

<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: <u>Lithonia Housing Authority</u> PHA Code: <u>GA 188</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2009</u>				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>75</u> Number of HCV units: <u>96</u>				
<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
					PH HCV
	PHA 1:				
	PHA 2:				
	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>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: <b>See page 3</b>				
<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. <b>See page 3-5</b>				
<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>See pages 6-15</b>  (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. <b>See page 6</b>				
<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> Include statements related to these programs as applicable. <b>See page 16</b>				
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. <b>See page 20</b>				
<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.				
<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.				
<b>8.3</b>	<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.				
<b>9.0</b>	<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. <b>See page 21</b>				

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. See page 22</b></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. <b>See page 23</b></p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” <b>See page 28</b></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)  <b>Certifications (a) – (d) found in attachment ga188g01</b></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.  <b>See page 28</b></p> <p>(g) Challenged Elements  <b>See page 28</b></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>

## LITHONIA HOUSING AUTHORITY

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

#### 5.0 Five-Year Plan

##### 5.1 Mission Statement

*The mission of the Lithonia Housing Authority is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. The Lithonia Housing Authority is committed to providing quality affordable housing in healthy neighborhoods through partnerships with our residents, and through development of partnerships with federal, state, county and local governmental entities, public / private partnerships /civic groups and charitable institutions with proven experience in neighborhood redevelopment and in fostering and providing opportunities for low income families to become self sufficient.*

##### 5.2 Goals and Objectives

#### **HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing**

##### **1. LHA Goal: Expand the supply of assisted housing by:**

##### **(a) LHA Objectives:**

- (1) The Authority will apply for additional Housing Choice Rental Vouchers as HUD funds become available through eligible programs. Our goal is to increase the supply of assisted housing units by 100 units.
- (2) Over the next five years will explore the feasibility of purchasing or building affordable housing developments through the formulation of public private partnerships with entities with proven experience in affordable housing development.
- (3) Over the next five year the LHA will explore with public/private partnerships the use of LIHTC (tax credits) to revitalize/rehabilitate existing units and to construct new affordable housing units
- (4) Over the next five years explore all appropriate and eligible and available grant opportunities to develop 50 additional affordable units for the elderly and small families including the identification of eligible HUD funds to create additional housing opportunities for families.
- (4) Over the next five years the LHA will continue to maintain a high occupancy level of no less than 97%.
- (5) Over the next five years the LHA will seek through private/public partnerships, HUD HOPE VI funding where available and determined eligible, to restore and increase affordable viable assisted housing.

### **5.1B - LHA Goal – Improve the quality of assisted housing by**

1. The authority will continue, over the next five years to apply for Capital funds and receive funding to address energy conservation and to modernize public housing developments.
2. By strengthening Housing Choice HQS Systems by continued marketing and educating potential voucher landlords about the HCV Program in an effort to attract at least five new landlords to the HCV Program.
  
3. Achieve and maintain a minimum unit turnover time of 15 days.
4. Achieve high performance PHA over the five years and maintaining a performance level of no less than standard. Goal 1% per year with an ultimate goal of 95% or higher over the next five years.
5. Achieve high performer SEMAP for the LHA HCV Program and maintain a performance level of no less than standard. Goal: increase of 1% each year for the next five years.
6. Continue performing home visits and 100% quality control inspections over the next five years.
7. The LHA will strive to increase supportive services to residents through cooperative/ partnerships to provide training in areas such as house/keeping, nutrition, health and wellness, educational and job opportunities.
8. Implement public housing security improvements by seeking grants and available HUD capital funds to enhance security of facilities and expanding close partnerships with local law enforcement agencies.  
Goal:
  
9. Continue management and maintenance training to enhance trade skills and in customer service delivery. Goal is to provide two maintenance skill training sessions each year over the next five years in the area of preventive maintenance, USPC, and other HUD requirements.
  
10. Increase customer service satisfaction via publications/ partnerships with social service providers, ongoing communications with residents, performing on-site inspections/visits, written communications, and neighborhood watch via ongoing community service training.
11. Renovate or modernize public housing units by utilizing Annual capital funds awarded to modernize public housing units to address energy conservation, project viability and modernization.

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

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

1. Increase the number and percentage of employed persons in assisted families House-holds by 5%.
2. Provide or attract supportive services to improve assistance to public housing and assisted housing recipients.
3. Provide or attract supportive services to increase independence for the elderly or families with disabilities.

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

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

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

## 6.0 PHA Plan Update

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

The Financial Resources, Community Service and Self-Sufficiency, Fiscal Audit and (VAWA) Policy 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 FY2009 Agency Plan will be available for review during the 45-day Public Hearing Notice period at the Lithonia Housing Authority's Main Office which is located at 6878 Max Cleland Blvd. Lithonia, Georgia.

## 2. Financial Resources

A table below lists the Lithonia Housing Authority's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Authority, as well as tenant rents and other income available to support public housing and in Fiscal Year 2009.

<b>Funding Source</b>	<b>Amount</b>	<b>Use</b>
FY2010 PH Operating Fund	\$80,000	Operations
FY2010 Capital Fund Program	\$117,796	Modernization
FY2009 Capital Fund Program	\$117,796	Modernization
FY2008 Capital Fund Program	\$33,392	Modernization
Annual Contributions for Section 8 Tenant Based Assistance	\$433,436	
Dwelling Rent	\$124,794	Operations
Interest	\$1,875	Operations
Other Income	\$8,500	Operations
<b>Total</b>	<b>\$917,589</b>	

## 7. Community Service and Self-Sufficiency

The Lithonia Housing Authority provides services to residents via partnerships and collaborations with community partners and social service providers within the Dekalb/Lithonia Metropolitan Area. The Lithonia Housing Authority requires all residents to comply and complete Resident service requirements in accordance with HUD rules and regulations and LHA policies and procedures. LHA Community Service requirements are included in all resident leases and are monitored and are strictly enforced in accordance with HUD rules and regulations and LHA policies. The LHA works closely with community partners in providing the following services (including but not limited to :)

- Dekalb County Partnership for Community Action (Energy Assistance, Head Start, family support services, weatherization, parenting classes, career counseling, training and job development) – Our mission is to strengthen individuals and families in Dekalb and transition them from poverty to self-sufficiency through community based partnerships, low income housing and advocacy. We envision communities of strong and stable families where every person has an equal opportunity to reach his or her full potential and where public policies and personal values give highest priority to healthy, whole individuals.
- Department of Family and Children Services (Day, family counseling, aid to dependent children, health care) TANF (Temporary assistance for Needy Families /employment activities; Food Stamp, CAPS(Child Care and Parent Services, Medicaid
- Dekalb Public Library – WE envision a Dekalb County where every person has the opportunity to reach his or her full potential in an economically strong community which values family, diversity and cooperation, (Services – Provides internet access and word processing , community meeting space Youth services,
- Lou Walker Senior Center
- Dekalb Department of Recreation – After School and summer recreation
- Dekalb Department of Planning and Development (Summer Camp)
- Hearts in Motion (Job training, job search, parent counseling, summer camp, GED, food pantry and clothes closet)
- Project Lead – Day care, summer camp, tutoring)
- St. Paul AME Church – Food pantry, family counseling
- Central United Methodist Church – Food pantry, clothes closet, family counseling
- Georgia Department of Labor
- Georgia Perimeter College-

- University of Georgia Cooperative Extension Service (nutrition, budgeting, self sufficiency (living on a shoe string, health and wellness, family and consumer services, youth development, 4-H Youth Development)
- Partnerships with local businesses and the Lithonia Chamber to list job listings with the LHA
- Dekalb Work Force Development Provides leadership through partnerships to develop employees and businesses that are successful in a global community – Provides a unified set if services for businesses including human resources, business training and employment programs for job job-seekers. Liaison between job seekers and business community. (Business Services, employment and training, career counseling, mentoring, youth services, Employer job postings, summer jobs for youth, job training
- Job search assistance, occupational training , in school and out school programs
- Georgia Department of Labor (job training, job placement, job referrals
- Mercy Housing SouthEast – Public/Partnership Initiatives for Affordable Housing – Resulted in the provision of 92 Affordable apartment homes

**Section 3 - it is the policy of the Lithonia Housing authority to promote training and employment opportunities to small businesses, minority business, women owned businesses and to residents of our assisted and public housing communities via the capital fund and public housing operating fund programs by:**

- 1. Requiring contractors and vendors doing with the LHA to post all projects and job training and job opportunities with the Lithonia Housing Authority in the authority's bulletin board.**
- 2. The Lithonia Housing Authority hires and trains residents where funds are available.**



## 10. Civil Rights

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

1. Consolidated Plan jurisdiction: State of Georgia
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  
  - Other: (list below)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

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

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

## 11. Fiscal Audit

The Fiscal Audit for the year ended September 30, 2008 will be on display with the Agency Plan.

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

### **I. PURPOSE AND APPLICABILITY**

THE PURPOSE OF THIS POLICY (HEREIN CALLED "POLICY") IS TO IMPLEMENT THE APPLICABLE PROVISIONS OF THE VIOLENCE AGAINST WOMEN AND DEPARTMENT OF JUSTICE REAUTHORIZATION ACT OF 2005 (PUB. L. 109-162) AND MORE GENERALLY TO SET FORTH LHA'S POLICIES AND PROCEDURES REGARDING DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING, AS HEREINAFTER DEFINED.

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

### **II. GOALS AND OBJECTIVES**

This Policy has the following principal goals and objectives:

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

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

This Policy shall be referenced in and attached to LHA's Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of LHA's Admissions and Continued Occupancy Policy. LHA's annual public housing agency plan shall also contain information concerning LHA's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of LHA, the provisions of this Policy shall prevail.

### **IV. DEFINITIONS**

As used in this Policy:

- A. *Domestic Violence* – The term 'domestic violence' includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim

shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.”

B. *Dating Violence* – means violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

(A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

(B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –

- (i) that person;
- (ii) a member of the immediate family of that person; or
- (iii) the spouse or intimate partner of that person;

D. *Immediate Family Member* - means, with respect to a person –

- (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
- (B) any other person living in the household of that person and related to that person by blood or marriage.

E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

#### V. ADMISSIONS AND SCREENING

A. *Non-Denial of Assistance*. LHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

[Optional preference provision: Note that VAWA does not require an admissions preference, and, therefore, if such a preference is adopted it need not be applicable to victims of dating violence and stalking as well as to domestic violence]

B. *Admissions Preference*. Applicants for housing assistance from LHA will receive a preference in admissions by virtue of their status as victims of domestic violence [dating violence, stalking]. This preference is particularly described as follows: [insert description including any requirements with respect to evidence of past domestic violence incidents, etc.]

## VI. TERMINATION OF TENANCY OR ASSISTANCE

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

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
2. In addition to the foregoing, tenancy or assistance will not be terminated by LHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:

- (a) Nothing contained in this paragraph shall limit any otherwise available authority of LHA’ or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, neither LHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
- (b) Nothing contained in this paragraph shall be construed to limit the authority of LHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or LHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

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

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

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

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

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

C. *Waiver of verification requirement.* The Executive Director of LHA, or a Section 8 owner or manager, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

## VIII. Confidentiality

A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to LHA or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

1. requested or consented to by the individual in writing, or
  2. required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or
  3. otherwise required by applicable law.
- B. *Notification of rights.* All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by LHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

[Optional provisions – paragraphs A through D]

## VIII. Transfer to New Residence

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

## **X. COURT ORDERS/FAMILY BREAK-UP**

A. *Court orders.* It is LHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by LHA and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

B. *Family break-up.* Other LHA policies regarding family break-up are contained in LHA's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

## **XI. RELATIONSHIPS WITH SERVICE PROVIDERS**

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

## **XII. NOTIFICATION**

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

## **XIII. RELATIONSHIP WITH OTHER APPLICABLE LAWS**

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

## **XIV. AMENDMENT**

This policy may be amended from time to time by LHA as approved by the LHA Board of Commissioners.

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

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

Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

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

If yes, list developments or activities below:



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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

**(c) Conversion of Public Housing**

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**(d) Homeownership**

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description  
 Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u>
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**(e) Project-Based Vouchers**

The Lithonia Housing Authority does not plan to “project-base” any tenant-based Section 8 vouchers in the coming year.

## **8.0 Capital Improvements**

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

See attachments:

ga188a01 – FY2010 CFP Annual Statement  
ga188c01 – FY2009 CFP Performance and Evaluation Report  
ga188d01 – FY2008 CFP Performance and Evaluation Report  
ga188e01 – FY2007 CFP Performance and Evaluation Report  
ga188f01 – FY2009 ARRA Grant Performance and Evaluation Report

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

See attachment:

ga188b01 – FY2010-2014 CFP Five-Year Plan

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

At this time, LHA 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>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Locatio n
Income <= 30% of AMI	179	5	5	5	3	4	3
Income >30% but <=50% of AMI	87	4	4	4	3	3	3
Income >50% but <80% of AMI	44	3	3	3	3	3	3
Elderly	52	4	4	4	3	2	3
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Black	226	4	4	3	3	3	3
White	33	3	3	3	3	3	3
Hispanic	16	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:**

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- Reduce turnover time for vacated public housing units

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

- Apply for additional section 8 units should they become available

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

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

- The Authority will strive to meet thresholds established by HUD and meet the needs of local low and very low-income families.

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

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

- The Authority will strive to meet thresholds established by HUD and meet the needs of local low and very low-income families

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

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

- The Authority will strive to meet thresholds established by HUD and meet the needs of local low and very-low income families.

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

**Reasons for Selecting Strategies**

- Funding constraints
- Staffing constraints

## 10.0 Additional Information

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

#### Annual Plan Goals Progress Report

The Lithonia Housing Authority has made the following progress in its stated goals for the FY2005-2009 PHA Five-Year Plan

##### Primary Goal # 1: Improve Public Housing Management

- Maintain and expand staff development initiatives to develop capacity, improve efficiency and provide more effective service delivery.

**Status:** Ongoing: The Authority provides training on an ongoing basis (provided funds are available) to enhance LRPB staff asset management and maintenance skills and to enhance the overall management and operations of the LHA and service delivery to the residents. Training is provided both internally and externally via trade associations, affordable housing entities, HUD technical assistance and other trade related entities. Hands-on site meetings are held on a regular basis to provide updates and training on HUD requirements and industry standards. Hands on training/work sessions are conducted on an ongoing basis as a means of providing and updates internal procedures and policies, to review maintenance/management strategies and techniques to provide status reviews on operating/annual plan goals and objectives. Accomplishments in FY 2009 included but were not limited to training in the following areas:

- Customer service delivery and marketing
- Preventive maintenance
- EIV
- Community Service and self-sufficiency
- Make ready preparation and maintenance training
- Fair Housing
- Section 3
- Housing Choice Voucher Program Management
- Quality Control
- Asset Management
- USPC /REAC training
- Quality control. Board Training
- Home Ownership/Neighborhood revitalization/affordable housing initiatives
- PIC
- Davis/Bacon
- In addition, current updates are posted for management and maintenance staff to advise staff of the availability of training opportunities. Professional journals and publications related to affordable housing management and maintenance, risk management, landlord tenant law, QHWRA and HUD rules and regulations are circulated to staff on a regular basis. This includes publications from HUD, NAHRO, PHADA, Georgia Extension Service, Nan McKay Associates, Georgia DCA, Atlanta Apartment Association, Landlord Tenant Law Institute, and National Leased Housing etc, and publications from suppliers and vendors regarding updates on products, equipment and supplies.
- HVAC/EPA training

The LHA is an active member of various professional affordable housing associations and regularly participates and attends meetings, forums, workshops and training to stay abreast of federal and state rules and regulations and industry trends and changes. The LHA is an affiliate with the Atlanta Apartment Association, NAHRO, National Leased Housing Association, SERC and PHADA, NAHRO, and various other affordable housing associations. This type training will continue throughout FY2010 contingent upon funding availability.

Within the five year period, The LHA Board of Commissioners also attended training on HUD requirements, neighborhood revitalization, Section 3, Fair Housing, training for commissioners and strategic planning for the Authority.

The employee Performance/ Evaluation System: **Status- Complete and Ongoing**. Evaluation and assessment system was put in place in 2006 and continued through 2009 and 2010 whereby employees are evaluated based upon annual plan goals and objectives.

Primary Goal #2: Review and focus the agency's role in providing and coordinating social, self sufficiency and individual capacity-building initiatives. The following activities were accomplished in 2009.

- Secondary Goal #1A: Improve teamwork and communication among all levels of staff.  
Status: Ongoing – Accomplished under Primary Goal # 1. Ongoing continual activities under this goal include:
  - Staff attended and participated in the strategic planning and for the annual plan goals and objectives. Also, standards were added as performance goals under the annual evaluation system.
  - Conducted strategic planning sessions with the Board and staff to establish the long range goals for the LHA and its communities.
  - Team were established between maintenance and management staff to address maintenance and management improvement objectives established under the Annual Plan and HUD and LHA performance initiatives.
- Secondary Goal # 1B: Develop or identify a source for a training program related to property management, marketing and leasing, resident retention and asset management. Accomplished for year 2009 under Primary Goal #1.
- Secondary Goal # 1C: Develop a source for training programs related to property management and maintenance, asset management, budgeting and finance, monitoring and controls, HVAC Certification, asset management certification and hands-on maintenance training. Status. Accomplished under Primary Goal #1.
  1. Secondary Goal#1D: Develop or identify a source for a training program related to customer service and satisfaction to include resident retention. **Status:** Ongoing. Accomplished under Primary Goal #1 for 2009. The LHA was a HUD transition year PHA and was not scored in this area for Year 2009. However, the LHA continues to provide customer service training for staff. With respect to residents the LHA works closely with local and state service providers to enhance the quality of life for its residents. This includes working closely with the schools, family and children services, University of Georgia Extension Services, Charitable organization, civic organizations, Council on aging and other service providers to coordinate and provide training/services for residents on health



and wellness and self sufficiency and the maintenance of affordable housing. The LHA also provides training, on-site inspections and home inspections.

2. Resident communications - via resident newsletter, home visits, and focus group meetings via the resident advisory board meetings
3. Resident retention reviews- Annual conferences/briefings are held with all residents to review changes and updates in HUD regulations, lease requirements and LHA policies and procedures. The LHA uses an independent hearing officer to address for hearing and grievance issues. In addition:
  - The LHA still maintains a working relationship with:
    4. Dekalb County Workforce to provide jobs and training for residents and students.
    5. Lithonia Police Department to improve safety in the LHA communities.
    6. Involved residents in city-wide clean up activities.
    7. Dekalb County Government to provide vouchers for summer camp
    8. Local businesses to assist residents with finding employment thereby increasing income to the Authority and the families.
    9. Established a working relationship with the local charter schools, churches and day care providers to increase accessibility to residents seeking job training and job search to improve their financial status and the health and welfare of their families and to increase the number of LHA working families.
    10. Dekalb County DFACS
    11. Formed a relationship with the local newspapers to supply free papers for residents and the LHA management center.
    12. University of Georgia Extension Service to provide training and information on health, nutrition, budgeting and housekeeping issues.
    13. Newsworthy items and local service providers are maintained for residential use and as a resource on the bulletin board and as a handout.
    14. Purchased and made available updated job search guides such as resume preparation, self help guides and interview preparation, and made fax services available to residents for job search activities.
    15. Established a working relationship with the local charter schools, churches and day care providers to increase accessibility to residents seeking job training and job search to improve their financial status and the health and welfare of their families and to increase the number of LHA working families.
- Secondary Goal #2A: Evaluate the need for services and programs and identify alternative sources of funding or services for those activities. Status Ongoing – Accomplished under Secondary Goal #1D.
- Secondary Goal # 2B: Develop and implement self-sufficiency initiatives to enhance individual capacity and provide targeted resources to promote participation in homeownership programs. Status – On going. The LHA does not have an active homeownership program.

However, the LHA did accomplish the following in 2009 and will continue these initiatives in 2008 and throughout the five-year plan where funds are available.

- In 2007, the LHA successfully formed a partnership with a major affordable housing provider for a mixed use affordable housing development. The LHA received funding via this partnership for 90 units of mixed use affordable housing that was funded and approved for the Lithonia Community in 2007. Status: 92 Units of affordable housing were constructed.

Primary Goal #3: Enhance the efficiency and effectiveness of PHA operations in order to promote resource management and maximize organizational capacity. Ongoing – Accomplished under Primary Goal #1, 2

- Secondary Goal #3A: Enhance the level of information available regarding financial and programmatic performance for individual programs, functions or business units. **Status: Ongoing**
- Secondary Goal # 3B: Continue to expand operational tools available to all levels of employees to promote consistency in service delivery. The LHA updated its Maintenance Policy, unit preparation procedures, work order and turn key, pest control and monitoring systems. **Status: Ongoing**
- Secondary Goal # 3C: Enhance and expand programs and resources available to seniors in order to provide a greater continuum care. Ongoing – The LHA works closely with the Dekalb Senior Centers and the council on Aging. **Status: Ongoing**
- Secondary Goal # 3D: Review and revise job descriptions and review compensation and benefits packages to ensure the ability to attract and retain qualified and dedicated employees. **Status: Ongoing – Benefits are reviewed annually.**

Primary Goal #4: Develop a plan to expand the scope and types of affordable housing programs to meet the needs of the low and moderate income citizens of Lithonia through diversification, development, acquisition or disposition. Status: **Status: Accomplished under Secondary Goal #2B**

- Secondary Goal #4A: Perform a comprehensive market assessment and study to identify the specific needs of the low and moderate income renters and buyers in Lithonia. **Status: Ongoing.** The Market analysis was completed under the study completed by the ARC and the Lithonia City Livable Cities Initiative. The LHA continues to seek partnerships with interested developers for the development of additional affordable housing within the Lithonia Community.
  - In 2009, the LHA Board of Commissioner and staff met with the City of Lithonia, Dekalb County and Mercy Housing Southeast to assist the LHA in its efforts to partner with affordable housing developers and institutions to explore Affordable Housing Alternatives for the City of Lithonia and the Lithonia Housing Authority. The LHA submitted an application for funding under the Neighbor Revitalization Program, to provide stimulus funds for neighborhood revitalization of distressed communities within the City of Lithonia and to provide home ownership opportunities. . The application was not funded.
- Secondary Goal # 4B: Review and assess the feasibility of various types of quality affordable housing within the Lithonia community. **Status: Ongoing: Addressed under Primary Goal #4A**
- Secondary Goal # 4C: Evaluate the reasonable feasibility of homeownership programs to expand initiatives to include coordinating available resources, acquisition and rehabilitation and development of new units for sale. **Status: Addressed under Primary Goal #4A.**
- **Status: Ongoing. The Lithonia Housing Authority does not participate in a Home Ownership Program.**

Primary Goal #5: Address maintenance issues relating to circumstances that led to substandard REAC inspection score. **Status: Ongoing. Address under Primary Goal #1**

1. Preventative maintenance program and procedures were revised and updated and all employees have received training.

2. The Authority continues to provide quarterly maintenance training for maintenance staff on preventive maintenance and skill trade areas such as basic plumbing, HVAC, basic electricity, make-ready preparation, carpentry and updates on market trends and technologies in the property maintenance industry.
3. Annual independent 100% quality control inspections as required by QHWRA have been performed.
4. The LHA continues to provide training to residents on responsibilities of their lease and the care of LHA equipment and their units.
5. Ongoing and continual management inspections and home visits are completed at least annually.
6. Entire staff attended training and received certification for REAC and UPCS requirements.
7. Capital Fund Program was revised in accordance with the five year plan to address and prioritize improvements/replacements based upon annual inspections.

**(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 in excess of \$15,000 (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities

Any change in policies or procedures required as a direct result of changes in federal, state, or local regulation, law, or ordinance shall not be considered a significant amendment or modification to the Annual Plan.

**(c) Memorandum of Agreement**

Currently, the Lithonia Housing Authority has not entered into a Memorandum of Agreement with HUD

**11.0 Required Submission for HUD Field Office Review**

**(f) Resident Advisory Board (RAB) comments**

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

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

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

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.

Part I: Summary

PHA Name: \_\_\_\_\_ Grant Type and Number \_\_\_\_\_ FFY of Grant: 2010  
 Capital Fund Program Grant No: GA06P18850110 Replacement Housing Factor Grant No: \_\_\_\_\_

Lithonia Housing Authority Date of CFFP: \_\_\_\_\_ FFY of Grant Approval: \_\_\_\_\_

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$23,480.00			
3	1408 Management Improvements	\$0.00			
4	1410 Administration (may not exceed 10% of line 21)	\$0.00			
5	1411 Audit	\$750.00			
6	1415 Liquidated Damages	\$0.00			
7	1430 Fees and Costs	\$10,670.00			
8	1440 Site Acquisition	\$0.00			
9	1450 Site Improvement	\$36,000.00			
10	1460 Dwelling Structures	\$37,000.00			
11	1465.1 Dwelling Equipment - Nonexpendable	\$4,000.00			
12	1470 Non-dwelling Structures	\$5,500.00			
13	1475 Non-dwelling Equipment	\$0.00			
14	1485 Demolition	\$0.00			
15	1492 Moving to Work Demolition	\$0.00			
16	1495.1 Relocation Costs	\$0.00			
17	1499 Development Activities <sup>4</sup>	\$0.00			
18a	9000 Collateralization or Debt Service paid by the PHA	\$0.00			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	\$0.00			
19	1502 Contingency (may not exceed 8% of line 20)	\$0.00			
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$117,400.00			
21	Amount of line 20 Related to LBP Activities	\$0.00			
22	Amount of line 20 Related to Section 504 Activities	\$0.00			
23	Amount of line 20 Related to Security - Soft Costs	\$0.00			
24	Amount of line 20 Related to Security - Hard Costs	\$0.00			
25	Amount of line 20 Related to Energy Conservation Measures	\$17,000.00			

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



Annual Statement/Performance and Evaluation Report Capital Fund Program, Capital Fund Program Replacement Housing Factor and Capital Fund Financing Program		U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 <b>Expires 4/30/2011</b>		
Part I: Summary				
PHA Name:		Grant Type and Number		FFY of Grant: 2010
Lithonia Housing Authority		Capital Fund Program Grant No: GA06P18850110	Replacement Housing Factor Grant No: _____	
Date of CFFP: _____		FFY of Grant Approval: _____		
<b>Type of Grant</b>				
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no. )
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>	Obligated      Expended
Signature of Executive Director		Date	Signature of Public Housing Director      Date	
Martha Calloway				

Part II: Supporting Pages								
PHA Name: Lithonia Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P18850110			Federal FY of Grant: 2010			
		Replacement Housing Factor Grant No:			CFFP (Yes/No): 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>	
GA188000001 PHA-Wide	Operations Costs	1406	1	\$23,480.00				
	<b>Subtotal</b>			<b>\$23,480.00</b>				
GA188000001 PHA-Wide	Management Improvements	1408	0	\$0.00				
	<b>Subtotal</b>			<b>\$0.00</b>				
GA188000001 PHA-Wide	Administration Costs	1410	0	\$0.00				
	<b>Subtotal</b>			<b>\$0.00</b>				
GA188000001 PHA-Wide	CFP Audit Costs	1411	1	\$750.00				
	<b>Subtotal</b>			<b>\$750.00</b>				
GA188000001 PHA-Wide	Planning Costs/Physical Needs	1430	1	\$2,500.00				
GA188000001 PHA-Wide	Modernization Coordinator (Consultant)	1430	1	\$2,000.00				
GA188000001 PHA-Wide	Mod Bidding/Contracing/Inspections	1430	1	\$5,220.00				
GA188000001 PHA-Wide	Environmental Consulting Cost	1430	1	\$750.00				
GA188000001 PHA-Wide	Advertising Costs	1430	1	\$200.00				
	<b>Subtotal</b>			<b>\$10,670.00</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.

Part II: Supporting Pages								
PHA Name:		Grant Type and Number			Federal FY of Grant:			
Lithonia Housing Authority		Capital Fund Program Grant No:	GA06P18850110	CFFP (Yes/No): No		2010		
		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>	
GA188000001 PHA-Wide	Replace Retaining Walls and Walks	1450	0	\$6,000.00				
GA188000001 PHA-Wide	Drainage Improvements	1450	0	\$10,000.00				
GA188000001 PHA-Wide	Replace Water and Sewer Utilities	1450	15	\$20,000.00				
	<b>Subtotal</b>	<b>1450</b>		<b>\$36,000.00</b>				
GA188000001 PHA-Wide	Replace Water Heaters	1460	20	\$17,000.00				
GA188000001 PHA-Wide	Rehabilitate Dwelling Units	1460	5	\$10,000.00				
GA188000001 PHA-Wide	Rehabilitate Bathrooms	1460	10	\$10,000.00				
GA188000001 PHA-Wide		1460						
GA188000001 PHA-Wide		1460						
GA188000001 PHA-Wide		1460						
GA188000001 PHA-Wide		1460						
	<b>Subtotal</b>	<b>1460</b>		<b>\$37,000.00</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

Part II: Supporting Pages								
PHA Name: Lithonia Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P18850110			Federal FY of Grant: CFFP (Yes/No): No 2010			
		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>	
GA188000001 PHA-Wide	Replace Ranges and Refrigerators at Dwelling Units	1465	5	\$4,000.00				
	<b>Subtotal</b>	<b>1465</b>		<b>\$4,000.00</b>				
GA188000001 PHA-Wide	Replace Carpet in Main Office	1470	1	\$5,500.00				
	<b>Subtotal</b>	<b>1470</b>		<b>\$5,500.00</b>				
GA188000001 PHA-Wide	Non Dwelling Equipment	1475	0	\$0.00				
	<b>Subtotal</b>	<b>1475</b>		<b>\$0.00</b>				
GA188000001 PHA-Wide	Relocate Residents for Modernization	1495	0	\$0.00				
	<b>Subtotal</b>	<b>1495</b>		<b>\$0.00</b>				
	<b>Grant Total</b>			<b>\$117,400.00</b>		<b>\$0.00</b>	<b>\$0.00</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

<b>Part III. Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: Lithonia Housing Authority				<b>Federal FFY of Grant: 2010</b>	
Development Number Name/PHA Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
GA188000001 PHA-Wide	6/30/2012		6/30/2014		

**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 Lithonia Housing Authority/GA188		Locality (City/County & State) Lithonia/Dekalb/Georgia			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name GA188000001 Lithonia Housing Authority	Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year 2 FFY <u>2011</u>	Work Statement for Year 3 FFY <u>2012</u>	Work Statement for Year 4 FFY <u>2013</u>	Work Statement for Year 5 FFY <u>2014</u>
B.	Physical Improvements Subtotal	Annual Statement	\$79,720.00	\$79,720.00	\$79,720.00	\$79,720.00
C.	Management Improvements		\$0.00	\$0.00	\$0.00	\$0.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$0.00	\$0.00	\$0.00
E.	Administration		\$0.00	\$0.00	\$0.00	\$0.00
F.	Other		\$14,200.00	\$14,200.00	\$14,200.00	\$14,200.00
G.	Operations		\$23,480.00	\$23,480.00	\$23,480.00	\$23,480.00
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		\$117,400.00	\$117,400.00	\$117,400.00	\$117,400.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$117,400.00	\$117,400.00	\$117,400.00	\$117,400.00

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year: <u>2011</u> FFY <u>2011</u>			Work Statement for Year: <u>2012</u> FFY <u>2012</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	GA188000001 Lithonia Housing Authority Replace Water/Sewer Utilities	15	\$22,500.00	GA188000001 Lithonia Housing Authority Replace Water/Sewer Utilities	15	\$22,500.00
	GA188000001 Lithonia Housing Authority Replace Concrete Walks	100	\$7,500.00	GA188000001 Lithonia Housing Authority Dumpster Screen Walls	5	\$5,000.00
See	GA188000001 Lithonia Housing Authority Drainage Improvements	1	\$5,000.00	GA188000001 Lithonia Housing Authority Repair Retaining Walls	4	\$4,000.00
Annual	GA188000001 Lithonia Housing Authority Replace Water Heaters	10	\$8,500.00	GA188000001 Lithonia Housing Authority Replace Water Heaters	15	\$12,000.00
Statement	GA188000001 Lithonia Housing Authority Replace Kitchen Cabinets	5	\$15,000.00	GA188000001 Lithonia Housing Authority Replace Kitchen Cabinets	5	\$15,000.00
	GA188000001 Lithonia Housing Authority Replace Lighting and GFIs	5	\$2,720.00	GA188000001 Lithonia Housing Authority Replace Lighting and GFIs	5	\$2,720.00
	GA188000001 Lithonia Housing Authority Upgrade Bathrooms	5	\$5,000.00	GA188000001 Lithonia Housing Authority Upgrade Bathrooms	5	\$5,000.00
	GA188000001 Lithonia Housing Authority Replace Plumbing Fixtures	5	\$5,000.00	GA188000001 Lithonia Housing Authority Replace Plumbing Fixtures	5	\$5,000.00
See	GA188000001 Lithonia Housing Authority Paint Walls and Ceilings	5	\$5,000.00	GA188000001 Lithonia Housing Authority Paint Walls and Ceilings	5	\$5,000.00
See	GA188000001 Lithonia Housing Authority Replace Interior Doors	5	\$3,500.00	GA188000001 Lithonia Housing Authority Replace Interior Doors	5	\$3,500.00
	Subtotal of Estimated Cost		\$79,720.00	Subtotal of Estimated Cost		\$79,720.00

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

Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year: <u>2013</u> FFY <u>2013</u>			Work Statement for Year: <u>2014</u> FFY <u>2014</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	GA188000001 Lithonia Housing Authority Replace Water/Sewer Utilities	15	\$22,500.00	GA188000001 Lithonia Housing Authority Replace Water/Sewer Utilities	15	\$22,500.00
	GA188000001 Lithonia Housing Authority Replace Fencing	1000	\$5,000.00	GA188000001 Lithonia Housing Authority New Community Space	1	\$15,720.00
See	GA188000001 Lithonia Housing Authority Washer/Dryer Connections	10	\$5,000.00	GA188000001 Lithonia Housing Authority Site Sprinkler System	1	\$2,000.00
Annual	GA188000001 Lithonia Housing Authority Replace Water Heaters	14	\$11,000.00	GA188000001 Lithonia Housing Authority Replace Water Heaters	12	\$10,000.00
Statement	GA188000001 Lithonia Housing Authority Replace Kitchen Cabinets	7	\$20,000.00	GA188000001 Lithonia Housing Authority Replace Kitchen Cabinets	2	\$5,000.00
	GA188000001 Lithonia Housing Authority Replace Lighting and GFIs	5	\$2,720.00	GA188000001 Lithonia Housing Authority New Lighting, GFIs, HVAC	5	\$10,000.00
	GA188000001 Lithonia Housing Authority Upgrade Bathrooms	4	\$4,000.00	GA188000001 Lithonia Housing Authority Upgrade Bathrooms	3	\$3,000.00
	GA188000001 Lithonia Housing Authority Add Non Dwelling Parking	1	\$3,000.00	GA188000001 Lithonia Housing Authority Porch Columns, Ext. Paint	10	\$4,000.00
	GA188000001 Lithonia Housing Authority Paint Walls and Ceilings	4	\$4,000.00	GA188000001 Lithonia Housing Authority Paint Walls and Ceilings	4	\$4,000.00
See	GA188000001 Lithonia Housing Authority Replace Windows	4	\$2,500.00	GA188000001 Lithonia Housing Authority Replace Attic Insulation	5	\$3,500.00
	Subtotal of Estimated Cost		\$79,720.00	Subtotal of Estimated Cost		\$79,720.00





<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY <u>2009</u>	Work Statement for Year <u>2013</u> FFY <u>2013</u>		Work Statement for Year: <u>2014</u> FFY <u>2014</u>	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual	GA188000001 Lithonia Housing Authority	\$0.00	GA188000001 Lithonia Housing Authority	\$0.00
Statement				
See				
	Subtotal of Estimated Cost	\$0.00	Subtotal of Estimated Cost	\$0.00









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

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning October 1, 2010, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

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

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

Lithonia Housing Authority

GA188

\_\_\_\_\_  
PHA Name

\_\_\_\_\_  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010 - 2014

Annual PHA Plan for Fiscal Years 2010 - 2011

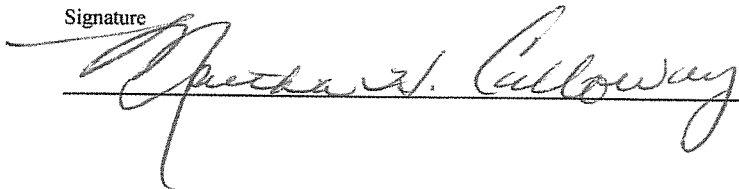
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729,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

Name of Authorized Official **Martha Calloway**

Title **Executive Director**

Signature

Date



7-15-2010



**Civil Rights Certification**

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

**Civil Rights Certification**

**Annual Certification and Board Resolution**

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

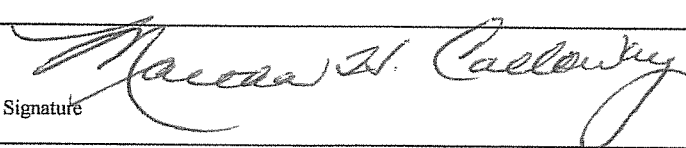
The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further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

Lithonia Housing Authority

GA188

\_\_\_\_\_  
PHA Name

\_\_\_\_\_  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official <b>Martha Calloway</b>	Title <b>Executive Director</b>
Signature 	Date <b>7-15-2010</b>

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of the City of Lithonia, Georgia

Program/Activity Receiving Federal Grant Funding

Capital Fund Program GA06P18850110 for FY 2010

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

All low rent public housing property and structures known as GA188000001 of the Lithonia Housing Authority located at 6878 Max Cleland Blvd., all located in Lithonia, Dekalb County, Georgia 30058.

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

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

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

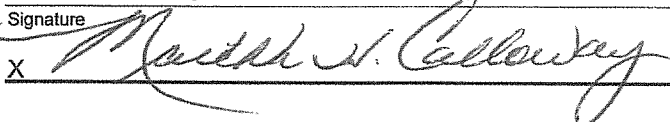
Name of Authorized Official

Martha Calloway

Title

Executive Director

Signature

X 

Date

7-15-2010

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

Housing Authority of the City of Lithonia, Georgia

Program/Activity Receiving Federal Grant Funding

Capital Fund Program GA06P18850110 for FY 2010

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

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

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

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

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

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

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

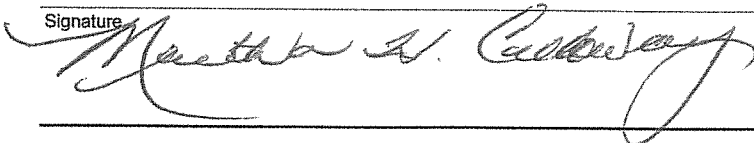
Name of Authorized Official

Martha Calloway

Title

Executive director

Signature



Date (mm/dd/yyyy)

7-15-2010

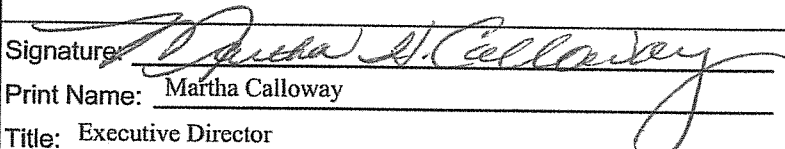
## DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: <sup>4c</sup>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b> Department of Housing And Urban Development	<b>7. Federal Program Name/Description:</b> Capital Fund Program/Modernization  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ 117,400.00	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): Lithonia Housing Authority 6878 Max Cleland Blvd Lithonia, Georgia 30058	<b>b. Individuals Performing Services (including address if different from No. 10a)</b> (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Martha Calloway</u> Title: <u>Executive Director</u> Telephone No.: <u>(770) 482-6571</u> Date: <u>7-15-2010</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.