</b>	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.  See page 20 of Attachment ga184a01.				
<b>8.2</b>	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.  See page 20 of Attachment ga184a01.				

8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>See page 20 of Attachment ga184a01.</p>
9.0	<p><b>Housing Needs.</b> 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 21 of Attachment ga184a01.</p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>See pages 22 - 23 of Attachment ga184a01.</p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</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 23 - 24 of Attachment ga184a01.</p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> 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](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# CONYERS HOUSING AUTHORITY

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

### SECTION 5.0 THROUGH 10.0

#### TABLE OF CONTENTS

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

5.1	Mission Statement	3
5.2	Goals and Objectives	3

#### **6.0 PHA Plan Update**

1.	Eligibility, Selection and Admissions Policies	5
2.	Financial Resources	14
3.	Rent Determination Policies	15
4.	Operations and Management Policies	15
5.	Grievance Procedures	16
6.	Designated Housing for Elderly and Disabled Families	16
7.	Community Service and Self-Sufficiency	16
8.	Safety and Crime Prevention	16
9.	Pets	17
10.	Civil Rights Certifications	18
11.	Fiscal Year Audit	18
12.	Asset Management	18
13.	Violence Against Women Act	19

**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	19
(b)	Demolition and/or Disposition	19
(c)	Conversion of Public Housing	19
(d)	Homeownership	19
(e)	Project-based Vouchers	20

**8.0 Capital Improvements**

8.1	FY2010 Capital Fund Annual Statement and Five-Year Plan	20
8.2	Capital Fund Performance and Evaluations Reports	20
8.3	Capital Fund Financing Program	20

**9.0 Housing Needs**

9.1	Strategies for Addressing Needs	22
-----	---------------------------------	----

**10.0 Other Information**

(a)	Progress in Meeting Goals and Objectives	23
(b)	Substantial Deviation and Significant Amendment	23
(c)	Memorandum of Agreement	24
(d)	Resident Advisory Board Comments	24
(e)	Challenged Elements	24

## **5.0 Five-Year Plan**

### **5.1 Mission Statement**

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

### **5.2 Goals and Objectives**

*Goal: Improve the quality of assisted housing*

*Objectives:*

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

*Goal: Increase assisted housing choices*

*Objectives:*

- Implement public housing or other homeownership programs:

*Goal: Provide an improved living environment*

*Objectives:*

- Implement public housing security improvements:

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

*Objectives:*

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

*Goal: Ensure equal opportunity and affirmatively further fair housing*

*Objectives:*

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

## **6.0 PHA Plan Update**

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

All plan elements have been revised since the submission of the FY2009 Agency Plan.

- (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 Conyers Housing Authority's Main Office which is located at 1214 Summer Circle in Conyers, Georgia.

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

*Eligibility*

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 in by HUD and must not exceed income limits established by the Department of Housing and Urban Development for Public Housing in the County of PHA jurisdiction.
  - d. The applicant family must conform to the Occupancy Standards contained in this policy 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. The applicant's financial record must conform to the CHA's Credit Policy, which is appended to this document. Any violation of the authority's One Strike Policy, which is also appended to this document, is cause for not admitting the applicant to CHA housing.
  - g. Applicants shall not have been sued more than two (2) times over the past two (2) years for habitual late rent payments;
  - h. Applicants shall not have been sued more than four (4) times during the entire tenancy for habitual late rent payments.
  - i. Applicants shall not have been evicted for non-payment of rent over the past two years.
  - j. 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.

- k. Any tenant evicted from federally assisted housing by reason of drug-related criminal activity shall not be eligible for federally assisted housing, 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.
- l. 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 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).
- m. 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.

- n. The Housing Authority shall prohibit admission of any applicant or member of the applicant's household who has been convicted of a felony.
- o. 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.
- p. 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.
- q. 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 condition do not create a problem for the neighbors.
- r. The applicant family must be able to demonstrate capacity to discharge all lease obligations. This determination shall be made on a 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.
- s. 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.

- t. The applicant must not have a history of non-compliance with rental agreements including failure to comply with the terms of the rental agreements prior residences, such as provided 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 3 years.

- u. 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.

- 3. 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.

### *Selection*

#### **Application 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.

#### **Preferences**

- a. The Conyers Housing Authority has four admissions preferences. The preferences include the domestic violence preference and three "general" preferences, and they are defined as follows:

***Victims of Domestic Violence:*** Domestic violence is defined as an applicant that has vacated a unit because of domestic violence or the applicant lives in a housing unit with a person who engages in domestic violence. Verification of such violence is certified by local law enforcement and/or service agencies.

**Working Families:** A working family is defined as a family whose head or spouse has been regularly employed for the past 9 months. Regularly employed means full-time or part-time employment which requires the employee to work on a regular basis and which is not considered to be temporary, non-recurring, or sporadic. A working family also includes a family whose head, spouse, or sole member is age 62 or older or are receiving social security disability, supplemental security income disability benefits, or any other payments based on an individual's inability to work.

**Veteran Families:** A family whose head or spouse is a veteran.

**Residents of Rockdale County:** Applicants who reside in the City of Conyers, or whose head of household or spouse works in the City of Conyers, or whose head of household or spouse has been given a bona fide offer of employment in the City of Conyers. There is no minimum residency or income requirement to qualify for this preference.

b. Preference shall be given to elderly and disabled applicants over other singles.

c. **Denial of Preference**

A preference shall not be given to an applicant if any member of the family is a person who has been evicted from housing assisted under a 1937 Housing Act program due to drug related criminal activity. However, a preference may be given if:

- (i) The applicant or family member clearly did not participate in drug related criminal activity; or,
- (ii) The Housing Authority determines that the applicant or family member no longer participates in any drug related criminal activity.

d. **Weighting Preferences**

Of the four preferences, CHA's Domestic Violence preference has the greater weight. A family that claims a domestic violence preference will receive housing assistance before a family that claims any combination of the remaining three "general" preferences. The preferences for working families, veterans' families and Rockdale County residents are all equally weighted.

## **Waiting List**

### **a. Housing Authority-Wide 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.
- (iv) Families who claim no preference will be notified by the Housing Authority that their names will be retained on the waiting list as non-priority applicants. IF at some future time, their status changes in regards to a preference, they will be entitled to claim the preference, and be added to the priority waiting list.

## **Waiting List Skipping**

The Housing Authority may skip a higher-income eligible applicant family on the top of the waiting list 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 on 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.

## **Updating of the Waiting List**

Applicants are responsible for keeping the authority informed as to their continuing interest in receiving housing assistance. The authority will review the applicant waiting list monthly. If the authority has not heard from an applicant in the previous 12 months, a letter will be sent to the applicant's last known address requesting updated information. If there is no response to this letter, the applicant will be dropped from the waiting list.

## **Applicant Selection and Assignment**

- a. The PHA will select applicants for participation without discrimination based on race, color, sex, creed, or national origin not 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.

### **Special Use Dwelling Units**

- b. 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.
- c. 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.

### **Dwelling Unit Offers**

The CHA will make an offer of housing assistance to a family in the development with the highest number of vacancies, or an offer that will satisfy the authority's deconcentration goals. If this unit is rejected, the family goes to the bottom of the waiting list. If, when the family reaches the top of the list, the second offer is refused, the family will be removed from the list for a period of one year. After one year, the family will have to re-apply for housing in order to be considered further. 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, as applicant will be offered a unit.
- c. Upon offer of an apartment, the applicant shall have two (2) 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.

### **Unit Refusals**

- a. Applicants will be made two (2) offers of a unit of appropriate size and type. Should the family reject both offers, the family will be removed from the waiting list.
- b. Upon return to the top of the waiting list, such an applicant would be made as 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 two (2) working days to accept or reject an offer of housing offer receipt of notice of unit availability. Failure to respond to a notice of unit availability will be treated as a no response.

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 determination 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 the 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. Applicants are responsible for keeping the authority informed as to their continuing interest in receiving housing assistance. The authority will review the applicant waiting list monthly. If the authority has not heard from an applicant in the previous 12 months, a letter will be sent to the applicant's last known address requesting updated information. If there is no response to this letter, the applicant will be dropped from the waiting list.
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 Conyers Housing Authority’s anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Authority, as well as tenant rents and other income available to support public housing in Fiscal Year 2010. The Capital Fund amounts for FY2009 are unobligated amounts as of 12/31/2009.

<b>Funding Source</b>	<b>Amount</b>	<b>Use</b>
FY2010 PH Operating Fund	\$410,000	Operations
FY2010 Capital Fund Program	\$447,778	Modernization
FY2009 Capital Fund Program	\$405,595	Modernization
FY2009 ARRA Grant	\$282,842	Modernization
Dwelling Rent	\$880,000	Operations
Excess Utilities	\$21,650	Utilities
Interest	\$62,705	Operations
Other Income	\$6,000	Operations
<b>Total</b>	<b>\$2,516,570</b>	

**3. Rent Determination**

Determining the Total Tenant Payment is a two-step process. Total Tenant Payment for families whose initial lease is effective on or after August 1, 1982, shall be the highest of the following rounded to the nearest dollar:

- a. 30 Percent of Monthly Adjusted Income; or
- b. 10 Percent of Monthly Income;
- c. The welfare rent, if applicable.
- d. A minimum rent amount of \$50. Note: QHWRA established certain exceptions to the minimum rent requirements relating to hardship which are discussed in the Rent Collections Policy of the Housing Authority's ACOP.

After the highest amount has been determined above, that number is compared to the ceiling rent or flat rent of the unit size that is or will be occupied by the family, and the lower of the amount determined above or the ceiling/flat rent is the Total Tenant Payment.

Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc.

**4. Operation and Management**

The Authority has a staff of maintenance mechanics which provide general maintenance services at each site to help ensure the units are kept in good working order. If a resident needs an item repaired, they are asked to call the management office and place a work order. Once the work order is entered, a maintenance mechanic will go to 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.

CHA also has many policies which management uses to operate the Agency on a daily basis. These polices are listed below:

Personnel	Procurement	Pet
Admissions and Continued Occupancy (LIPH)		
Grievance	Disposition	Capitalization
Domestic Violence	Investment	

**5. Grievance Procedures**

The grievance procedure is an administrative method prescribed by HUD to deal with resident complaints. PHAs are required to have grievance procedures that meet the regulatory requirements set forth in 24 CFR § 966.50-57. The grievance procedure is a part of the PHA's lease, by reference.

A grievance is any dispute that a tenant may have with respect to a PHA action or failure to act in accordance with the lease or regulations that adversely affects an individual tenant's rights, duties, welfare, or status. The Authority has adopted a Grievance Procedure. Tenants are made aware of the Grievance Procedure during the lease-up process. The full policy is on file at the Housing Authority's main office.

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

Currently, the Housing Authority does not have any units which are designated for occupancy only by elderly and/or disabled families. There are no plans to apply for designation of any public housing units for the occupancy only by elderly and/or disabled families in the upcoming Fiscal Year.

**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. One of the goals of the Authority is to develop programs for residents to help them become self-sufficient and move out of subsidized housing.

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 apartment. 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**

The Authority does not have a crime and safety problem at any of its' public housing developments. In the past two years, security cameras have been placed at each site which has helped to deter crime. The local Police Department has used video from the cameras to catch perpetrators.

## 9. Pets

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

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

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

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

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

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

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

Tenants with animals must pay a pet deposit.

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

Residents can be charged for pet waste removal.

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

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

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

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

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

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

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

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

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

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

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

#### **10. Civil Rights**

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

#### **11. Fiscal Audit**

The Fiscal Audit for the year ended June 30, 2008 will be on display with the Agency Plan (See Attachment ga184101). The audit for the year ended June 30, 2009 is in the process of being completed.

#### **12. Asset Management**

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

### **13. Violence Against Women Act**

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

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

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

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

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

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

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

#### **(a) Hope VI or Mixed Finance Modernization or Development**

The Authority does not plan to apply for a HOPE VI or Mixed Finance Modernization or Development Grant in the upcoming Fiscal Year.

#### **(b) Demolition and/or Disposition**

The Authority does not plan to demolish any public housing units or dispose of any public housing property in the upcoming Fiscal Year.

#### **(c) Conversion of Public Housing**

The Authority does not plan to convert any public housing units to Section 8 Tenant-Based Vouchers in the upcoming Fiscal Year.

#### **(d) Homeownership**

The Authority does not plan to offer any public housing units for homeownership in the upcoming Fiscal Year.

**(e) Project-Based Vouchers**

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

**8.0 Capital Improvements**

**8.1 Capital Fund Annual Statement/Performance and Evaluation Report**

See attachments:

ga184b01 – FY2010 CFP Annual Statement  
ga184d01 – FY2009 CFP Performance and Evaluation Report  
ga184e01 – FY2009 ARRA Performance and Evaluation Report  
ga184f01 – FY2008 CFP Performance and Evaluation Report  
ga184g01 – FY2007 CFP Performance and Evaluation Report  
ga184h01 – FY2006-2 CFP Performance and Evaluation Report  
ga184i01 – FY2006 CFP Performance and Evaluation Report  
ga184j01 – FY2005 CFP Performance and Evaluation Report  
ga184k01 – FY2004 CFP Performance and Evaluation Report

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

See attachment:

ga184c01 – FY2010-2014 CFP Five-Year Plan

**8.3 Capital Fund Financing Program (CFFP)**

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

**9.0 Housing Needs**

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

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

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

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

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

## **9.1 Strategy for Addressing Housing Needs**

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

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

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

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

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

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

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

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

- Employ admissions preferences aimed at families who are working

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

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

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

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

**Strategy 1: Conduct activities to affirmatively further fair housing**

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

## Reasons for Selecting Strategies

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

## 10.0 Additional Information

### (a) Progress in Meeting Goals and Objectives

The Authority is continually making efforts to improve the physical appearance of the units and grounds through the use of the Capital Fund Program. The work items that are planned to be addressed are listed in the Capital Fund Program Five-Year Plan for 2010 - 2014. It included as an attachment to the Agency Plan.

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

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

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

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

### (b) Significant Amendment and Substantial Deviation/Modification

#### Substantial Deviation from the 5-year Plan:

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

#### Significant Amendment or Modification to the Annual Plan:

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

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

**(c) Memorandum of Agreement**

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

**(d) Resident Advisory Board Comments**

Other than general support of the contents of the FY2010 Agency Plan, the Resident Advisory Board had no specific comments on the Plan.

**(e) Challenged Elements**

No elements of the FY2010 Agency Plan were challenged.

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

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

<b>Part I: Summary</b>						
PHA Name/Number: Conyers, GA/GA184		Locality (Conyers/Rockdale Co., Georgia)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 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	\$320,000.00	\$320,000.00	\$274,000.00	\$296,500.00
C.	Management Improvements		\$60,000.00	\$60,000.00	\$57,500.00	\$57,500.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$11,500.00	\$11,500.00	\$60,000.00	\$37,500.00
E.	Administration		\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00
F.	Other		\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00
G.	Operations		\$15,778.00	\$15,778.00	\$15,778.00	\$15,778.00
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		\$447,778.00	\$447,778.00	\$447,778.00	\$447,778.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$447,778.00	\$447,778.00	\$447,778.00	\$447,778.00

<b>Part I: Summary (Continuation)</b>						
PHA Name/Number: Conyers, GA/GA184		Locality (Conyers/Rockdale Co./Georgia)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 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	\$247,778.00	\$247,778.00	\$447,778.00	\$447,778.00
	GA184-001		\$0.00	\$0.00	\$0.00	\$0.00
	GA184-002		\$0.00	\$0.00	\$0.00	\$0.00
	GA184-003		\$0.00	\$0.00	\$0.00	\$0.00
	GA184-004		\$0.00	\$0.00	\$0.00	\$0.00
	GA184-005		\$200,000.00	\$200,000.00	\$0.00	\$0.00
	GA184-006		\$0.00	\$0.00	\$0.00	\$0.00

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
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
	<b><u>Operations/PHA-Wide</u></b>			<b><u>Operations/PHA-Wide</u></b>		
	Interior cycle painting	7 units	\$15,778.00	Interior cycle painting	9 units	\$15,778.00
	<b>Subtotal 1406</b>		<b>\$15,778.00</b>	<b>Subtotal 1406</b>		<b>\$15,778.00</b>
See						
Annual Statement	<b><u>Management Improvements/PHA-Wide</u></b>			<b><u>Management Improvements/PHA-Wide</u></b>		
	Resident Services Coordinator (Salary and Benefits)	1	\$50,000.00	Resident Services Coordinator (Salary and Benefits)	1	\$50,000.00
	Planning, Consulting, and Other Professional Services	LS	\$10,000.00	Planning, Consulting, and Other Professional Services	LS	\$10,000.00
	<b>Subtotal 1408</b>		<b>\$60,000.00</b>	<b>Subtotal 1408</b>		<b>\$60,000.00</b>
	<b><u>Administration/PHA-Wide</u></b>			<b><u>Administration/PHA-Wide</u></b>		
	Mod. Secretary Salary and Benefits	LS	\$33,000.00	Mod. Secretary Salary and Benefits	LS	\$33,000.00
	Sundry Costs	LS	\$2,000.00	Sundry Costs	LS	\$2,000.00
	<b>Subtotal 1410</b>		<b>\$35,000.00</b>	<b>Subtotal 1410</b>		<b>\$35,000.00</b>
	<b><u>Fees and Costs/PHA-Wide</u></b>			<b><u>Fees and Costs/PHA-Wide</u></b>		
	Capital Fund Accounting Fees	LS	\$2,000.00	Capital Fund Accounting Fees	LS	\$2,000.00
	Agency Plan Fees	LS	\$3,500.00	Agency Plan Fees	LS	\$3,500.00
	<b>Subtotal 1430</b>		<b>\$5,500.00</b>	<b>Subtotal 1430</b>		<b>\$5,500.00</b>
	<b><u>Site Improvements</u></b>			<b><u>Site Improvements</u></b>		
	General site improvements including landscaping and sidewalk repair – PHA-Wide	LS	\$20,000.00	General site improvements including landscaping and sidewalk repair – PHA-Wide	LS	\$20,000.00
	Install security lighting/PHA-Wide	LS	\$18,000.00	<b>Subtotal 1450</b>		<b>\$20,000.00</b>
	<b>Subtotal 1450</b>		<b>\$38,000.00</b>			
	<b>Subtotal of Estimated Cost</b>		<b>See Next Page</b>	<b>Subtotal of Estimated Cost</b>		<b>See Next Page</b>



<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
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
	<b><u>Operations/PHA-Wide</u></b>			<b><u>Operations/PHA-Wide</u></b>		
	Interior cycle painting	9 units	\$15,778.00	Interior cycle painting	9 units	\$15,778.00
	<b>Subtotal 1406</b>		<b>\$15,778.00</b>	<b>Subtotal 1406</b>		<b>\$15,778.00</b>
See						
Annual Statement	<b><u>Management Improvements/PHA-Wide</u></b>			<b><u>Management Improvements/PHA-Wide</u></b>		
	Resident Services Coordinator (Salary and Benefits)	1	\$50,000.00	Resident Services Coordinator (Salary and Benefits)	1	\$50,000.00
	Planning, Consulting, and Other Professional Services	LS	\$7,500.00	Planning, Consulting, and Other Professional Services	LS	\$7,500.00
	<b>Subtotal 1408</b>		<b>\$57,500.00</b>	<b>Subtotal 1408</b>		<b>\$57,500.00</b>
	<b><u>Administration/PHA-Wide</u></b>			<b><u>Administration/PHA-Wide</u></b>		
	Mod. Secretary Salary and Benefits	LS	\$33,000.00	Mod. Secretary Salary and Benefits	LS	\$33,000.00
	Sundry Costs	LS	\$2,000.00	Sundry Costs	LS	\$2,000.00
	<b>Subtotal 1410</b>		<b>\$35,000.00</b>	<b>Subtotal 1410</b>		<b>\$35,000.00</b>
	<b><u>Fees and Costs/PHA-Wide</u></b>			<b><u>Fees and Costs/PHA-Wide</u></b>		
	Capital Fund Accounting Fees	LS	\$2,000.00	Capital Fund Accounting Fees	LS	\$2,000.00
	Agency Plan Fees	LS	\$3,500.00	Agency Plan Fees	LS	\$3,500.00
	<b>Subtotal 1430</b>		<b>\$5,500.00</b>	<b>Subtotal 1430</b>		<b>\$5,500.00</b>
	<b><u>Site Improvements</u></b>			<b><u>Site Improvements</u></b>		
	General site improvements including landscaping and sidewalk repair – PHA-Wide	LS	\$20,000.00	General site improvements including landscaping and sidewalk repair – PHA-Wide	LS	\$20,000.00
	<b>Subtotal 1450</b>		<b>\$20,000.00</b>	<b>Subtotal 1450</b>		<b>\$20,000.00</b>
	<b>Subtotal of Estimated Cost</b>		<b>See Next Page</b>	<b>Subtotal of Estimated Cost</b>		<b>See Next Page</b>



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

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

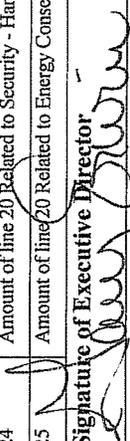
<b>Part I: Summary</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P18450108 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant: 2008</b> <b>FFY of Grant Approval: 2008</b>
<b>PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS</b>		

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: Summary by Development Account	Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Disasters/Emergencies Performance and Evaluation Report for Period Ending:	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFF Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		\$21,788.00		\$21,788.00	
3	1408 Management Improvements		\$65,000.00		\$66,060.03	
4	1410 Administration (may not exceed 10% of line 21)		\$37,000.00		\$36,411.41	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition		\$5,000.00		\$100	
9	1450 Site Improvement					
10	1460 Dwelling Structures		\$20,000.00		\$20,581.94	
11	1465.1 Dwelling Equipment - Nonexpendable		\$161,436.00		\$165,236.00	
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition		\$142,500.00		\$142,546.62	
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					

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

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

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

<b>Part I: Summary</b>		FFY of Grant: 2008 FFY of Grant Approval: 2008	
<b>PHA Name:</b> THE HOUSING AUTHORITY OF THE CITY OF CONYERS	<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P18450108 Replacement Housing Factor Grant No: Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:			
Type of Grant		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Total Actual Cost<sup>1</sup></b>
		<b>Original</b>	<b>Obligated</b> <b>Expended</b>
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	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 lines 2 - 19)	\$452,724.00	\$452,724.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
<b>Signature of Executive Director</b>		<b>Signature of Public Housing Director</b>	<b>Date</b>
			6/22/2010

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

Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages		Federal FFY of Grant: 2008						
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS		Grant Type and Number Capital Fund Program Grant No: GA06P18450108 CFPP (Yes/No): NO Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA-WIDE	OPERATIONS	1406		\$21,788.00		\$21,788.00	\$21,788.00	COMPLETE
PHA-WIDE	MANAGEMENT IMPROVEMENTS	1408						
	Resident Services Coordinator Planning, Consulting, and Other Professional Services			\$55,000.00 \$10,000.00		\$55,000.00 \$11,060.03	\$55,000.00 \$11,060.03	COMPLETE COMPLETE
PHA-WIDE	ADMINISTRATION Mod. Secretary Salary & Benefits Sundry Costs	1410		\$33,000.00 \$4,000.00	\$0.00	\$36,411.41 \$0.00	\$36,411.41 \$0.00	COMPLETE REALLOCATED
PHA-WIDE	FEES AND COSTS Capital Fund Accounting Fees Capital Fund Update Fees	1430		\$5,000.00		\$100	\$100	COMPLETE
PHA-WIDE	SITE IMPROVEMENTS General Landscaping/Walls/Fencing Landscaping at Buildings	1450		\$0.00 \$20,000.00		\$0.00 \$20,000.00	\$0.00 \$20,000.00	COMPLETE COMPLETE

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

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

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

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 FFY of Grant: 2008						
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS		Grant Type and Number Capital Fund Program Grant No: GA06P18450108 CFEP (Yes/No): NO Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA-WIDE	DWELLING STRUCTURES Kitchen Modernization Bathroom Modernization	1460		\$88,436.00 \$73,000.00		\$92,236.00 \$73,000.00	\$92,236.00 \$73,000.00	COMPLETE COMPLETE
PHA-WIDE	NON-DWELLING EQUIPMENT Upgrade Computer/Office Equipment Purchase Misc. Maintenance Tools/Equipment Replace Maintenance Vehicle Video Surveillance System	1475		\$5,000.00 \$10,000.00		\$5,000.00 \$11,895.00	\$5,000.00 \$11,895.00	COMPLETE COMPLETE
CAPITAL FUND PROGRAM TOTAL				\$452,724.00		\$452,724.00	\$452,724.00	COMPLETE

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

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



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

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		Grant Type and Number Capital Fund Program Grant No: GA06P18450107 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2007 FFY of Grant Approval: 2007	
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS		Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" 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	
Summary by Development Account		Reserve for Disasters/Emergencies Period Ending:		Total Estimated Cost	
Line		Original	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$11,771.00		\$11,771.00	\$11,771.00
3	1408 Management Improvements	\$57,500.00		\$57,500.00	\$57,500.00
4	1410 Administration (may not exceed 10% of line 21)	\$37,000.00		\$37,000.00	\$37,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$2,000.00		\$2,000.00	\$2,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$88,000.00		\$89,107.11	\$89,107.11
10	1460 Dwelling Structures	\$222,165.00		\$222,165.00	\$222,165.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition	\$32,500.00		\$31,392.89	\$31,392.89
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

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

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

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

<b>Part I: Summary</b>		FFY of Grant: 2007 FFY of Grant Approval: 2007	
<b>PHA Name:</b> THE HOUSING AUTHORITY OF THE CITY OF CONYERS	<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P18450107 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Total Actual Cost<sup>1</sup></b>
		<b>Original</b>	<b>Obligated</b> <b>Expended</b>
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	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 lines 2 - 19)	\$450,936.00	\$450,936.00
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		
<b>Signature of Executive Director</b> <i>[Signature]</i>		<b>Signature of Public Housing Director</b>	
<b>Date</b> 6/22/2010		<b>Date</b>	

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

Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2007				
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS		Capital Fund Program Grant No: GA06P18450107						
		CFEP (Yes/No): NO						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA-WIDE	OPERATIONS	1406		\$11,771.00		\$11,771.00	\$11,771.00	COMPLETE
PHA-WIDE	MANAGEMENT IMPROVEMENTS	1408						
	Resident Services Coordinator			\$50,000.00		\$50,000.00	\$50,000.00	COMPLETE
	Planning, Consulting, and Other Professional Services			\$7,500.00		\$7,500.00	\$7,500.00	COMPLETE
PHA-WIDE	ADMINISTRATION	1410						
	Mod. Secretary Salary & Benefits			\$33,000.00		\$37,000.00	\$37,000.00	COMPLETE
	Sundry Costs			\$4,000.00	\$0.00	\$0.00	\$0.00	REALLOCATED
PHA-WIDE	FEEES AND COSTS	1430						
	Capital Fund Accounting Fees			\$2,000.00		\$2,000.00	\$2,000.00	COMPLETE
	Capital Fund Update Fees							
PHA-WIDE	SITE IMPROVEMENTS	1450						
	General Landscaping/Walls/Fencing			\$78,000.00		\$79,107.11	\$79,107.11	COMPLETE
	Landscaping at Buildings			\$10,000.00		\$10,000.00	\$10,000.00	COMPLETE

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

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

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

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 FFY of Grant: 2007						
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS		Grant Type and Number Capital Fund Program Grant No: GA06P18450107 CFPP (Yes/No): NO Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA-WIDE	DWELLING STRUCTURES	1460		\$20,000.00		\$20,000.00		COMPLETE
	Replace Water Heaters			\$61,000.00		\$61,000.00		COMPLETE
	Pressure Wash & Paint Bldg Exteriors			\$5,000.00		\$5,000.00		COMPLETE
	Replace Floor Tile as Needed			\$6,500.00		\$6,500.00		COMPLETE
	Add Shutters			\$32,500.00	\$0.00	\$0.00		REALLOCATED
	Replace Porch Columns			\$97,165.00	\$129,665.00	\$129,665.00	\$129,665.00	COMPLETE
	Replace Windows							
PHA-WIDE	NON-DWELLING EQUIPMENT	1475		\$2,500.00		\$2,500.00		COMPLETE
	Upgrade Computer/Office Equipment			\$5,000.00		\$5,000.00		COMPLETE
	Purchase Misc. Maintenance Tools/Equipment			\$25,000.00		\$23,892.89	\$23,892.89	COMPLETE
	Replace Maintenance Vehicle							
	CAPITAL FUND PROGRAM TOTAL			\$450,936.00		\$450,936.00	\$450,936.00	COMPLETE

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

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



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

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		Grant Type and Number		FFY of Grant: 2006	
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS		Capital Fund Program Grant No: GA06P18450206		FFY of Grant Approval: 2006	
Type of Grant		Replacement Housing Factor Grant No:			
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <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	Obligated	Total Actual Cost <sup>1</sup>	Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$36,700.00	\$36,700.00	\$36,700.00	
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

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

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

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

<b>Part I: Summary</b>		FFY of Grant: 2006 FFY of Grant Approval: 2006	
PHA Name: <b>THE HOUSING AUTHORITY OF THE CITY OF CONVERS</b>	Grant Type and Number Capital Fund Program Grant No: GA06P18450206 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <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	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup> Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		Expended
18ba	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 lines 2 - 19)	\$36,700	\$36,700.00
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		
Signature of Executive Director		Signature of Public Housing Director	
<i>[Signature]</i>		<i>[Signature]</i>	
Date		Date	
6/22/2010		6/22/2010	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RFF 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 I: Summary		Grant Type and Number		FFY of Grant: 2006	
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS		Capital Fund Program Grant No: GA06P18450106		FFY of Grant Approval: 2006	
		Replacement Housing Factor Grant No:			
		Date of CFPP:			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no: )	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Final Performance and Evaluation Report	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		Summary by Development Account		Total Estimated Cost	
Line		Original	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>
					Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$10,000.00		\$10,000.00	\$10,000.00
3	1408 Management Improvements	\$63,685.00		\$61,982.88	\$61,982.88
4	1410 Administration (may not exceed 10% of line 21)	\$37,000.00		\$38,702.12	\$38,702.12
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$7,500.00		\$7,500.00	\$7,500.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$163,486.00		\$162,961.00	\$162,961.00
10	1460 Dwelling Structures	\$102,100.00		\$102,625.00	\$102,625.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	\$10,000.00		\$10,000.00	\$10,000.00
13	1475 Non-dwelling Equipment	\$40,000.00		\$40,000.00	\$40,000.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

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

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

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

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

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

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

<b>Part I: Summary</b>		FFY of Grant: 2006 FFY of Grant Approval: 2006	
PHA Name: <b>THE HOUSING AUTHORITY OF THE CITY OF CONYERS</b>		Grant Type and Number Capital Fund Program Grant No: GA06P18450106 Replacement Housing Factor Grant No: Date of CFFP:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )	
Summary by Development Account		Final Performance and Evaluation Report	
Line		Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup> Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	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 lines 2 - 19)	\$433,771.00	\$433,771.00
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		
Signature of Executive Director		Signature of Public Housing Director	
<i>[Signature]</i>		<i>[Signature]</i>	
Date		Date	
09/22/2010		09/22/2010	

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

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

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

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

Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages		Federal FFY of Grant: 2006						
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS		Grant Type and Number Capital Fund Program Grant No: GA06P18450106 CFPP (Yes/No): NO Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA-WIDE	OPERATIONS	1406		\$10,000.00		\$10,000.00	\$10,000.00	COMPLETE
PHA-WIDE	MANAGEMENT IMPROVEMENTS	1408						
	Resident Services Coordinator Planning, Consulting, and Other Professional Services			\$50,000.00		\$48,297.88	\$48,297.88	COMPLETE
				\$13,685.00		\$13,685.00	\$13,685.00	COMPLETE
PHA-WIDE	ADMINISTRATION	1410						
	Mod. Secretary Salary & Benefits Sundry Costs			\$33,000.00		\$34,702.12	\$34,702.12	COMPLETE
				\$4,000.00		\$4,000.00	\$4,000.00	COMPLETE
PHA-WIDE	FEES AND COSTS	1430						
	Capital Fund Accounting Fees Capital Fund Update Fees			\$7,500.00		\$7,500.00	\$7,500.00	COMPLETE
PHA-WIDE	SITE IMPROVEMENTS	1450						
	General Landscaping/Walls/Fencing Landscaping at Buildings			\$128,486.00		\$128,486.00	\$128,486.00	COMPLETE
				\$35,000.00		\$34,475.00	\$34,475.00	COMPLETE

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

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

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

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 FFY of Grant: 2006						
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS		Grant Type and Number Capital Fund Program Grant No: GA06P18450106 CFPP (Yes/No): NO Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA-WIDE	DWELLING STRUCTURES	1460		\$15,000.00		\$15,000.00	\$15,000.00	COMPLETE
184-1	Replace Water Heaters							
184-1	Replace Windows			\$77,100.00		\$77,625.00	\$77,625.00	COMPLETE
	Replace Floor Tile as Needed			\$40,000.00		\$40,000.00	\$40,000.00	COMPLETE
PHA-WIDE	NON-DWELLING STRUCTURES	1470		\$10,000.00		\$10,000.00	\$10,000.00	COMPLETE
	Replace Office Windows							
PHA-WIDE	NON-DWELLING EQUIPMENT	1475		\$12,847.78		\$12,847.78	\$12,847.78	COMPLETE
	Upgrade Computer/Office Equipment			\$2,630.22		\$2,630.22	\$2,630.22	COMPLETE
	Purchase Misc. Maintenance Tools/Equipment							
	Replace Maintenance Vehicle			\$24,522.00		\$24,522.00	\$24,522.00	COMPLETE
	<b>CAPITAL FUND PROGRAM TOTAL</b>			<b>\$433,771.00</b>		<b>\$433,771.00</b>	<b>\$433,771.00</b>	<b>COMPLETE</b>

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

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



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

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		Grant Type and Number		FFY of Grant: 2005	
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONVERS		Capital Fund Program Grant No: GA06P18450105		FFY of Grant Approval: 2005	
		Replacement Housing Factor Grant No:			
		Date of CFFP:			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no: )	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report	
Summary by Development Account		Total Estimated Cost		Total Actual Cost <sup>1</sup>	
Line		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$50,000.00		\$50,000.00	\$50,000.00
3	1408 Management Improvements	\$57,000.00		\$57,000.00	\$57,000.00
4	1410 Administration (may not exceed 10% of line 21)	\$34,731.00		\$34,731.00	\$34,731.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$4,250		\$4,250	\$4,250
8	1440 Site Acquisition				
9	1450 Site Improvement	\$90,000.00		\$90,000.00	\$90,000.00
10	1460 Dwelling Structures	\$209,196.00		\$202,433.50	\$202,433.50
11	1465.1 Dwelling Equipment—Nonexpendable	\$15,000.00		\$12,799.50	\$12,799.50
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	\$24,108.00		\$33,071.00	\$33,071.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

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

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

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

<b>Part I: Summary</b>		FFY of Grant: 2005 FFY of Grant Approval: 2005	
PHA Name: <b>THE HOUSING AUTHORITY OF THE CITY OF CONYERS</b>		Grant Type and Number Capital Fund Program Grant No: GA06P18450105 Replacement Housing Factor Grant No: Date of CFFP:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<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	Total Actual Cost <sup>1</sup>
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	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 lines 2 - 19)	\$484,285.00	\$484,285.00
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		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

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

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

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

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

Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages		Federal FFY of Grant: 2005						
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS		Grant Type and Number Capital Fund Program Grant No: GA06P18450105 CFEP (Yes/No): NO Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA-WIDE	OPERATIONS	1406		\$50,000.00		\$50,000.00	\$50,000.00	COMPLETE
PHA-WIDE	MANAGEMENT IMPROVEMENTS Resident Training and Drug Elimination Resident Services Coordinator Planning, Consulting, and Other Professional Services	1408		\$5,000.00 \$50,000.00 \$5,000.00		\$0.00 \$52,000.00 \$5,000.00	\$0.00 \$52,000.00 \$5,000.00	REALLOCATED COMPLETE COMPLETE
PHA-WIDE	ADMINISTRATION Mod. Secretary Salary & Benefits Sundry Costs	1410		\$30,731.00 \$4,000.00		\$30,731.00 \$4,000.00	\$30,731.00 \$4,000.00	COMPLETE COMPLETE
PHA-WIDE	FEES AND COSTS Capital Fund Accounting Fees Capital Fund Update Fees	1430		\$1,500.00 \$2,750.00		\$1,500.00 \$2,750.00	\$1,500.00 \$2,750.00	COMPLETE COMPLETE
PHA-WIDE	SITE IMPROVEMENTS Landscaping/Walls/Fencing Stoop and Sidewalk Repairs Pressure Washing	1450		\$10,000.00 \$5,000.00 \$60,000.00		\$10,000.00 \$5,000.00 \$60,000.00	\$10,000.00 \$5,000.00 \$60,000.00	COMPLETE COMPLETE COMPLETE

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

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

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

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		Federal FFY of Grant: 2005			
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS		Capital Fund Program Grant No: GA06P18450105					
		CFPP (Yes/No): NO					
		Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>
	SITE IMPROVEMENTS (continued)						
	Resurface Parking Lot at Shop			\$15,000.00		\$15,000.00	\$15,000.00
PHA-WIDE	DWELLING STRUCTURES	1460					
	Interior Cycle Painting			\$30,000.00		\$23,237.50	\$23,237.50
	Install Washer & Dryer Hookups			\$27,696.00		\$27,696.00	\$27,696.00
184-1	Replace Floor Tile as Needed			\$40,000.00		\$40,000.00	\$40,000.00
184-1	Kitchen Cabinets and Countertops			\$60,000.00		\$60,000.00	\$60,000.00
184-1	Install Closet Doors in Bedrooms			\$20,500.00		\$20,500.00	\$20,500.00
184-1	Add Doors at Kitchen Pantry			\$31,000.00		\$31,000.00	\$31,000.00
PHA-WIDE	DWELLING EQUIPMENT	1465					
	Install Sheds			\$15,000.00		\$12,799.50	\$12,799.50
PHA-WIDE	NON-DWELLING EQUIPMENT	1475					
	Replace Maintenance Vehicle			\$24,108.00		\$33,071.00	\$33,071.00
	CAPITAL FUND PROGRAM TOTAL			\$484,285.00		\$484,285.00	\$484,285.00

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

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



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

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		Grant Type and Number		FFY of Grant: 2004	
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS		Capital Fund Program Grant No: GA06P18450104		FFY of Grant Approval: 2004	
Type of Grant		Replacement Housing Factor Grant No:			
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Original	Revised <sup>1</sup>	Obligated	Total Actual Cost <sup>1</sup>
					Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$31,972.55	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$65,000.00	\$56,249.98	\$56,249.98	\$56,249.98
4	1410 Administration (may not exceed 10% of line 21)	\$37,000.00	\$33,816.38	\$33,816.38	\$33,816.38
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$4,850.00	\$4,850.00	\$4,850.00	\$4,850.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$139,680.55	\$139,680.55	\$139,680.55	\$139,680.55
10	1460 Dwelling Structures	\$121,341.59	\$153,314.14	\$153,314.14	\$153,314.14
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	\$12,000.00	\$72,265.95	\$72,265.95	\$72,265.95
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

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

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

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

<b>Part I: Summary</b>		FFY of Grant: 2004	
PHA Name: <b>THE HOUSING AUTHORITY OF THE CITY OF CONYERS</b>		FFY of Grant Approval: 2004	
Grant Type and Number Capital Fund Program Grant No: GA06P18450104 Replacement Housing Factor Grant No: Date of CFFP:			
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" 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	
Summary by Development Account		Total Actual Cost <sup>1</sup>	
Line		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	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 lines 2 - 19)	\$411,844.69	\$460,177.00
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		
Signature of Executive Director <i>[Signature]</i>		Signature of Public Housing Director	
Date 6/22/2010		Date	

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

Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2004				
PHA Name: THE HOUSING AUTHORITY OF THE CITY OF CONYERS		Capital Fund Program Grant No: GA06P18450104						
		CFFP (Yes/No): NO						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work		
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA-WIDE	OPERATIONS	1406		\$31,972.55	\$0.00	\$0.00	\$0.00	REALLOCATED
PHA-WIDE	MANAGEMENT IMPROVEMENTS	1408						
	Resident Training and Drug Elimination			\$5,000.00	\$0.00	\$0.00	\$0.00	REALLOCATED
	Resident Services Coordinator			\$50,000.00	\$52,249.98	\$52,249.98	\$52,249.98	COMPLETE
	Planning, Consulting, and Other Professional Services			\$10,000.00	\$4,000.00	\$4,000.00	\$4,000.00	COMPLETE
PHA-WIDE	ADMINISTRATION	1410						
	Mod. Secretary Salary & Benefits			\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	COMPLETE
	Sundry Costs			\$4,000.00	\$816.38	\$816.38	\$816.38	COMPLETE
PHA-WIDE	FEES AND COSTS	1430						
	Capital Fund Accounting Fees			\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	COMPLETE
	Capital Fund Update Fees			\$2,850.00	\$2,850.00	\$2,850.00	\$2,850.00	COMPLETE
PHA-WIDE	SITE IMPROVEMENTS	1450						
	Landscaping/Walls/Fencing			\$58,716.87	\$58,716.87	\$58,716.87	\$58,716.87	COMPLETE
	Stoop and Sidewalk Repairs			\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	COMPLETE
184-5	Repair/Upgrade Playground Equipment			\$70,963.68	\$70,963.68	\$70,963.68	\$70,963.68	COMPLETE

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

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





# HOUSING AUTHORITY OF THE CITY OF CONYERS

AUDITED FINANCIAL STATEMENTS

CONYERS, GEORGIA  
JUNE 30, 2008

*Jean Sickels*

Certified Public Accountant

8518 S Kays Chapel Rd  
Fredericksburg, IN 47120  
812-472-3527

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

THE MD&A WAS NOT PREPARED

HOUSING AUTHORITY  
OF THE CITY OF CONYERS

CONYERS, GEORGIA  
JUNE 30, 2008

TABLE OF CONTENTS

Independent Auditor's Report	<u>Page</u> 1
Management's Discussion and Analysis	i
 <u>FINANCIAL STATEMENTS</u>	
Statement of Net Assets	2
Statement of Revenues, Expenses, and Changes in Net Assets	3
Statement of Cash Flows	4
Notes to Financial Statements	6
 <u>SUPPLEMENTAL FINANCIAL INFORMATION</u>	
Combining Schedule of Program Net Assets	14
Combining Schedule of Program Revenues, Expenses, and Changes in Net Assets	15
Schedule of Expenditures of Federal Awards	16
 <u>OTHER REPORTS</u>	
Report on Internal Control over Financial Reporting and on Compliance and Other Matters	17
Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133	19
Schedule of Findings and Questioned Costs	21

# Jean Sickels

Certified Public Accountant

8518 S Kays Chapel Rd  
Fredericksburg, IN 47120

## INDEPENDENT AUDITOR'S REPORT

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

I was engaged to audit the accompanying basic financial statements of the Housing Authority of the City of Conyers, herein referred to as the Authority, as of and for the year ended June 30, 2008, as listed in the table of contents. These financial statements are the responsibility of the Authority's management.

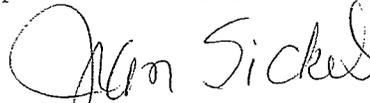
Authority management was unable to provide me with complete and balanced general ledgers and other information supporting the amounts reported in the financial statements for beginning net assets and capital assets and related depreciation.

Because management did not provide me with complete and balanced general ledgers, and sufficient supporting information related to capital assets and beginning net assets, the scope of my work was not sufficient to enable me to express, and I do not express, an opinion on the basic financial statements referred to in the first paragraph.

In accordance with *Government Auditing Standards*, I have also issued my report dated April 3, 2009, on my consideration of the Housing Authority of the City of Conyers' internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an engagement to audit financial statements performed in accordance with *Government Auditing Standards*, and should be considered in assessing the results of my engagement.

The Management's Discussion and Analysis, is not a required part of the financial statements but is supplementary information required by the Governmental Accounting Standards Board. Management has elected to omit the Management Discussion and analysis that is required to be reported as required supplementary information required by Generally Accepted Accounting Principles.

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



Certified Public Accountant

Fredericksburg, Indiana  
April 3, 2009

**FINANCIAL STATEMENTS**

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

STATEMENT OF NET ASSETS

JUNE 30, 2008

ASSETS

Current Assets

Cash and cash equivalents	\$ 1,770,565
Restricted cash and cash equivalents	39,172
Accounts receivable, net	22,558
Prepaid expenses	52,186
Inventory	59,600
<b>Total Current Assets</b>	<b><u>1,944,081</u></b>

Capital Assets

Land and other nondepreciable assets	200,566
Depreciable capital assets, net	4,785,818
<b>Total Capital Assets</b>	<b><u>4,986,384</u></b>

Total Assets 6,930,465

LIABILITIES

Current Liabilities

Accounts payable	113,740
Deferred revenue	7,184
Payable from restricted cash and cash equivalents:	
Tenants security deposits	33,525
<b>Total Current Liabilities</b>	<b><u>154,449</u></b>

Noncurrent Liabilities 5,129

Total Liabilities 159,578

NET ASSETS

Invested in capital assets	5,151,180
Unrestricted	1,619,707
<b>Total Net Assets</b>	<b><u>\$ 6,770,887</u></b>

The accompanying notes are an integral part of these financial statements

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2008

OPERATING REVENUES

Rental income	\$	905,236
Other income		0

TOTAL OPERATING REVENUE		905,236
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OPERATING EXPENSES

Administrative		518,501
Tenant services		322
Utilities		282,554
Ordinary maintenance and operation		518,299
General expense		127,032
Depreciation expense		390,517

TOTAL OPERATING EXPENSES		1,837,225
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OPERATING INCOME (LOSS)		(931,989)
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NONOPERATING REVENUES (EXPENSES)

Federal operating grants		705,346
Loss on sale of capital assets		1,500
Interest income		70,391

TOTAL NONOPERATING REVENUES		777,237
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Net income before capital contributions		(154,752)
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CAPITAL CONTRIBUTIONS		339,427
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CHANGE IN NET ASSETS		184,675
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TOTAL NET ASSETS - BEGINNING OF YEAR, as originally stated		6,631,350
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Prior period adjustment		(45,138)
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TOTAL NET ASSETS - BEGINNING OF YEAR, as restated		6,586,212
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TOTAL NET ASSETS - END OF YEAR	\$	6,770,887
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The accompanying notes are an integral part of these financial statements

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2008

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts from tenants and other deposits	\$ 905,202
Payments to vendors	(763,369)
Payments to employees	(709,703)
Net Cash Used by Operating Activities	<u>(567,870)</u>

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

Grants received	<u>705,346</u>
Net Cash From Noncapital Financing Activities	<u>705,346</u>

CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES

Capital grants received	339,427
Prior period adjustment	(45,138)
Loss on sale of capital assets	1,500
Acquisition and construction of capital assets	(379,898)
Net Cash Flows Provided (Used) by Capital and Related Financing Activities	<u>(84,109)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Interest income	<u>70,391</u>
Net Cash From Investing Activities	<u>70,391</u>

Net Increase (Decrease) in Cash and Cash Equivalents 123,758

Cash - Beginning of year 1,685,979

Cash - End of year \$ 1,809,737

Reconciliation of Cash

Cash and cash equivalents	\$ 1,770,565
Restricted cash and cash equivalents	<u>39,172</u>
	\$ <u><u>1,809,737</u></u>

Continued

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2008  
(Continued)

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

Operating income (loss)	\$	(931,989)
Adjustments to reconcile net income to net cash Provided by operating activities:		
Depreciation		390,517
Changes in operating assets and liabilities:		
(Increase) Decrease in:		
Accounts receivable		2,023
Prepaid expenses		2,194
Inventory		(11,160)
Increase (Decrease) in:		
Accounts payable		5,756
Accrued liabilities		(23,154)
Deferred revenue		(2,057)
Net Cash Flows Provided		<u>          </u>
by Operating Activities	\$	<u><u>(567,870)</u></u>

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

HOUSING AUTHORITY OF THE CITY OF CONYERS  
CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008

NOTE 1 - Summary of Significant Accounting Policies and Organization:

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

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

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

**Activities of the Housing Authority:** At June 30, 2008, the Housing Authority had 290 units in management and was administering other programs as listed below:

Management

Low-Income Public Housing 290

Other Programs

Capital Fund Program

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

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

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

HOUSING AUTHORITY OF THE CITY OF CONYERS  
CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008

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

**Basis of Presentation and Accounting:** (Continued)

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

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

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

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

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

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

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

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

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

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

HOUSING AUTHORITY OF THE CITY OF CONYERS  
CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008

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

**Capital Assets:**

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

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

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

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

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

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

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

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

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

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

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

HOUSING AUTHORITY OF THE CITY OF CONYERS  
CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008

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

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

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

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

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

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

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

NOTE 2 - Deposits, Cash and Cash Equivalents:

1. HUD Deposit Restrictions

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

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

HOUSING AUTHORITY OF THE CITY OF CONYERS  
 CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2008

NOTE 2 - Deposits, Cash and Cash Equivalents: (Continued)

Checking accounts and money market	\$ 191,223
Certificates of Deposit	<u>1,618,514</u>
Total	<u>\$ 1,809,737</u>

NOTE 3 - Accounts Receivable:

Accounts receivables at June 30, 2008 consist of the following:

Miscellaneous	\$ 6,033
Tenant Receivables, Net of Allowance for Doubtful Accounts of \$502	2,009
Accrued interest	<u>14,516</u>
Total	<u>\$ 22,558</u>

NOTE 4 - Prepaid Expenses:

Prepaid Expenses at June 30, 2008, consist of the following:

Prepaid insurance and other prepaid assets	<u>\$ 52,186</u>
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NOTE 5 - Inventory:

Inventory at June 30, 2008 consist of the following:

Inventory, net of allowance of \$(2,550)	<u>\$ 59,600</u>
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NOTE 9 - Capital Assets:

A summary in changes in capital assets is as follows:

	<u>Balance 6/30/07</u>	Increases	Decreases	<u>Balance 6/30/08</u>
Capital Assets, not being depreciated				
Land	<u>\$ 185,237</u>	<u>\$ 15,329</u>	<u>\$ 0</u>	<u>\$ 200,566</u>
Total Capital Assets, not being Depreciated	<u>185,237</u>	<u>15,329</u>	<u>0</u>	<u>200,566</u>
Capital Assets, being depreciated				
Buildings and Improvements	11,133,872	351,033	0	11,484,905
Furniture, Equipment and Machinery	<u>486,757</u>	<u>13,536</u>	<u>0</u>	<u>500,293</u>
Total Capital Assets, being depreciated	<u>11,620,629</u>	<u>364,569</u>	<u>0</u>	<u>11,985,198</u>

HOUSING AUTHORITY OF THE CITY OF CONYERS  
 CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2008

NOTE 9 - Capital Assets:

Buildings and Improvements	( 6,458,429)	(370,418)	0	( 6,828,847)
Furniture, Equipment and Machinery	( 350,434)	( 20,099)	0	( 370,533)
Less Accumulated Depreciation	<u>( 6,808,863)</u>	<u>(390,517)</u>	0	<u>( 7,199,380)</u>
Total Capital Assets, being depreciated net	<u>4,811,766</u>	<u>( 25,948)</u>	0	<u>4,785,818</u>
Capital Assets, Net	<u>\$ 4,997,003</u>	<u>\$ ( 10,619)</u>	<u>\$ 0</u>	<u>\$ 4,986,384</u>

Depreciation expense for the year was: \$390,517

NOTE 10 - Accounts Payable:

Accounts payable at June 30, 2008 consist of the following:

Vendors' Accounts Payable	\$ 24,621
Accounts Payable - Other Governments	61,598
Compensated Absences - Current	19,431
Accrued Wages	<u>8,090</u>
Total	<u>\$ 113,740</u>

NOTE 11 - Deferred Revenue:

Deferred Revenue at June 30, 2008, consists of the following:

HUD advances	<u>\$ 7,184</u>
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NOTE 13 - Other Noncurrent Liabilities:

Other noncurrent liabilities at June 30, 2008, consist of the following:

	<u>06/30/07</u>	<u>Additions</u>	<u>Deletions</u>	<u>06/30/08</u>
Accrued compensated absences	<u>\$ 28,283</u>	<u>\$ 0</u>	<u>\$ 23,154</u>	<u>\$ 5,129</u>

NOTE 16 - Federal Operating Grants:

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

Low Rent Public Housing	\$ 535,410
Capital Fund Program	<u>169,936</u>
TOTAL	<u>\$ 705,346</u>

NOTE 17 - Capital Contributions:

The Authority receives capital grants from HUD for capital fund program improvements. Capital contributions for the fiscal year ended June 30, 2008 were \$339,427.

HOUSING AUTHORITY OF THE CITY OF CONYERS  
CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008

NOTE 18 - Contingencies:

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

The Authority is subject to possible examinations made by Federal and State authorities who determine compliance with terms, conditions, laws and regulations governing other grants given to the authority in the current and prior years. There were examinations during the year ended June 30, 2008 which resulted in findings.

There are certain major construction projects in progress at June 30, 2008. These include modernizing rental units at the project sites. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred. At June 30, 2008, the Authority had not spent a total of \$799,863 for the Capital Fund Program grants.

NOTE 19 - Conduit Type Debt:

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

NOTE 21 - Economic Dependency:

The Authority receives approximately 52% of its revenues from the U.S. Department of Housing and Urban Development (HUD). If the amount of revenues received from HUD falls below critical levels, the Authority's operations could be adversely affected.

NOTE 22 - Pension Plan:

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

A defined contribution pension plan provides pension benefits in return for services rendered, provides an individual account for each participant, and specifies how contributions to the individual's account are to be determined instead of specifying the amount of benefits the individual is to receive. Under a defined contribution pension plan, the benefits a participant will receive depends solely on the amount contributed to the participant's account, the returns earned on investments of those contributions, and forfeitures of other participants' benefits that may be allocated to such participant's account.

HOUSING AUTHORITY OF THE CITY OF CONYERS  
CONYERS, GEORGIA

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008

NOTE 22 - Pension Plan: (Continued)

As established by the Authority's personnel policy, all full-time employees of the Authority must participate in the pension plan beginning 6 months from the date they are hired. Contributions made by an employee vest immediately and contributions made by the Authority vest after five years of full time employment. An employee who waves the employment of the Authority is entitled to his or her contributions and the Authority's contributions to the extent vested and the earnings on these amounts.

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

During the year ended June 30, 2008, the Authority's required and actual contributions amounted to \$24,075, which was 100% of its current-year covered payroll. During the year ended June 30, 2007, the Authority's required and actual contributions amounted to \$49,059, which was 10.9% of its current-year covered payroll. The Authority contributed \$45,448 in 2006.

No pension plan provision changes occurred during the year that affected the required contributions to be made by the Authority or its employees. The Housing Renewal and Local Agency Retirement Plan held no securities of the Authority or other related parties during the year or as of the close of the fiscal year ended June 30, 2008.

**Basis of Accounting**

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

**Valuation of Investments**

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

SUPPLEMENTAL FINANCIAL INFORMATION

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

COMBINING SCHEDULE OF PROGRAM NET ASSETS

JUNE 30, 2008

	Annual Contributions Contract		
	GA184	GA184	GA184
	Low	Capital	Business
	Income	Fund	Activities
	Public	Program	Activities
	Housing	Program	Activities
<b><u>ASSETS</u></b>			
<b><u>Current Assets</u></b>			
Cash and cash equivalents	\$ 1,728,154	\$ 0	\$ 42,411
Restricted cash and cash equivalents	39,172	0	0
Accounts receivable, net	22,558	0	0
Prepaid expenses	52,186	0	0
Inventory	59,600	0	0
<b>Total Current Assets</b>	<b>1,901,670</b>	<b>0</b>	<b>42,411</b>
<b><u>Capital Assets</u></b>			
Land and other nondepreciable assets	200,566	0	0
Depreciable capital assets, net	4,785,818	0	0
<b>Total Capital Assets</b>	<b>4,986,384</b>	<b>0</b>	<b>0</b>
<b>Total Assets</b>	<b>6,888,054</b>	<b>0</b>	<b>42,411</b>
<b><u>LIABILITIES</u></b>			
<b><u>Current Liabilities</u></b>			
Accounts payable	113,740	0	0
Deferred revenue	7,184	0	0
Payable from restricted cash and cash equivalents:			
Tenants security deposits	33,525	0	0
<b>Total Current Liabilities</b>	<b>154,449</b>	<b>0</b>	<b>0</b>
<b><u>Noncurrent Liabilities</u></b>	<b>5,129</b>	<b>0</b>	<b>0</b>
<b>Total liabilities</b>	<b>159,578</b>	<b>0</b>	<b>0</b>
<b><u>Net Assets</u></b>			
Invested in capital assets	5,151,180	0	0
Unrestricted	1,577,296	0	42,411
<b>TOTAL NET ASSETS</b>	<b>\$ 6,728,476</b>	<b>\$ 0</b>	<b>\$ 42,411</b>

Totals

\$ 1,770,565  
39,172  
22,558  
52,186  
59,600  
1,944,081

200,566  
4,785,818  
4,986,384  
6,930,465

113,740  
7,184

33,525  
154,449

5,129

159,578

5,151,180  
1,619,707  
\$ 6,770,887

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

COMBINING SCHEDULE OF PROGRAM REVENUES, EXPENSES AND CHANGES IN NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2008

	Annual Contributions Contracts		
	GA184	GA184	GA184
	Low	Capital	Business
	Income Public Housing	Fund Program	Activities
<b><u>OPERATING REVENUES</u></b>			
Rental income	\$ 905,236	\$ 0	\$ 0
Other income	0	0	0
<b>TOTAL OPERATING REVENUE</b>	<b>905,236</b>	<b>0</b>	<b>0</b>
<b><u>OPERATING EXPENSES</u></b>			
Administrative	518,501	0	0
Tenant services	322	0	0
Utilities	282,554	0	0
Ordinary maintenance and operation	518,299	0	0
General expense	127,032	0	0
Depreciation expense	390,517	0	0
<b>TOTAL OPERATING EXPENSES</b>	<b>1,837,225</b>	<b>0</b>	<b>0</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(931,989)</b>	<b>0</b>	<b>0</b>
<b><u>NONOPERATING REVENUES (EXPENSES)</u></b>			
Federal operating grants	535,410	169,936	0
Loss on sale of capital assets	1,500	0	0
Interest income	70,391	0	0
<b>TOTAL NONOPERATING REVENUES</b>	<b>607,301</b>	<b>509,363</b>	<b>0</b>
<b>Net income before capital contributions</b>	<b>(324,688)</b>	<b>509,363</b>	<b>0</b>
Capital contributions	0	339,427	0
<b>CHANGE IN NET ASSETS</b>	<b>(324,688)</b>	<b>509,363</b>	<b>0</b>
<b>TOTAL NET ASSETS - BEGINNING</b>			
OF YEAR, as originally stated	6,591,437	0	39,913
Prior period adjustment	461,727	(509,363)	2,498
<b>TOTAL NET ASSETTS - BEGINNING OF YEAR</b> as restated	<b>7,053,164</b>	<b>(509,363)</b>	<b>42,411</b>
<b>TOTAL NET ASSETS - END OF YEAR</b>	<b>\$ 6,728,476</b>	<b>\$ 0</b>	<b>\$ 42,411</b>

Totals

\$ 905,236  
0  
905,236

518,501  
322  
282,554  
518,299  
127,032  
390,517  
1,837,225

(931,989)

705,346  
1,500  
70,391  
1,116,664

184,675

339,427

184,675

6,631,350

(45,138)

6,586,212

\$ 6,770,887

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2008

ANNUAL CONTRIBUTION CONTRACT	PROGRAM AND ASSISTANCE TYPE	CFDA NUMBER	AWARD	EXPENDITURES
	<u>U. S. DEPARTMENT OF HUD</u>			
GA-184	Low Rent Public Housing	14.850	\$ 535,410	\$ 535,410
GA-184	Capital Fund Program	14.872	921,704	507,363
<b>TOTAL FEDERAL FINANCIAL ASSISTANCE</b>			<b>\$ 1,457,114</b>	<b>\$ 1,042,773</b>

Notes to Schedule of Expenditures of Federal Awards:

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

OTHER REPORTS

# Jean Sickels

Certified Public Accountant

8518 S Kays Chapel Rd  
Fredericksburg, IN 47120

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

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

I was engaged to audit the financial statements of the Housing Authority of the City of Conyers, as of and for the year ended June 30, 2008 and have issued my report thereon dated April 3, 2009. My report disclaimed an opinion on the financial statements due to the lack of sufficient audit evidence in the form of complete and balanced general ledgers and other supporting information.

### Internal Control Over Financial Reporting

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

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

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. I consider the deficiencies described in the accompanying schedule of findings and questioned costs to be significant deficiencies in internal control over financial reporting. The finding reference numbers are 2008-01, 2008-02, 2008-03, 2008-05, 2008-06, 2008-07, 2008-08, and 2008-09.

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

My consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. Findings number 2008-08 and 2008-09 are considered material weaknesses.

Compliance and Other Matters

As part of my engagement over the Authority's financial statements, I performed tests of its compliance with certain provision of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my engagement, and accordingly, I do not express such an opinion. The results of my tests disclosed instances on noncompliance or other matters that are required to be reported under Government Auditing Standards and which are described in the accompanying Schedule of Findings and Questioned Costs. The finding reference numbers are 2008-01, 2008-02, 2008-03, 2008-05, 2008-06, 2008-07, 2008-08, and 2008-09.

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



Certified Public Accountant

Fredericksburg, Indiana  
April 3, 2009

# Jean Sickels

Certified Public Accountant

8518 S Kays Chapel Rd  
Fredericksburg, IN 47120

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

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

## Compliance

I was engaged to audit the compliance of Housing Authority of the City of Conyers with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2008. Housing Authority of the City of Conyers's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the Housing Authority of the City of Conyers's management.

Authority management was unable to provide me with complete general ledgers and other information supporting the major federal award programs.

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

However, as described in items 2008-01, 2008-02, 2008-03, 2008-04, 2008-07, 2008-08, and 2008-09 in the accompanying schedule of findings and questioned costs, in the conduct of my work, I noted that the Housing Authority of the City of Conyers did not comply with requirements regarding activities allowed or un-allowed, special tests and provisions, procurement, eligibility, and cash management that are applicable to its Low Income Public Housing and Capital Fund programs.

## Internal Control Over Compliance

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

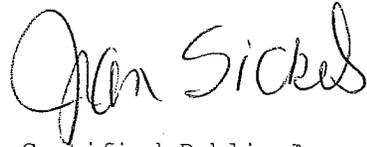
My consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in the authority's internal control that might be significant deficiencies or material weaknesses as defined below. However, as discussed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

A control deficiency in an authority's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the authority's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the authority's internal control. I consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2008-01, 2008-02, 2008-03, 2008-04, 2008-07, 2008-08, and 2008-09 to be significant deficiencies.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the authority's internal control. Of the significant deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs, I consider items 2008-08 and 2008-09 to be material weaknesses.

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

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



Certified Public Accountant

Fredericksburg, Indiana  
April 3, 2009

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

JUNE 30, 2008

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

SECTION I - SUMMARY OF AUDITOR'S RESULTS

FINANCIAL STATEMENTS

Type of auditor's report issued: Disclaimer

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

Noncompliance material to financial statements  
noted?  X  yes   no

FEDERAL AWARDS

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

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

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

Identification of major programs:

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

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

Auditee qualified as low-risk auditee?   yes  X  no

SECTION II - FINANCIAL STATEMENT FINDINGS

Findings 2008-01, 2008-02, 2008-03, 2008-05, 2008-06, 2008-07, 2008-08, and 2008-09 are  
Financial Statement Findings.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Findings 2008-01, 2008-02, 2008-03, 2008-04, 2008-07, 2008-08, and 2008-09 are Federal Award  
Findings.

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

JUNE 30, 2008

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

PRIOR YEAR FINDINGS

2006-03	PRIOR CONDITION:	<u>CASH DISBURSEMENTS</u>  Continued as 2008-01
2006-04	PRIOR CONDITION:	<u>MINUTES AND BOARD APPROVAL</u>  The Board is meeting on a more regular basis, however, the board minutes do not include sufficient financial data which would be needed in order to insure that the Board is reviewing and approving expenditures.  CURRENT CONDITION: The Minutes show that the board is meeting regularly and conducting the required business. Minutes are prepared and bound and available for review.  <u>This finding is cleared</u>
2006-05	PRIOR CONDITION:	<u>PURCHASE ORDER AND PROCUREMENT SYSTEM</u>  Continued as 2008-02
2006-06	CURRENT CONDITION:	<u>JOURNAL VOUCHERS</u>  Continued as 2008-03
2006-07	CURRENT CONDITION:	<u>RESIDENT FILES</u>  Continued as 2008-04
2006-08	PRIOR CONDITION:	<u>PAYROLL</u>  Continued as 2008-05
2007-01	PRIOR CONDITION:	<u>INVENTORY</u>  Continued as 2008-06
2007-02	PRIOR CONDITION:	<u>COLLATERIALIZATION</u>  Continued as 2008-07

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

JUNE 30, 2008

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

CURRENT YEAR FINDINGS

2008-01

PRIOR  
CONDITION:

CASH DISBURSEMENTS

During the review of cash disbursements the following discrepancies were noted: The Authority did not properly support the expenditures. The Authority expended amounts for unallowable costs. The Authority did not have a sufficient internal control system in place to ensure that all expenses are allowable and necessary for the Housing Authority operations. During the beginning of the current fiscal year, the Authority did not have adequate internal controls in place. Vouchers did not have adequate supporting documentation and there were not sufficient internal controls in place over expenditures on charge cards.

CURRENT  
CONDITION:

During the current review of cash disbursements it was noted that there is a lack of supporting documentation system for charge card expenditures. In a sample of 47 cash disbursements, 10 lacked supporting documentation. The unsupported disbursements on the charge cards were \$5,232.

CFDA #:

14.850, 14.872

CRITERIA:

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

QUESTIONED  
COSTS:

approximately \$16,628

CAUSE/EFFECT:

The Authority is not diligently keeping all the charge card receipts and noting their allowably and legitimacy as required expenditures for public housing programs.

RECOMMENDATION:

The Authority should match each item on the charge card bill with the receipt and supporting document that is sufficient to ensure that all expenditures are allowable costs and adequately supported.

REPLY:

Policies and procedures are being written that will direct employees on how and what is a qualified supporting documentation. The Director will review all files to assure that all expenditures are allowable cost and adequately supported

This finding continues

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

JUNE 30, 2008

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

CURRENT YEAR FINDINGS

2008-02

PRIOR  
CONDITION:

PURCHASE ORDER AND PROCUREMENT SYSTEM

There is no evidence that the Authority had a purchase order or procurement system in place during the audit period. The current procurement sample showed no evidence of procurement policies and procedures or internal controls over procurement being in place.

CURRENT  
CONDITION:

In a sample of 5 contractor files the following exceptions were noted:

2 lacked Davis Bacon Interviews  
1 lacked insurance certificates  
5 lacked contractor suspended or debarred information

CFDA #:

14.850, 14.872

CRITERIA:

HUD rules and regulations require documentation for purchases and contracts.

CAUSE/EFFECT:

The Authority has a purchase order and procurement system in place, however the documents are not being thoroughly monitored.

RECOMMENDATION:

The Authority should make sure there is a system in place to conduct a sufficient amount of Davis Bacon Interviews. Files should be monitored to insure that contractors have insurance if on site working. The procurement procedures should include a step to print out the appropriate page from EPLS.Gov that shows the contractor is not suspended.

REPLY:

We are currently updating policies and procedures to address these issues. The previous administration did not update their policies or training and I am currently working on all policies to assure this does not happen in the future. These policies will train our employees on what to look for and what is required to be in the contract file.

This finding continues

2008-03

CURRENT  
CONDITION:

JOURNAL VOUCHERS

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

CURRENT  
CONDITION:

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

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

JUNE 30, 2008

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

CURRENT YEAR FINDINGS

2008-03 Continued

CFDA #: 14.850

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

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

RECOMMENDATION: Utilize a Journal Voucher system. Review and approve Journal Vouchers and ensure that they are properly supported.

REPLY: The previous administration did not have any checks and balances to assure that journal vouchers were correct and signed. We are updating our policies and regulations to make sure this does not happen in the future. We are still working with the IG's office on the case involving previous administration. This has slowed us down in updating our policies and procedures but we hope to have all of this resolved by next years audit.

This finding continues

2008-04

CURRENT  
CONDITION:

RESIDENT FILES

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

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

CURRENT  
CONDITION:

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

1 recert was not timely  
1 50058 was not correct / current  
8 9886's were not signed or dated

CFDA #: 14.850

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

CAUSE/EFFECT: The Authority is not thoroughly reviewing resident files and insuring that all documentation is present and complete.

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

JUNE 30, 2008

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

CURRENT YEAR FINDINGS

2008-04 Continued

RECOMMENDATION: The Authority should utilize a checklist to make sure all the documentation is present and complete. An internal control system should be put into place where the resident files are randomly sampled and reviewed on a regular basis.

REPLY: We have generated a check list to go by that will make sure all necessary items are in the file and current. Each month we will randomly check at least 5% of our files and make notation in file when it was checked and who reviewed it. Different employees shall randomly pull resident files and the Director or designated employee shall review. Again, this is to be updated in the policy and procedures of the Conyers Housing Authority.

This finding continues

2008-05

PRIOR  
CONDITION:

PAYROLL

In a sample of 25 payroll checks the following exceptions were noted:

- 21 paychecks were over the budgeted amounts
- 2 the program allocation was not accurate
- 2 there was no Davis bacon compliance documented
- 12 there was no record of the 941's or proper reporting
- 10 there was no documentation of maintenance wage rate compliance documentation

CURRENT  
CONDITION:

During the current review the following were noted:

There was no payroll register for direct deposits  
The general ledger did not demonstrate proper allocations  
The Authority did not monitor maintenance wage rates

CFDA #: 14.850

CRITERIA: HUD rules and regulations required adequate accounting and record keeping for salaries and wages. A system of internal control including segregation of duties is also required.

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

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

JUNE 30, 2008

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

CURRENT YEAR FINDINGS

2008-05 Continued

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

REPLY: The payroll for this audit year was in compliance with the approved budget and salaries were included and explained to our Board. The Board approved the budget. In the future we will place a copy the breakdown of salaries in the payroll file for current audit year.

This finding continues

2008-06

PRIOR  
CONDITION:

INVENTORY

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

CURRENT  
CONDITION:

The Authority has a current printout that would facilitate counting the inventory; however it is not set up within the general ledger.

CFDA #:

14.850

CRITERIA:

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

CAUSE/EFFECT:

The Authority did not have an adequate system of internal controls for counting inventory.

RECOMMENDATION:

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

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

JUNE 30, 2008

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

CURRENT YEAR FINDINGS

2008-06 Continued

REPLY: This is also an area where previous administration did not have any control over. Throughout this audit year we have been working with the IG's office as well as HUD on the legal case against the previous administration. There are items that were counted as assets that the present administration has not been able to locate. Also, the IG's investigator has seized items that are still at their office as possible evidence. We have been assured we will get these items back.

We have changed and updated our software system and we are allowing our inventory to deplete as much as possible. Our next audit year should be accurate and on a print out for review. We are also writing policies and procedures because there apparently were none in place with the previous administration. The few policies we located were at least ten (10) years old.

2008-07

PRIOR  
CONDITION:

COLLATERIALIZATION

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

CURRENT  
CONDITION:

The Authority provided proof of collateralization for one bank but another bank had no proof.

CFDA #: 14.850

CRITERIA: HUD rules and regulations require all bank accounts to be collateralized.

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

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

REPLY: Policies and procedures for assuring all funds are collateralized are being written and will require a quarterly report of collateralization on each account. Quarterly reports will be kept with documents of accounts for audit review.

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

JUNE 30, 2008

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

CURRENT YEAR FINDINGS

2008-08

CURRENT  
CONDITION:

SAS 112, GENERAL LEDGERS, AND BANK RECONCILIATIONS

The Authority operated throughout the year without a general ledger. Bank reconciliations were done by a consultant several months after year end. Many account balances lacked adequate supporting documentation. Because of the unbalanced general ledger, an unsupported net adjustment of \$45,138 was necessary in order to balance beginning and ending net assets as reported in the income statement.

CFDA #: 14.850

CRITERIA: HUD rules and regulations required monthly general ledgers and a system of internal control over general ledger supporting documentation.

QUESTIONED  
COSTS: \$45,138

CAUSE/EFFECT: The Authority dismissed the former fee accountant and tried to bring the accounting in house. The in house employee did not have sufficient previous experience performing Housing Authority Accounting. The Authority first attempted to operate using excel spreadsheets. This system produced only an income statement. There was not an excel balance sheet. Then the Authority installed software from a known housing authority vendor, but did not complete the installation and did not utilize the general ledger functions. They brought in a consultant to input the information into the software program, but did not utilize the general ledger functions. At year end they utilized a consultant to try to fix all the balance sheet accounts. This effort still resulted in requiring a significant unsupported adjustment to balance the income statement with the ending equity.

In regard to bank reconciliations, the housing authority employee did not have the experience necessary to perform complete reconciliations. The consultant did the bank reconciliations well after the year end. There was no procedure in place to check the reconciliations against a general ledger on a monthly basis.

RECOMMENDATION: The Authority should put internal control procedures into place that are strong enough to ensure that the general ledger remains accurate. The Authority should go out to bid for a competent monthly fee accountant.

REPLY: We will procure a fee accountant for future use. The general ledger shall be balanced at the end of each month. All bank statements shall also be balanced at the end of each month as well as all journal vouchers will be signed by the person making the entry and approved by the director.

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

JUNE 30, 2008

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

CURRENT YEAR FINDINGS

2008-09

CURRENT  
CONDITION:

CAPITAL ASSETS AND DEPRECIATION SCHEDULES

Our audit of the 6/30/08 Depreciation schedule identified \$67,480 in assets that don't exist on site. The IG report dated October 20, 2008 identified \$424,000 in assets that are ineligible and unsupported.

CFDA #: 14.850

CRITERIA: HUD rules and regulations required an accurate depreciation schedule to support the general ledger balance.

CAUSE/EFFECT: The Authority has not taken an inventory of capital assets and written off the assets that are disposed.

RECOMMENDATION: The Authority should put internal control procedures into place that are strong enough to ensure that the capital asset inventory and depreciation schedule remains accurate. The Authority should go out to bid for a competent monthly fee accountant.

REPLY: It is our intentions to procure a fee accountant. However, we are currently placing barcodes on our capital assets and recording each with description into our computer system. We anticipate after the upcoming trial we will be able to obtain a realistic list of capital assets which will aid the completion of the depreciation schedule.

FINDING FROM HUD REVIEWS

The IG report dated October 20, 2008 contains findings that have not been cleared.

HOUSING AUTHORITY OF THE CITY OF CONYERS  
Conyers, Georgia

JUNE 30, 2008

PRIOR YEAR FINDINGS

SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

2006-03	Cash disbursements	Continued as 2008-01
2006-04	Minutes and Board Approval	Closed
2006-05	Purchase order and procurement system	Continued as 2008-02
2006-06	Journal Vouchers	Continued as 2008-03
2006-07	Resident Files	Continued as 2008-04
2006-08	Payroll	Continued as 2008-05
2007-01	Inventory	Continued as 2008-06
2007-02	Collateralization	Continued as 2008-07