



9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><b>Note: See Attachment fl046a01 Page 56.</b></p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p><b>Note: See Attachment fl046a01 Page 57.</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.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p><b>Note: See Attachment fl046a01 Pages 59 - 60.</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)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

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

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

## Instructions form HUD-50075

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

### 1.0 PHA Information

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

### 2.0 Inventory

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

### 3.0 Submission Type

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

### 4.0 PHA Consortia

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

### 5.0 Five-Year Plan

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# CRESTVIEW HOUSING AUTHORITY

## FY2011 ANNUAL UPDATE TO THE FY2010 – FY2014 FIVE-YEAR AGENCY PLAN

### SECTION 5.0 THROUGH 10.0

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## **5.0 Five-Year Plan**

### **5.1 Mission Statement**

The aim of the Crestview Housing Authority is to ensure safe, sanitary, and decent housing while encouraging higher quality of life for eligible residents, create opportunities for residents economic self-sufficiency, establish a drug and crime free environment and assure fiscal integrity in all programs administered without discrimination.

### **5.2 Goals and Objectives**

#### **PHA Goal: Expand the supply of assisted housing**

##### Objective

- Apply for additional rental vouchers

#### **PHA Goal: Improve the quality of assisted housing**

##### Objectives

- Improve public housing management: PHAS score
- Improve voucher management: SEMAP score
- Increase customer satisfaction

#### **PHA Goal: Increased assisted housing choices**

##### Objectives

- Conduct outreach efforts to potential voucher landlords



**PHA Goal: Provide an improved living environment**

Objectives

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

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

Objectives

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

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

Objectives

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

## **6.0 PHA Plan Update**

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

The Housing Authority has revised the following elements:

### **Financial Resources**

The Financial Resources section has been revised to include projected amounts for FY2011.

### **Fiscal Year Audit**

The Audit for the Fiscal Year ending 3/31/2009 has been included. The Audit for the Fiscal Year ending 3/31/2010 is in the process of being completed.

### **Capital Improvements**

The Housing Authority has included a copy of the FY2011 Capital Fund Annual Statement and Five-Year Plan. The Plan includes Revised Performance and Evaluation Reports for the FY2007, FY2008, FY2009 Capital Fund Programs and FY2009 American recovery and Revitalization Act Grant.

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

The FY2011 Annual Update will be available for review during the 45-day Public Hearing Notice period at the Housing Authority's main office which is located at 371 West Hickory Avenue in Crestview, Florida.

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

**Public Housing**

*Eligibility*

1. The Housing Authority shall use the guidelines and procedures prescribed by HUD at the time of applicant processing to make a final determination of household eligibility.
2. All families who are admitted to Public Housing must be individually determined eligible under the terms of this policy. In order to be determined eligible, an applicant family must meet ALL of the following requirements:
  - a. The applicant family must qualify as a family as defined by HUD.
  - b. The single person applicant must qualify as a single person as defined by HUD.
  - c. The applicant's Annual Income as defined by HUD must not exceed income limits established by the Department of Housing and Urban Development for Public Housing in the CHA jurisdiction.
  - d. The applicant family must conform to the Occupancy Standards contained in this policy regarding unit size and type.
  - e. The applicant must have a satisfactory record in meeting past financial obligations, especially in payment of rent. In situations where an unsatisfactory record is obtained the CHA shall take into consideration extenuating circumstances such as illness, or other incidents beyond the control of the applicant.
  - f. Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the HUD from making financial assistance available to persons who are other than United States Citizens, nationals, or certain categories of eligible non-citizens either applying to or residing in specified Section 214 covered programs, including Public Housing.

- g. Any tenant evicted from federally assisted housing by reason of drug-related criminal activity shall not be eligible for federally assisted housing during the 3-year period beginning from the date of such eviction, unless the evicted tenant successfully completes a rehabilitation program approved by the Housing Authority, and/or if the circumstances leading to eviction no longer exists.
  
- h. The Housing Authority shall prohibit admission for any household member who the Housing Authority determines is illegally using a controlled substance, or determines that a household member's illegal use, or pattern of illegal use, of a controlled substance, or abuse, or pattern of abuse, of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. QWHRA further stipulates that individuals convicted of manufacturing or producing methamphetamine (speed) will be permanently denied admission to public housing and a current resident's tenancy will be immediately and permanently terminated if convicted of manufacturing or producing methamphetamine.

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

- (i) Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable);
  
  - (ii) Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of controlled substance or abuse of alcohol (as applicable); or
  
  - (iii) Is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable).
- i. The Housing Authority shall prohibit admission for any applicant or member of the applicant's household who the Housing Authority determines is or was, during a reasonable time preceding the date when the applicant household would otherwise be selected for admission,

engaged in any drug-related or violent criminal activity or other criminal activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents or Housing Authority staff.

- j. The Housing Authority shall prohibit admission of any applicant or member of the applicant's household who has been convicted of a felony (violent) during the past five years and/or has a record of other habitual criminal activity during the past five years.
- k. The Housing Authority shall prohibit admission for any applicant or member of the applicant's household that the Housing Authority determines is subject to a lifetime registration requirement under a state sex offender registration program.
- l. The applicant family must have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse, or any other history that may be reasonably expected to adversely affect:
  - (i) The health, safety, or welfare of other residents;
  - (ii) The peaceful enjoyment of the neighborhood by other residents; or
  - (iii) The physical environment and fiscal stability of the neighborhood.
- m. The applicant family must not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of a fire hazard through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or serious neglect of the premises. In a case where a qualified agency is working with the applicant family to improve its housekeeping and the agency reports that the applicant family shows potential for improvement, decision as to eligibility shall be reached after referral to and recommendation by the Executive Director or his/her designee. This category does not include applicant families whose housekeeping is found to be superficially unclean or

lacks orderliness, where such conditions do not create a problem for the neighbors.

- n. The applicant family must be able to demonstrate capacity to discharge all lease obligations. This determination shall be made on a case by case basis and shall not be used to exclude a particular group by age, disability, etc. In determining the applicant family's capacity to discharge all lease obligations the HA must consider the family's ability to secure outside assistance in meeting those obligations.
- o. If the applicant is a former resident of public housing or Section 8 housing programs administered by an agency, the applicant family must have a satisfactory record in meeting financial and other lease obligations. A former resident who owes a move out balance to the Housing Authority will not be considered for re-admission until the account is paid in full and reasonable assurance is obtained of the applicant's ability to meet his or her rent obligations.
- p. The applicant must not have a history of non-compliance with rental agreements including failure to comply with the terms of the rental agreements on prior residences, such as providing shelter to unauthorized persons, keeping pets or other acts in violation of rules and regulations, and painting or decorating without permission of the owner.
  - Any applicant who has been evicted from a public housing program or terminated from a Section 8 Rental Program shall not be eligible to receive any type of housing assistance for 3 years.
- q. The applicant family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.

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

- d. In the case of applicants whose capacity for independent living and discharge of lease obligations is in question, the resources actually available in support of the family, such as visiting nurses, homemakers or Live-In caretakers.
6. An otherwise ineligible disabled applicant shall be eligible for admission if the problem resulting in the ineligibility can be addressed through reasonable accommodations.
7. Tenancy at properties for elderly and/or disabled persons will be based upon the applicant's ability to live independently or to live independently with limited supportive services.
8. The Housing Authority will not unnecessarily segregate individuals with disabilities to particular areas or developments. The Housing Authority will provide assistance to enable all individuals with disabilities to meet legal requirements; for example, the Housing Authority could provide interpreters, Braille or taped versions of leases, recertifications and other legal documents, whatever is appropriate.
10. In the event an individual is refused housing based on one or more of the above screening criteria, he/she may request an informal hearing or appeal to the Executive Director in writing.

### *Selection*

All admissions to public housing shall be made on the basis of a personal interview where an application is completed by the applicant family and Housing Authority personnel. The Application for Admission shall constitute the basic legal record of each family applying for admission and shall support the Housing Authority's determinations of eligibility status, priority status, rent, and size of unit for which the applicant is qualified. All supplemental materials pertaining to eligibility shall be considered a part of the application record and carefully recorded. This includes verifications of income and family composition and such other data as may be required. The following conditions shall govern the taking and processing of applications:

1. Applications for the public housing program will be completed during a one on one interview between the applicant family and Housing Authority personnel and shall be maintained on the Housing Authority's computer system. Applicants shall complete and sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The Housing Authority reserves the right to require the signature of any or all adult members of the applicant household.



2. Applicants will be required to submit documentation as part of the application process. Documentation will include disclosure of social security numbers for all family members and a picture ID for all household members over age 15. Applicants will be given a list of required verifications at the time of their interview with designated CHA personnel for the purpose of determining eligibility.
3. Should applicants fail to provide required documentation within the time frame established by the CHA, their case will be placed in an inactive status and the applicants will be required to reapply during the next enrollment period.
4. The Housing Authority reserves the right to suspend application taking when the current supply of completed full applications exceeds the number of families that could be reasonably expected to be housed within the next twelve months.
5. The Housing Authority will normally take applications from a central location that will allow for processing by staff persons knowledgeable of the rules and regulations governing resident selection and assignment, but reserves the right to establish satellite locations for application taking.
6. The Housing Authority reserves the right to establish times for taking applications, including by appointment. The Housing Authority staff may, at its discretion, provide for application interviews outside normal hours when necessary for hardship reasons.
7. Insofar as possible, application interviews shall be conducted in private.
8. Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented and the transaction initialed by the staff member making the change.
9. All active applications will be purged no less than once every 12 to 18 months. Notification shall be sent to each applicant informing him/her that unless he/she confirms his/her continued interest, his/her application will be retired from the active file. Returned notification will be attached to the respective application as evidence of unsuccessful effort to locate the applicant. All applicants will be instructed to notify the CHA whenever there is a change in family composition, income, address, and any other factors relative to their

eligibility status. Applicants should notify the CHA if he/she no longer desires consideration for public housing.

10. Applicants on waiting lists for any other type of assisted housing will have no special status with respect to the Low-Rent Public Housing Program. Applicants must submit separate applications for other programs. Applicants will not lose their place on any other CHA waiting list should they make an application for “Low-Rent” public housing. This right will be explained to each applicant who might have previously filed an application for a dwelling unit through any other CHA program.
11. The Housing Authority shall maintain such records as are necessary to document the disposition of all applications and to meet Department of Housing and Urban Development audit requirements.

### *Admission*

1. Applicant Ranking

Applications will be filed and selected by unit type and size, preference, and by date and time of application.

2. Preferences

The Crestview Housing Authority has determined that date and time will be the basis of selection from the waiting list with the following exception:

Families composed of one elderly or disabled person shall have a preference over single (non-elderly or disabled) persons when both are applying for admission.

3. Waiting List

The Housing Authority-Wide Waiting List will be ordered as follows:

- (i) By unit type (regular, elderly, accessible) and in unit size by bedrooms.
- (ii) Local Preference.
- (ii) By date and time of application.

4. Waiting List Skipping

If the annual review of income indicates the CHA has developments outside the average income range, the CHA may:

- Skip a higher-income eligible applicant family to the top of the waiting list if a dwelling unit in a development becomes vacant and the development requires a lower income family to meet the Housing Authority's income targeting goals; or
- Skip a lower-income eligible applicant family to the top of the waiting list if a dwelling unit in a development becomes vacant and the development requires a higher income family to meet the Housing Authority's income targeting goals.

5. Updating of the Waiting List

The Housing Authority shall update the waiting list every 12 months in order to maintain the most current information. Applicants will be requested to provide the Housing Authority with updated information through writing. Applicants who do not respond to the request to update shall be removed from the waiting list. If the applicant's failure to respond was due to the applicant's disability, the Housing Authority shall provide reasonable accommodations to give the applicant an opportunity to respond.

6. Selection and Assignment

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

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

7. Accessible Dwelling Units

- a. When a unit that meets a specific need (e.g., a unit designed to accommodate a disabled tenant requiring the use of a wheelchair) becomes available, that unit will be offered first to a current occupant of another unit managed by the Housing Authority having disabilities and requiring the accessibility features of the vacant unit. If no such applicant exists, the unit will be offered to the next eligible applicant on the waiting list requiring that special unit. If

there are no applicants on the waiting list needing the unit, the unit will then be offered to those eligible qualified applicants in their normal sequence.

- b. Elderly applicants will be given preference for units designed specifically for elderly occupancy.

8. Dwelling Unit Offers

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

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

- a. As an applicant moves near the top of the waiting list, the Housing Authority will contact the applicant family to determine continued interest, to update the application for final processing, to alert the applicant that an offer is likely in the near future, and to inform the applicant of the requirements for move-in, such as utility deposits, security deposits, etc.
- b. Upon availability for occupancy, an applicant will be offered a unit.
- c. Upon offer of an apartment, the applicant shall have five (5) days to accept or reject the apartment. An additional business day may be granted if necessary to allow the applicant to inspect the apartment. Failure to give an answer within the prescribed time period shall be counted as rejection of the offer.
- d. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as joint unit inspection, establishment of utility services, leasing interview, and lease execution. Failure to complete move-in requirements within the assigned period will result in withdrawal of the offer and inactivation of the application.

9. Unit Refusals

- a. Applicants will be made one (1) offer of a unit of appropriate size and type. Should the family reject the offer, without a valid hardship reason, the family will be removed from the waiting list.
- b. When an applicant refuses an offer of an apartment, for hardship reasons, CHA will not hold a unit, however the family will not lose its place on the waiting list.
- c. Hardship reasons cannot be related to race, creed, sex, national origin, religion, disability or familial status.
- c. Applicants not responding to an offer of housing shall be ruled ineligible and the application will be removed to the inactive/ineligible file and so documented.
- e. An applicant will have five (5) working days to accept or reject an offer of housing after receipt of notice of unit availability. Failure to respond to a notice of unit availability will be treated as a no response.

**Section 8**

*Eligibility*

The Housing Authority will determine applicant eligibility in accordance with HUD guidelines.

1. Eligibility Criteria:

- a. An applicant must be a family as defined in this policy.
- b. An applicant must be within the appropriate income limits.
- c. An applicant must furnish Social Security Number for all family members.
- d. An applicant must furnish evidence of Citizenship/Eligible Immigrant Status.

2. Family Composition

The applicant must qualify as Family for eligibility for admission. A Family may be a single person or a group of persons. A group of persons may be:

- a. Two or more persons who intend to share residency whose income and resources are available to meet the family's needs.
- b. Two or more elderly or disabled persons living together, or one or more elderly, near elderly, or disabled persons living with one or more live-in aides is a family.
- c. A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home and is not intended to artificially enlarge the space available for other family members.

3. A single person may be:

- a. An elderly person
- b. A displaced person
- c. A person with a disability
- d. Any "other single" person

4. Head of Household

The Head of Household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law.

5. Spouse of Head

Spouse means the marriage partner of the head, who in order to dissolve the relationship, would have to be divorced. Spouse includes the partner in a common law marriage. The term "spouse" does not apply to boyfriends, girlfriends, significant other, or co-heads.

6. Co-Head

A co-head is an individual in the household who is equally responsible for the lease with the Head of Household. A family may have a spouse or co-head, but not both. A co-head never qualifies as a dependent.

7. Live-In Attendants

- a. A family may include a live-in aide provided that such live-in aide:
  - (i) Is determined by the Housing Authority to be essential to the care and well being of an elderly person, a near elderly person, or a person with disabilities,
  - (ii) Is not obligated for the support of the person(s), and
  - (iii) Would not be living in the unit except to provide care for the person(s).
  
- b. A live-in aide is treated differently than family members:
  - (i) Income of the live-in aide is not counted for purposes of determining eligibility of benefits.
  - (ii) Live-in aides are not subject to Non-Citizen Rule requirements.
  - (iii) Live-in aides may not be considered as a remaining member of the tenant family.
  - (iv) A live-in aide may only reside in the unit with the approval of the Housing Authority. Written verification will be required from a reliable, knowledgeable professional. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly, near elderly, or disabled.
  
- c. At any time the Housing Authority may refuse to approve a particular person as a live-in aide, or may withdraw such approval if:
  - (i) The person commits fraud, bribery and any other corrupt or criminal act in connection with any federal housing program.
  - (ii) The person commits drug-related criminal activity or violent criminal activity.
  - (iii) The person currently owes rent or other amounts to the Housing Authority or to another Housing Authority in connection with Section 8 or public housing assistance under the 1937 Act.

8. Noncitizens Rule

Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available to persons who are other than United States Citizens, nationals, or certain categories of eligible noncitizens either applying to or residing in specified Section 214 covered programs.

9. Ineligibility Because of Eviction for Drug Crimes

Any tenant evicted from federally assisted housing by reason of drug-related criminal activity (as such term is defined in section 3(b) of the United States Housing Act of 1937 (42 USC 1437a(b))) shall not be eligible for federally assisted housing during the 5-year period beginning on the date of such eviction unless the evicted tenant successfully completes a rehabilitation program approved by the Housing Authority. A waiver may be granted if the circumstances leading to eviction no longer exists.

10. Ineligibility for Illegal Drug Users and Alcohol Abusers

Notwithstanding any other provision of the law, the Housing Authority shall prohibit admission to the Section 8 program for any household with a member who the Housing Authority determines is illegally using a controlled substance; or, the Housing Authority determines that it has reasonable cause to believe that such household member's illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

In determining whether to deny admission to the Section 8 program to any household based on a pattern of illegal use of a controlled substance or a pattern of abuse of alcohol by a household member, the Housing Authority may consider whether such household member has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable); has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable); or is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol ( as applicable).

11. Authority to Deny Admission to Criminal Offenders



Except as provided above, and in addition to any other authority to determine eligibility, if the Housing Authority determines that the applicant or any member of the applicant household is or was, during a reasonable time preceding the date when the applicant would otherwise be selected for admission, engaged in any drug-related or violent criminal activity or other criminal activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner, or Housing Authority employees, the Housing Authority may deny such applicant admission to the program; or, may require proof that the individual who engaged in criminal activity has not engaged in any criminal activity for a 5-year period.

12. Income Limitations

In order to be eligible for assistance, an applicant must be either:

- a. A very low-income family, or
- b. A low-income family in any of the following categories:
  - (i) A low-income family that is continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family has received assistance under any 1937 Housing Act program within 90 days of voucher issuance. Programs include public housing, all Section 8 programs, and all Section 23 programs.

**Definition of Continuously-Assisted:** An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Act program when the family is admitted to the voucher program.
  - (ii) A low-income family physically displaced by rental rehabilitation activity under 24 CFR part 511.
  - (iii) A low-income non-purchasing family residing in a HOPE 1 or HOPE 2 project.
  - (iv) A low-income non-purchasing family residing in a project subject to a homeownership program under 24 CFR 248.173.
  - (v) A low-income family displaced as a result of the prepayment of a mortgage or voluntary termination

of a mortgage insurance contract under 24 CFR  
248.165

- (vi) A low-income family residing in a HUD-owned multifamily rental housing project when the project is sold, foreclosed, or demolished by HUD.

To determine if the family is income eligible, the housing authority staff compares the annual income of the family to the applicable income limit for the family's size. Families whose annual income exceeds the income limit will be denied admission, notified of the denial and offered an informal review.

For initial lease-up, **incoming portable families who have never previously leased with Section 8 assistance**, but who qualify for portability under HUD regulations, must be within the income limits for the receiving jurisdiction. If the family has previously leased under the Section 8 program and is moving with assistance using portability provisions, income limits do not apply. See the "Portability" section of this policy.

### *Selection*

All admissions to the Section 8 program shall be made on the basis of a written application completed by the applicant family. The Housing Authority will conduct interviews when the application process is open.

The Application for Admission shall constitute the basic legal record of each family applying for admission and shall support the Housing Authority's determinations of eligibility status, priority status, and rent for which the applicant is qualified.

All supplemental materials pertaining to eligibility shall be considered a part of the application record and carefully recorded. This includes verifications of income and family composition and such other data as may be required. The following conditions shall govern the taking and processing of applications:

1. Applicants shall complete and sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The application shall include:
  - Names and ages of all family members
  - Sex and relationship of all members
  - Street address and phone numbers
  - Mailing address (if P.O. Box or other permanent address)
  - Amount(s) and source(s) of income received by household members

- Information regarding disabilities (used to determine qualifications or allowances and deductions)
  - Information related to qualification for preferences
  - Social Security Numbers
  - Race/ethnicity
  - Requests for specific accommodation needed to fully utilize program and services
  - Proof of citizenship
  - Proof of student status
  - Previous address
  - Current landlord verification
  - Name of emergency contact person and address
  - Criminal background check (all records, once reviewed, will be discarded)
  - Non-family references
2. The Housing Authority shall require the signature of all adult members of the applicant household. Each complete application shall reflect the date and time of receipt by the Housing Authority, and any other factors upon which priority and preference are assigned.
  3. Applicants will be required to submit verification documentation as part of the application process. Applicants will be supplied a list of required verifications for the purpose of determining eligibility.
  4. Should applicants fail to provide required verification documentation within established time frame, the application shall be removed from the waiting list and the applicant will be required to reapply.
  5. The Housing Authority reserves the right to suspend application taking when the current supply of completed full applications exceeds the number of families that could be reasonably expected to be housed within the next twelve months.
  6. The Housing Authority will normally take applications from a central location to allow for processing by staff persons knowledgeable of the rules and regulations governing the Section 8 program, but reserves the right to establish satellite locations for application taking, so long as all processing is done in a central location.
  7. The Housing Authority reserves the right to establish times for taking applications, including by appointment. The Housing Authority staff may at its discretion provide for application

interviews outside normal hours when necessary for hardship reasons.

8. Insofar as possible, application interviews shall be conducted in private.
9. Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented and the transaction initialed by the staff member making the change.
10. All active applications will be purged no less than once each 12 months. Notification shall be sent to each applicant informing him/her that unless he/she confirms his/her continued interest, his/her application will be retired from the active file. Returned notification will be attached to the respective application as evidence of unsuccessful effort to locate the applicant. All applicants will be instructed to notify the CHA whenever there is a change in family composition, income, address, and any other factors relative to their eligibility status. Applicants should notify the CHA if he/she no longer desires consideration for the Section 8 program.
11. Applicants on waiting lists for any other type of assisted housing will have no special status with respect to the Section 8 program. Applicants must submit separate applications for other programs. Applicants will not lose their place on any other PHA waiting list should they make an application for the public housing program. This right will be explained to each applicant who might have previously filed an application for a dwelling unit through any other PHA program.
12. The Housing Authority shall maintain such records as are necessary to document the disposition of all applications and to meet Department of Housing and Urban Development audit requirements.
13. If an applicant is determined to be ineligible on the basis of program guidelines, the applicant shall be notified, in writing of the reasons for the ineligibility determination. The applicant shall be informed of their right for an Informal Review of the determination. If, after the review, the applicant remains ineligible, or if the right to a review is waived, the applicant shall receive a written notice.

*Admission*

1. Public Notice to Eligible Families (Opening the Waiting List)

- a. The Housing Authority shall make known to the public that applications are being taken. Publicity will include:
- (i) The dates, times, and location where families may apply;
  - (ii) The programs for which applications will be taken;
  - (iii) A brief description of the program; and
  - (iv) Limitations, if any, on whom may apply.
- b. Public notice shall be in the form of, but be limited to, newspaper ads and radio announcements. The Housing Authority will give the public notice by publication in a local newspaper of general circulation, and also by minority media and other suitable means. The notice will comply with all HUD fair housing requirements.

2. Closing the Waiting List

The Housing Authority shall make known to the public that the waiting list will be closed and applications will no longer be taken until further notice. Public notice shall be in the form of, but be limited to, newspaper ads and radio announcements. The Housing Authority will give the public notice by publication in a local newspaper of general circulation, and also by minority media and other suitable means. The notice will comply with all HUD fair housing requirements.

3. Establishing the Waiting List

Each eligible applicant household shall be placed on the waiting list based on date and time of application. Files and supporting documentation supplied by the families shall be maintained in a manner that is consistent with regulations governing the programs.

The Housing Authority will maintain information that permits proper selection from the Waiting List. The Waiting List will be organized to contain the following information for each applicant.

- Applicant name
- Family unit size (number of bedrooms for subsidy standards)
- Date and time of application
- Qualification for any local preference
- Racial or ethnic designation of the head of household

4. Order of Preference

The Crestview Housing Authority has determined that date and time of application will be the basis of selection from the waiting list with the following exception:

- Families composed of one elderly or disabled individual shall have a preference over single (non-elderly/disabled) persons when both are applying for admission.

5. Selecting Applicants from the Waiting List

Applicants will be selected from the Waiting List according to date and time of application, regardless of family size. If there is insufficient funding available to assist the family at the top of the list, the CHA will not admit any other applicant until funding is available for the first applicant. Families will only be offered vouchers in the waiting list sequence.

6. Updating the Application

It is the responsibility of the applicants who are on the waiting list to keep their application current. When an applicant's circumstances change, they shall be reported to the Housing Authority. If the information affects the applicant's claim for preference, once verified, the application will be re-prioritized using the time and date of acceptance of the original application.

If the applicant reports a change in family size (either increase or decrease) from the size stated on the application form, it will not affect the applicant's placement on the waiting list.

7. Removal from the Waiting List and Purging

Applicants will be mailed an update inquiry to ensure the applicant's continued interest in, and need for, housing. An applicant, who does not

return the inquiry by the requested deadline date, will have his/her name removed from the Waiting List. An extension will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

Applicants will be mailed an update to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest. If the family fails to respond to this notification, the family will be purged from the waiting list. An extension will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

Mailings to applicants that require a response will state that failure to respond within 10 days will result in the applicant's name being dropped from the waiting list.

In addition, applicants shall be removed from the Waiting List when:

- The applicant requests it.
- The Housing Authority has made reasonable efforts to contact the applicant to determine if there is continued interest, but has been unsuccessful.
- The applicant is ineligible.
- The applicant provided invalid or false documents for verification of eligibility.
- The applicant was a past participant in the Section 8 Program or a former public housing tenant who failed to satisfy liability for unpaid rent or tenant damages to either Owner, CHA or another Public Housing Authority (PHA).
- The applicant is currently indebted to the CHA.
- The applicant has committed fraud in a Federal Housing Assistance Program or violated family obligations under the Section 8 Program.
- The applicant has a felonious history in the manufacture, sale or distribution or the possession with intent to manufacture, sell or distribute a controlled substance within five (5) years. The five (5) year time period beginning upon completion and disposition of all pending and proposed cases.

- The applicant has a violent criminal history and has used or threatened to use physical force against the person or property of another, including PHA employees within five (5) years. The five (5) year time period beginning upon completion and disposition of all pending and proposed cases.
- The applicant has a non-violent felonious history or repetitive criminal history that may negatively impact the residents/participants, staff, programs, community and other such entities within the past five (5) years. The five (5) year time period beginning upon completion and disposition of all pending and proposed cases.
- The applicant is currently involved in the judicial system, including but not limited to, probation, pre-trial intervention (PTI) and pending or postponed cases.
- The applicant has not been one (1) year from successful completion of probation and/or PTI from projected date of admission.
- The applicant is a State Registered Sex Offender.
- The applicant has been terminated from any housing program within the past five (5) years for acting in violation of the program requirements or failing to act in accordance with program requirements.
- If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.
- The applicant refuses the offer of a Voucher.



8. Special Circumstances

a. Split Households Prior to Voucher Issuance

When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, the Housing Authority will make the decision taking into consideration the following factors:

- Which member applied as head of household;
- Which family unit retains the children or any displaced or elderly members;
- Restrictions that were in place at the time the family applied;
- Role of domestic violence in the split;
- Recommendations of social service agencies or qualified professionals such as children's protective services; and
- Documentation of these factors is the responsibility of the applicant families. If either or both of the families do not provide the documentation, they may be denied placement on the waiting list for failure to supply information requested by the Housing Authority.

b. Multiple Families in the Same Household

Families consisting of two families applying as a family unit will be treated as one family unit.

c. Joint Custody of Children

When both parents are on the waiting list and both are trying to claim the child, the parent whose address is listed on the school records will be allowed to claim the school-age child as a dependent.

## 2. Financial Resources

The table below lists the Housing Authority's anticipated financial resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Agency, as well as tenant rents and other income available to support the public housing and housing choice voucher programs in Fiscal Year 2011.

<b>Funding Source</b>	<b>Amount</b>	<b>Use</b>
FY2011 PH Operating Fund	\$1,146,347	PH Operations
FY2011 Capital Fund Program	\$455,981	PH Modernization.
FY2010 Capital Fund Program	\$455,981	PH Modernization.
FY2009 Capital Fund Program	\$459,788	PH Modernization.
Housing Choice Voucher Program	\$985,799	HCV
Public Housing Dwelling Rent	\$340,000	PH Operations
Interest	\$18,000	PH Operations
Other	\$16,000	PH Operations
<b>Total</b>	<b>\$3,877,896</b>	

*Note: The amounts for the FY2010 and FY2009 CFPs are unobligated amounts as of 6/30/2010.*

## 3. Rent Determination

### Public Housing

1. Determining the Total Tenant Payment is a two-step process. Total Tenant Payment shall be the greater of the following:
  - a. 30 percent of monthly Adjusted Income; or
  - b. 10 percent of monthly gross income; or
  - c. A minimum rent amount of \$50.
2. After the highest amount has been determined above, that number is compared to the flat rent of the unit size that is or will be occupied by the family, and the lower of the amount determined above or the flat rent is the Total Tenant Payment.
3. Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc.

## **Section 8**

### 1. **Family Share of Rent**

Family share of rent shall be calculated based on:

- 30% of the monthly adjusted income of the family; or,
- 10% of the monthly income of the family; or,
- Welfare Rent (payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the actual housing costs of the family, is specifically designated by that agency to meet the housing costs of the family, the portion of those of those payments that is so designated), or
- Minimum Rent.

### 2. **Minimum Rent**

PHAs may establish a minimum rent up to \$50 per month for voucher participants. If the PHA adopts a minimum rent policy, it must also establish a policy for hardship situations and include that policy in the Administrative Plan.

The Crestview Housing Authority has established a minimum rent policy to require families to pay a minimum monthly rent of \$50. This minimum rent shall include any amount allowed for utilities.

## **4. Operation and Management**

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

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

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

The Housing Authority also has operational policies such as the Procurement Policy, Capitalization Policy, Personnel Policy, Disposition Policy, etc. These policies are available for review at the Authority's main office.

## **5. Grievance Procedures**

### **Public Housing**

#### **Purpose**

This Grievance Procedure has been adopted to provide a forum and procedure for residents to seek the just, effective and efficient settlement of grievances against the Housing Authority (HA).

#### **Governing Law**

The law governing this Grievance Procedure is section 6(k) of the U.S. Housing Act of 1937 (42 U.S.C. sec. 1437d (k) and subpart B of 24 CFR part 966 (24 CFR secs. 966.50 - 966.57).

#### **Applicability**

In accordance with applicable federal regulations, this Grievance Procedure shall be applicable to all individual grievances (as defined in Section IV below) between a resident and the HA with the following two (2) exceptions:

- A. This Grievance Procedure is not applicable to disputes between residents not involving the HA, or to class grievances involving groups of residents. Also, this Grievance Procedure is not intended as a forum for initiating or negotiating policy changes between residents, or groups of residents, and the HA's Board of Commissioners.
- B. HUD has issued a determination that State law provides the basic elements of due process necessary when eviction of a resident occurs in the following cases, and therefore this policy is not applicable when the eviction is due to:
  - (1) Any activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of HA; or

- (2) Any drug-related criminal activity on or off such premises.

## Definitions

The following definitions of terms shall be applicable to this Grievance Procedure:

- A. **Grievance:** Any dispute which a resident may have with respect to an action or a failure to act by HA in accordance with the individual resident's lease or HA regulations, which adversely affects the individual resident's rights, duties, welfare, or status.
- B. **CFR:** The code of federal regulations that contains the federal regulation governing this Grievance Procedure.
- C. **Complainant:** Any resident (as defined in this section below) whose grievance is presented to the Central Office of the HA in accordance with the requirements set forth in this procedure.
- D. **Drug-related criminal activity:** The illegal manufacture, sale, distribution, use or possession with intent to manufacture, sale, distribute, or use of a controlled substance as defined in sec. 102 of the Controlled Substances Act (21 U.S.C. sec 802), as from time to time amended; and alcohol abuse that the HA determines interferes with the health, safety or peaceful enjoyment of HA's property by other HA residents, HA's employees, persons residing in the immediate vicinity of the dwelling, representatives, contractors, agents, law enforcement officials and/or the public.
- E. **HA or "Housing Authority":** The Housing Authority, a body corporate and politic organized and existing under the state laws.
- F. **Elements of due process:** The following procedural safeguards are required to be followed in an eviction action or a termination of tenancy in a state or local court:
  - (1) Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
  - (2) Right of the resident to be represented by counsel;
  - (3) Opportunity for the resident to refute the evidence presented by the HA, including the right to confront

and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have;

(4) A decision on the merits.

- G. **Hearing Officer:** An impartial person selected in accordance with 24 CFR Sec 966.55 and this Grievance Procedure to hear grievances and render decisions with respect thereto.
- H. **Hearing Panel:** A three-member panel composed of impartial persons, selected in accordance with 24 CFR Sec. 966.55 and this procedure to hear grievances and render decisions with respect thereto.
- I. **HUD:** The United States Department of Housing and Urban Development.
- J. **Notice:** As used herein, the term notice shall, unless otherwise specifically provided, mean written notice.
- K. **Promptly:** Within the time period indicated in a notice from HA of a proposed action that would provided the basis for a grievance if the resident has received a notice of a proposed action from HA.
- L. **Resident Organization:** An organization of residents, which includes any Resident Management Corporation and specifically includes the Resident Organization.
- M. **Resident:** The adult person (or persons) other than a live-in aide:
- (1) Who resides in the unit and who executed the lease with the HA as lessee of the dwelling unit, or, if no such person resides in the unit
  - (2) The person who resides in the unit and who is the remaining head of the household of the resident family residing in the dwelling unit.
- N. **Business Days:** Monday through Friday of each week, except for legal holidays recognized by the federal government.

## **Incorporation in Leases**

This Grievance Procedure shall be incorporated by reference in all public housing dwelling leases between residents and the HA, whether or not so specifically provided in such leases.

## **Informal Settlement of Grievances**

- A. Initial Presentation:** Any grievance must be personally and promptly presented, either orally or in writing to the HA Central Office, no later than five (5) business days after the occurrence of the event giving rise to the grievance. Grievances received by the HA Central Office will be referred to the person responsible for management of the complex in which the Complainant resides. As soon as the grievance is received, it shall be reviewed by the HA management to determine whether the exclusions in Section III B (1) or III B (2) above apply to the grievance. Should one of the exclusions apply, the Complainant will be notified in writing that the matter raised is not subject to HA's grievance procedure, with the reason therefore.
- B. Informal Settlement Conference:** If the grievance is not determined to fall within one of the two exclusions mentioned in Sections III B (1) and III B (2) above, then HA will, within five (5) business days after the initial presentation of the grievance, informally discuss the grievance with the Complainant or his/her representatives in an attempt to settle the grievance without the necessity of a formal hearing. If the informal settlement conference cannot occur at the time the grievance is initially presented by the Complainant, then the Complainant will be promptly notified in writing of the time and place for the informal settlement conference.
- C. Written Summary:** Within five (5) business days after the informal settlement, HA shall prepare a summary of the informal discussion and a copy thereof shall be provided to the Complainant. The summary shall be in writing and shall specify the names of the participants in the discussion, the date of the discussion, the nature of the proposed disposition of the grievance, and the specific reasons for such disposition. This written summary will specify the procedures by which the Complainant may obtain a formal hearing if not satisfied with the proposed disposition of the grievance. A copy of the written summary shall be placed in the Complainant's resident file.

## Formal Grievance Hearing

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

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

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

- (1) The reasons for the grievance;
- (2) The action or relief sought by the Complainant; and
- (3) If the Complainant so desires, a statement setting forth the times at which the Complainant shall be available for a hearing during the next ten (10) business days;
- (4) Complainant's preference, if any, concerning whether the grievance should be heard by a single hearing officer or by a hearing panel;
- (5) If the Complainant has failed to attend an informal discussion conference, a request that the hearing officer or panel waive this requirement.

- B. **Failure to Request Hearing:** If the Complainant fails to request a hearing within five (5) business days after receiving the written summary of the informal settlement conference, HA's decision rendered at the informal hearing becomes final and HA shall not thereafter be obligated to offer the Complainant a formal hearing, unless the Complainant can show good cause, in HA's sole discretion, why he/she failed to proceed in accordance with this procedure.

## Selection of Hearing Officer or Panel

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

- A. The permanent appointments of persons who shall serve as hearing officers and hearing panel members shall be governed by the following procedures:



(1) The HA shall nominate a slate of persons to sit as permanent hearing officers or hearing panel members. These persons may include, but shall not be necessarily limited to, members of the HA Board of Commissioners, HA staff members, residents, or other responsible persons in the community. No persons shall be listed on the slate of members unless such person has consented to serve as a hearing officer or on a hearing panel, feels capable of impartiality, agrees to serve without compensation, and has sufficient time to serve.

(2) The slate of potential appointees shall be submitted to the Resident Organization for written comments. The HA shall consider written comments from the resident organization before appointments are finally made. Objection to the appointment of a person as a hearing officer or panelist must be considered but is not dispositive as to the proposed appointment with respect to which objection may be made.

(3) On final appointment, the persons appointed and the Resident Organization shall be informed in writing of the appointments. A list of all qualified hearing officers and panelists shall be kept at the HA Central Office and be made available for public inspection at any time.

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

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

(1) All hearings shall be held before a single hearing officer unless HA determines that the grievance should be heard by a hearing panel.

(2) Appointments to serve as a hearing officer or panelist with respect to a particular grievance shall be made by the HA in random order, subject to availability of the hearing officer or panelist to serve in each such case. The HA may employ any reasonable system for random order choice.

- (3) No member of the HA Board of Commissioners or staff may be appointed as hearing officer or panelist in connection with the grievance contesting an action which was either made or approved by proposed appointee, or which was made or approved by a person under whom the proposed appointee works or serves as a subordinate.
- (4) No person shall accept an appointment, or retain an appointment, once selected as a hearing officer or hearing panelist, if it becomes apparent that such person is not fully capable of impartiality. Persons who are designated to serve as hearing officers or panelists must disqualify themselves from hearing grievances that involve personal friends, relatives, persons with whom they have any business relationship, or grievances in which they have some personal interest.

Further, such persons are expected to disqualify themselves if the circumstances are such that a significant perception of partiality exists and is reasonable under the circumstances. If a Complainant fails to object to the designation of the hearing officer or panelists on the grounds of partiality, at the commencement or before the hearing, such objection is deemed to be waived, and may not thereafter be made.

In the event that a hearing officer or panel member fails to disqualify himself or herself as required in this Grievance Procedure, the HA shall remove the panel member or officer from the list of persons appointed for such purposes, invalidate the results of the grievance hearing in which such person should have, but did not, disqualify himself or herself, and schedule a new hearing with a new hearing panel or officer.

### **Scheduling of Hearings**

- A. **Hearing Prerequisites:** A Complainant does not have a right to a grievance hearing unless the Complainant has satisfied the following prerequisites to such a hearing:
  - (1) The Complainant has requested a hearing in writing.
  - (2) The Complainant has completed the informal settlement conference procedure or has requested a waiver for good cause.

- (3) If the matter involves the amount of rent which the HA claims is due under the Complainant's lease, the Complainant shall have paid to the HA an amount equal to the amount due and payable as of the first of the month preceding the month in which the complained of act or failure to act took place. And, in the case of situations in which hearings are, for any reason delayed, the Complainant shall thereafter, deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer or hearing panel.

Unless waived by the HA in writing, no waiver shall be given by the HA except in cases of extreme and undue hardship to the Complainant, determined in the sole and absolute discretion of the HA. However, failure to make payment shall not constitute a waiver of any the resident may have to contest HA's disposition of Complainant's grievance in any judicial proceeding.

**B. Time, Place, Notice**

- (1) Upon Complainant's compliance with the prerequisites to a hearing set forth above, a hearing shall be scheduled by the hearing officer or hearing panel promptly for a time and place reasonably convenient to both the Complainant and the HA, no later than the tenth (10th) business day after Complainant has completed such compliance. In the case of a panel, if all three appointed members of the panel are not able to agree upon a date and time convenient to all panelists, on or before the last date before the hearing permitted under this procedure, they shall immediately so inform the HA. If two panelists can agree upon a date and time, the HA shall reappoint a third panelist who shall be available at the time agreed upon by two who can agree. If none of the panelists can agree upon a time, a new panel shall be appointed.
- (2) A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the Complainant and the appropriate HA official, who, unless otherwise designated, shall be the Executive Director.

## **Procedures Governing Hearings**

### **A. Fair Hearings**

The hearings shall be held before a hearing officer or hearing panel as directed above in Section VIII. The Complainant shall be afforded a fair hearing, which shall include:

- (1) The opportunity to examine before the hearing any HA documents, including records and regulations that are directly relevant to the hearing.

The Complainant shall be allowed to copy any such document at the Complainant's expense. If the HA does not make the document available for examination upon request by the Complainant, the HA may not rely on such document at the grievance hearing.

- (2) The right to be represented by counsel or other person chosen as the Complainant's representative and to have such person make statements on the Complainant's behalf.
- (3) The right to a private hearing unless the Complainant requests a public hearing. The right to present evidence and arguments in support of the Complainant's complaint, to controvert evidence relied on by the HA and to confront and cross examine all witnesses upon whose testimony or information the HA or its management relies.
- (4) A decision solely and exclusively upon the facts presented at the hearing.

### **B. Prior Decision in Same Matter**

The hearing panel or officer may render a decision without proceeding with the hearing if they determine that the issue has been previously decided in another proceeding.

### **C. Failure to Appear**

If the Complainant or the HA fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination that the party failing to attend has waived the right to a hearing. In such event, the hearing officer or hearing panel shall notify the Complainant and the HA of the determination.

**D. Required Showing of Entitlement to Relief**

At the hearing, the Complainant must first make a showing of an entitlement to the relief sought and thereafter the HA must sustain the burden of justifying HA's action or failure to act against which the Complainant is directed.

**E. Informality of Hearing**

The hearing shall be conducted informally by the hearing officer or hearing panel, and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceeding.

**F. Orderly Conduct Required**

The hearing officer or hearing panel shall require the HA, the Complainant, counsel, and other participants or spectators, to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

**G. Transcript of Hearing**

The Complainant or the HA may arrange in advance, and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

**H. Accommodation to Disabled Persons**

The HA must provide reasonable accommodations for persons with disabilities to participate in grievance hearings. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants. If the resident is visually impaired, any notice to the resident that is required by this procedure shall be in an accessible format.

**Informal Hearing Procedure for Denial of Assistance on the basis of ineligible immigration status**

The resident family may request that HA provide for an informal hearing after the family has notification of the United States Immigration and Naturalization Service (INS) decision on appeal, or in lieu of request of appeal to the INS. The resident family must make this request within thirty (30) calendar days of receipt

of the Notice of Denial or Termination of Assistance, or within thirty (30) calendar days of receipt of the INS appeal decision.

### **Decision of the Hearing Officer or Hearing Panel**

At or subsequent to the completion of the grievance hearing, the hearing officer or panel shall make a determination as to the merits of the grievance and the following provisions shall govern:

#### **A. Written Decision**

The hearing panel or officer shall prepare a written decision, together with the reasons for the decision within ten (10) business days after the completion of hearing:

- (1) A copy of the decision shall be sent to the Complainant and the HA. The HA shall retain a copy of the decision in the Complainant's resident file.
- (2) A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the HA and made available for inspection by any prospective Complainant, his representative, or the hearing panel or hearing officer.

#### **B. Binding Effect**

The written decision of the hearing officer or hearing panel shall be binding upon the HA, which shall take all actions, or refrain from any actions, necessary to carry out the decision unless HA's Board of Commissioners determines, within ten (10) business days, and properly notifies the Complainant of its determination, that:

- (1) The grievance does not concern HA action or failure to act in accordance or involving the Complainant's lease, or HA's regulations, which adversely affect the Complainant's rights, duties, welfare or status, or
- (2) The decision of the hearing officer or hearing panel is contrary to applicable Federal, State, or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the HA.

### **C. Continuing Right of Complainant to Judicial Proceedings**

A decision by the hearing panel or officer or Board of Commissioners in favor of the HA or which denies the relief requested by the Complainant, in whole or in part, shall not constitute a waiver of, nor affect in any way the rights of the Complainant to a trial or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

### **Notices**

All notices under this Grievance Procedure shall be deemed delivered:

- (1) Upon personal service thereof upon the Complainant or an adult member of the Complainant's household;
- (2) Upon the date received for or refused by the addressee, in the case of certified or registered U.S. Mail; or
- (3) On the second day after the deposit thereof for mailing, postage prepaid, with the U.S. Postal Service, if mailed by first class mail other than certified or registered mail.

### **Modification**

This Grievance Procedure may not be amended or modified except by approval of a majority of the HA Board of Commissioners, present at a regular meeting or a special meeting called for such purposes. Further, in addition to the foregoing, any changes proposed to be made to this Grievance Procedure must provide for at least thirty (30) calendar days advance notice to residents and resident organizations, setting forth the proposed changes and providing an opportunity to present written comments. HA shall consider the comments submitted before final adoption of any amendments hereto.

### **Miscellaneous**

#### **A. Captions**

Captions or paragraph headings set forth in this Grievance Procedure are for convenience of reference only and shall not be construed or interpreted to affect the substance of the paragraphs or sections so captioned.

## B. **Concurrent Notice**

If a resident has filed a request for a grievance hearing hereunder in a case involving HA's notice of termination of tenancy, the Complainant should be aware that the state law notice to vacate and the notice of termination of tenancy required under Federal law run concurrently.

Therefore, if the hearing officer or hearing panel upholds HA's action to terminate the tenancy, the HA may commence an eviction action in court upon the sooner of the expiration of the date for termination of tenancy and vacation of premises stated in the notice of termination delivered to Complainant, or the delivery of the report of decision of the hearing officer or panel to the Complainant.

## **Section 8**

### Informal Review

#### 1. Eligibility for an Informal Review

Applicants are entitled to an Informal Review if they have been determined by the Housing Authority to be ineligible for participation.

- a. Notice to Applicant. The Housing Authority shall give an applicant prompt written notice of a decision denying qualification for a preference or denying assistance to the applicant including a decision denying listing on the Housing Authority's waiting list, issuance of a Voucher, or participation in the program. The notice shall state that the applicant may request an Informal Review of the decision.
- b. Request by the Applicant. If the applicant requests an Informal Review, the request must be made in writing and must be made within ten (10) working days from the date of the notice.
- c. INS Related Informal Reviews. After receiving notification of the INS decision on appeal, or in lieu of requesting an appeal to the INS, the applicant family may request that the Housing Authority provide an Informal Review. This request must be made either within 14 days of the date the Housing Authority mails or delivers the notice of denial of assistance, or within 14 days of the mailing of the INS appeal decision (established by the date of the postmark).

The Housing Authority shall extend the period of time for requesting a review (for a specified period) upon good cause shown.



2. Decisions Not Subject to Review Procedures

Applicants cannot request an Informal Review for the following purposes:

- a. To review discretionary administrative determinations by the Housing Authority or to consider general policy issues or class grievances;
- b. To review the Housing Authority's determination of the number of bedrooms entered on a Voucher;
- c. To review the Housing Authority's determination that a unit located by the Voucher holder does not meet Housing Quality Standards;
- d. To review the Housing Authority's decision not to approve the lease for a unit; or
- e. To review the Housing Authority's decision to disapprove a request by a Voucher holder to extend the term of the Voucher.

3. Informal Review Procedure

- a. The review will be conducted by person(s) other than those who made or approved the decision and their subordinates;
- b. The applicant shall be provided the opportunity to examine and copy, at the applicant's expense and at a reasonable time in advance of the review, any documents in the possession of the Housing Authority pertaining to the applicant's eligibility status, or in the possession of the INS (as permitted by INS regulations), including any records and regulations that may be relevant to the review;
- c. The applicant shall be provided the opportunity to present evidence and arguments in support of their eligibility and eligible immigration status. Evidence may be considered without regard to admissibility under rules of evidence applicable to judicial proceedings;
- d. The applicant shall be provided the opportunity to controvert evidence relied upon by the Housing Authority and to confront and cross-examine all witnesses on whose testimony or information the Housing Authority relies;

- e. The applicant shall be entitled to be represented by an attorney, or other designee, at the applicant's expense, and to have such person make statements on the applicant's behalf;
- f. The applicant shall be entitled to arrange for an interpreter to attend the review, at the expense of the applicant or the Housing Authority, as may be agreed upon by both parties;
- g. The applicant shall be entitled to have the review recorded by audiotape (a transcript of the review may, but is not required to, be provided by the Housing Authority); and,
- h. The Housing Authority shall provide the applicant family with a written final decision, based solely on the facts presented at the review, within 14 days of the date of the Housing Authority Informal Review. The decision shall state the basis for the decision.
- i. Applicants may present oral or written objections to the decision.
- j. After the review is completed, the Housing Authority must promptly notify the applicant in writing of the final decision and state the reasons for its determination.
- k. A decision against the family member under the INS appeal process or The Housing Authority Informal Review does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

## Informal Hearing

### 1. Eligibility for an Informal Hearing

Informal Hearings are accorded to participants in the following cases:

- a. A decision to deny or terminate assistance on behalf of the participant;
- b. A determination that a participant family is residing in a unit with a larger number of bedrooms than appropriate under the Housing Authority's occupancy standards; or
- c. In the case of an assisted family that wants to move to another dwelling unit with continued participation in the Housing Authority's program, a determination of the number of bedrooms entered on the Voucher under the standards established by the Housing Authority.

- d. INS Related Informal Hearings. After receiving notification of the INS decision on appeal, or in lieu of requesting an appeal to the INS, the participant family may request that the Housing Authority provide an Informal Hearing. This request must be made either within 14 days of the date the Housing Authority mails or delivers the notice of denial of assistance, or within 14 days of the mailing of the INS appeal decision (established by the date of the postmark).

2. Reasons For Which an Informal Hearing Will Not Be Held

Participants are not entitled to an Informal Hearing to:

- a. Review discretionary administrative determinations by the Housing Authority;
- b. Consider general policy issues or class grievances;
- c. Review the Housing Authority's determination that a unit does not comply with Housing Quality Standards; that the owner has failed to maintain or operate a contract unit to provide decent, safe and sanitary housing; or that the unit is not decent, safe and sanitary, or because of an increase in family size or change in family composition;
- d. Review a decision by the Housing Authority to exercise any remedy against the owner under an outstanding Contract (including termination of Housing Assistance Payment to the owner); or,
- e. Review the Housing Authority's decision not to approve a family's request for an extension of the term of the Voucher issued to an assisted family that wants to move to another dwelling unit with continued participation in the Section 8 Program.

3. Notice to Participant

The Housing Authority shall give the Participant prompt written notice of a decision. The notice shall contain a brief statement of the reasons for the decision. It shall state that, if the Participant does not agree with the decision, he/she may request an Informal Hearing in writing, and shall state the time (within ten working days from the date of the notice) by which the request for the Hearing must be made.

4. Informal Hearing Procedures

- a. The hearing will be conducted by person(s) other than those who made or approved the decision and their subordinates;
- b. The participant shall be provided the opportunity to examine and copy, at the participant's expense and at a reasonable time in advance of the hearing, any documents in the possession of the Housing Authority pertaining to the participant's eligibility status, or in the possession of the INS (as permitted by INS requirements), including any records and regulations that may be relevant to the hearing;
- c. The participant shall be provided the opportunity to present evidence and arguments in support of their eligibility and eligible immigration status. Evidence may be considered without regard to admissibility under rules of evidence applicable to judicial proceedings;
- d. The participant shall be provided the opportunity to controvert evidence relied upon by the Housing Authority and to confront and cross-examine all witnesses on whose testimony or information the Housing Authority relies;
- e. The participant shall be entitled to be represented by an attorney, or other designee, at the participant's expense, and to have such person make statements on the participant's behalf;
- f. The participant shall be entitled to arrange for interpreter to attend the hearing, at the expense of the applicant or the Housing Authority, as may be agreed upon by both parties;
- g. The participant shall be entitled to have the hearing recorded by audiotape (a transcript of the hearing may, but is not required to, to be provided by the Housing Authority); and,
- h. The Housing Authority shall provide the participant family with a written final decision, based solely on the facts presented at the hearing, within 14 days of the date of the Housing Authority Informal Hearing. The decision shall state the basis for the decision.
- i. Participants may present oral or written objections to the decision.
- j. After the hearing is completed, the Housing Authority must promptly notify the participant in writing of the final decision and state the reasons for its determination.

- k. A decision against the family member under the INS appeal process or the Housing Authority Informal Hearing does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

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

At this time, the Authority does not plan to designate any additional units solely for occupancy by elderly and disabled families.

## **7. Community Service and Self-Sufficiency**

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

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

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

## **8. Safety and Crime Prevention**

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

## 9. Pets

### **Purpose**

In compliance with 24 CFR Part 960, Subpart G, the Housing Authority will permit a resident of a dwelling unit of public housing to own and keep common household pet in the unit. This policy sets forth the conditions and guidelines under which pets will be permitted. This policy is to be adhered to at all times.

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

### **Common Household Pets are defined as follows:**

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

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

Dogs: Not to exceed thirty (30) pounds at time of maturity. All dogs must be neutered or spayed.

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

Dangerous animals will not be allowed. For example, Rotweillers, Pit Bulls, Huskies, Chows, German Shepherds, and Malamutes, whether pure bred or mix, are not allowed.

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

### **Registration**

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

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

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

### **Licenses and Tags**

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

### **Number of Pets**

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

### **Visitors and Guests**

No visitor or guest will be allowed to bring pets on the premises at any time. Residents will not be allowed to Pet Sit or House a Pet without fully complying with this policy.

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

### **Pet Restraints**

- A. All dogs must be on a leash when not in the owner's apartment. The leash must be no longer than six (6) feet.
- B. Cats must be in a caged container or on a leash when taken out of the owner's apartment.
- C. Birds must be in a cage when inside the resident's apartment or entering or leaving the building.

### **Liability**

Residents owning pets shall be liable for the entire amount of all damages to the Housing Authority premises caused by their pet and all cleaning, defleaing and deodorizing required because of such pet. Pet owners shall be strictly liable for the entire amount of any injury to the person or property of other residents, staff or visitors of the Housing Authority

caused by their pet, and shall indemnify the Housing Authority for all costs of litigation and attorney's fees resulting from such damage. Pet liability insurance can be obtained through most insurance agents and companies.

### **Sanitary Standards and Waste Disposal**

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

### **General Rules**

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

- A. No pet shall be tied up anywhere on Authority property and left unattended for any amount of time; nor shall pets be left in vehicles unattended.
- B. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization.
- C. Dog houses are not allowed on Authority property.
- D. Sick or injured dogs or cats shall be transported by their owner for prompt veterinarian treatment.
- E. Owner shall be responsible to promptly arrange for cremation or disposal of deceased dogs or cats through appropriate community resources, such as Humane Society, etc. Burial or disposal on Housing Authority premises is not allowed.



### **Pet Rule Violation and Pet Removal**

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

### **Rule Enforcement**

Violation of these pet rules will prompt a written notice of violation. The pet owner will have seven (7) days to correct the violation or request a hearing under the Authority's Grievance Procedure.

### **Grievance**

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

### **Pet Fees and Deposits**

A non-refundable Pet Fee of \$100 will be required for dogs and cats; however, all pet owners must comply with registration rules for all other pets. The Pet Fee is used to pay reasonable operating costs relating to the presence of pets in the development.

In addition, a refundable Pet Deposit of \$150 will be required for dogs and cats, which will be applied to the cost of repairs and replacements to, and fumigation of, the dwelling unit attributable to the pet and not covered by the Pet Fee.

The Pet Fee and Pet Deposit must be paid in advance.

## **Exceptions**

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

### **10. Civil Rights**

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

### **11. Fiscal Audit**

The Fiscal Audit for the Year ended December 31, 2009 is attached to the Agency Plan as attachment fl046i01.

### **12. Asset Management**

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

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

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

The Authority has adopted a Violence Against Women Policy in accordance with Federal Regulations. The full Policy can be reviewed at the Authority's main office.

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

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

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

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

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

**(c) Conversion of Public Housing**

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

**(d) Homeownership**

**Public Housing**

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

**Section 8 Tenant Based Assistance**

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

**(e) Project-Based Vouchers**

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

## **8.0 Capital Improvements**

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

See attachments:

fl046b01 – FY2011 CFP Annual Statement  
fl046d01 – FY2010 CFP Performance and Evaluation Report  
fl046e01 – FY2009 ARRA Performance and Evaluation Report  
fl046f01 – FY2009 CFP Performance and Evaluation Report  
fl046g01 – FY2008 CFP Performance and Evaluation Report  
fl046h01 – FY2007 CFP Performance and Evaluation Report

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

See attachment:

fl046c01 – FY2011-2015 CFP Five-Year Plan

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

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

## **9.0 Housing Needs**

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	425	5	5	5	3	4	4
Income >30% but <=50% of AMI	277	4	4	4	3	3	3
Income >50% but <80% of AMI	118	3	3	3	3	2	3
Elderly	144	3	3	3	4	2	3
Families with Disabilities	210	3	4	4	5	4	4
White	467	3	3	3	3	3	3
Black	283	3	3	3	3	3	3
Hispanic	0	3	3	3	3	3	3
Asian	10	3	3	3	3	3	3

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

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

## 9.1 Strategy for Addressing Housing Needs

### Strategies

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

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

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

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

- Apply for additional Section 8 units should they come 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**

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Adopt rent policies to support and encourage work

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

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

- Adopt rent policies to support and encourage work

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

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

- Apply for special purpose vouchers targeted to the elderly, should they become available

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

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

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Affirmatively market to local non-profit agencies that assist families with disabilities

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

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

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

**Reasons for Selecting Strategies**

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

## **10.0 Additional Information**

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

The Housing Authority continues to strive to improve the Public Housing Assessment System Score (PHAS) and Section Eight Management Assessment Program (SEMAP).

The Authority wants residents to be satisfied with their apartment and community while residing in public housing. Once an issue has been brought to management's attention, the issue is addressed as quickly as possible.

Management continues to use the Capital Fund Program to modernize and rehab the Authority's housing assets. The projected use of the FY2011 – 2015 CFP is included with the Agency Plan and will be submitted to HUD.

On a continual basis, management reviews the safety and security at each property. As necessary, improvements are implemented.

The Housing Authority follows all Federal Regulations regarding admissions to and continued occupancy of public housing.

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

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

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

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

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

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items over \$30,000 (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.

An exception to the above will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements offered by HUD.

**(c) Memorandum of Agreement**

Currently, the Housing Authority has a Memorandum of Agreement(MOA) with HUD. On an on-going basis, the Authority is working to complete all items included in the MOA. A copy of the MOA can be reviewed at the Authority's main office.

**(d) Resident Advisory Board Comments**

Multiple Resident Advisory Board meetings were held during the development of the FY2011 Annual Update. While the RAB provided general support for the Plan, there were no specific comments.

**(e) Challenged Elements**

No elements of the FY2011 Annual Update to the FY2010-2014 Five-Year Agency Plan were challenged.

<b>Part I: Summary</b>						
PHA Name: Crestview Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P04650111 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2011 FFY of Grant Approval: 2011	
Type of Grant <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	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements	\$5,5981.00				
4	1410 Administration (may not exceed 10% of line 21)	\$20,000.00				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$25,000.00				
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	\$405,000.00				
11	1465.1 Dwelling Equipment - Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of line 2- 19)	\$455,981.00				
21	Amount of Line 20 Related to LBP Activities					
22	Amount of Line 20 Related to Section 504 Activities					
23	Amount of Line 20 Related to Security - Soft Costs					
24	Amount of Line 20 Related to Security - Hard Costs					
25	Amount of Line 20 Related to Energy Conservation Measures					

<b>Part I: Summary</b>						
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650111 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2011 <b>FFY of Grant Approval:</b> 2011	
Type of Grant <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>						
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b> <sup>1</sup>		
		<b>Original</b>	<b>Revised</b> <sup>2</sup>	<b>Obligated</b>	<b>Expended</b>	
	<b>Signature of Executive Director</b>	<b>Date</b>	<b>Signature of Public Housing Director</b>	<b>Date</b>		

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

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Crestview Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650111 CFFP (Yes/No): N Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2011		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Management Improvements</u></b>							
PHA-Wide	Staff training	1408	LS	\$5,981.00				
	<b>Subtotal 1408</b>			<b>\$5,981.00</b>				
	<b><u>Administration</u></b>							
PHA-Wide	Administrative costs related to CFP	1410	LS	\$20,000.00				
	<b>Subtotal 1410</b>			<b>\$20,000.00</b>				
	<b><u>Fees and Costs</u></b>							
PHA-Wide	A and E Fees related to CFP	1430	LS	\$25,000.00				
	<b>Subtotal 1430</b>			<b>\$25,000.00</b>				
	<b><u>Dwelling Structures</u></b>							
FL046-1	Install GFI protected outlets	1460	72 units	\$3,240.00				
FL046-2	Upgrade electrical panels to 200 amp	1460	28 units	\$35,000.00				
FL046-2	Replace HVAC systems	1460	28 units	\$103,040.00				
FL046-2	Replace kitchen cabinets, countertops, sinks, and faucets (Phase 1)	1460	22 units	\$39,675.00				
	<b>(continued on the next page)</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 II: Supporting Pages</b>								
<b>PHA Name:</b> Crestview Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650111 CFFP (Yes/No): N Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2011		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>(continued from previous page)</b>							
FL046-2	Install GFI protected outlets	1460	28 units	\$1,260.00				
FL046-3	Upgrade electrical panels to 200 amp	1460	100 units	\$125,000.00				
FL046-3	Install GFI protected outlets	1460	100 units	\$4,500.00				
FL046-5	Upgrade electrical panels to 200 amp	1460	72 units	\$90,000.00				
FL046-5	Install GFI protected outlets	1460	72 units	\$3,285.00				
	<b>Subtotal 1460</b>			<b>\$405,000.00</b>				
	<b>Total CFP</b>			<b>\$455,981.00</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



**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: Crestview/FL046		Locality (Crestview/Okaloosa Co., Florida)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
B.	Physical Improvements Subtotal	Annual Statement	\$409,500.00	\$400,000.00	\$400,000.00	\$400,000.00
C.	Management Improvements		\$5,981.00	\$5,981.00	\$5,981.00	\$5,981.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$0.00	\$0.00	\$0.00
E.	Administration		\$15,500.00	\$25,000.00	\$25,000.00	\$25,000.00
F.	Other		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
G.	Operations		\$0.00	\$0.00	\$0.00	\$0.00
H.	Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00
J.	Capital Fund Financing – Debt Service		\$0.00	\$0.00	\$0.00	\$0.00
K.	Total CFP Funds		\$455,981.00	\$455,981.00	\$455,981.00	\$455,981.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$455,981.00	\$455,981.00	\$455,981.00	\$455,981.00

<b>Part I: Summary (Continuation)</b>						
PHA Name/Number: Crestview/FL046		Locality (Crestview/Okaloosa Co., Florida)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No: 1
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
	PHA-Wide	Annual Statement	\$46,481.00	\$55,981.00	\$55,981.00	\$55,981.00
	FL046-1		\$398,000.00	\$0.00	\$0.00	\$81,200.00
	FL046-2		\$11,500.00	\$0.00	\$0.00	\$31,500.00
	FL046-3		\$0.00	\$400,000.00	\$150,000.00	\$112,800.00
	FL046-5		\$0.00	\$0.00	\$250,000.00	\$174,500.00



<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<b><u>Management Improvements/PHA-Wide</u></b>			<b><u>Management Improvements/PHA-Wide</u></b>		
	Staff training	LS	\$5,981.00	Staff training	LS	\$5,981.00
	<b>Subtotal 1408</b>		<b>\$5,981.00</b>	<b>Subtotal 1408</b>		<b>\$5,981.00</b>
See						
Annual Statement	<b><u>Administration/PHA-Wide</u></b>			<b><u>Administration/PHA-Wide</u></b>		
	Administrative costs related to CFP	LS	\$15,500.00	Administrative costs related to CFP	LS	\$25,000.00
	<b>Subtotal 1410</b>		<b>\$15,500.00</b>	<b>Subtotal 1410</b>		<b>\$25,000.00</b>
	<b><u>Fees and Costs/PHA-Wide</u></b>			<b><u>Fees and Costs/PHA-Wide</u></b>		
	Fees and Costs	LS	\$25,000.00	Fees and Costs	LS	\$25,000.00
	<b>Subtotal 1430</b>		<b>\$25,000.00</b>	<b>Subtotal 1430</b>		<b>\$25,000.00</b>
	<b><u>Dwelling Structures</u></b>			<b><u>Dwelling Structures</u></b>		
	Replace HVAC systems at FL046-1	72 units	\$265,000.00	Replace HVAC systems at FL046-3	100 units	\$368,000.00
	Replace kitchen cabinets, countertops, sinks, and faucets at FL046-1	72 units	\$133,000.00	Replace kitchen cabinets, countertops, sinks, and faucets at FL046-3 (Phase 1)	17 units	\$32,000.00
	Replace kitchen cabinets, countertops, sinks, and faucets at FL046-2(Phase 2)	6 units	\$11,500.00	<b>Subtotal 1460</b>		<b>\$400,000.00</b>
	<b>Subtotal 1460</b>		<b>\$409,500.00</b>			
	<b>Subtotal of Estimated Cost</b>		<b>\$455,981.00</b>	<b>Subtotal of Estimated Cost</b>		<b>\$455,981.00</b>

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2014			Work Statement for Year 3 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	<b><u>Management Improvements/PHA-Wide</u></b>			<b><u>Management Improvements/PHA-Wide</u></b>		
Annual Statement	Staff training	LS	\$5,981.00	Staff training	LS	\$5,981.00
	<b>Subtotal 1408</b>		<b>\$5,981.00</b>	<b>Subtotal 1408</b>		<b>\$5,981.00</b>
	<b><u>Administration/PHA-Wide</u></b>			<b><u>Administration/PHA-Wide</u></b>		
	Administrative costs related to CFP	LS	\$25,000.00	Administrative costs related to CFP	LS	\$25,000.00
	<b>Subtotal 1410</b>		<b>\$25,000.00</b>	<b>Subtotal 1410</b>		<b>\$25,000.00</b>
	<b><u>Fees and Costs/PHA-Wide</u></b>			<b><u>Fees and Costs/PHA-Wide</u></b>		
	Fees and Costs	LS	\$25,000.00	Fees and Costs	LS	\$25,000.00
	<b>Subtotal 1430</b>		<b>\$25,000.00</b>	<b>Subtotal 1430</b>		<b>\$25,000.00</b>
	<b><u>Dwelling Structures</u></b>			<b><u>Site Improvements</u></b>		
	Replace kitchen cabinets, countertops, sinks, and faucets at FL046-3 (Phase 2)	83 units	\$150,000.00	Site improvements including parking, sidewalks, tree trimming, grading, planning, sod and irrigation at FL046-1	LS	\$81,200.00
	Replace HVAC systems at FL046-5	73 units	\$250,000.00	Site improvements including parking, sidewalks, tree trimming, grading, planning, sod and irrigation at FL046-2	LS	\$31,500.00
	<b>Subtotal 1460</b>		<b>\$400,000.00</b>	Site improvements including parking, sidewalks, tree trimming, grading, planning, sod and irrigation at FL046-3	LS	\$112,800.00
				Site improvements including parking, sidewalks, tree trimming, grading, planning, sod and irrigation at FL046-5	LS	\$82,500.00
				<b>Subtotal 1450</b>		<b>\$308,000.00</b>
	<b><u>Dwelling Structures</u></b>			<b><u>Dwelling Structures</u></b>		
				Replace kitchen cabinets, countertops, sinks, and faucets at FL046-5 (Phase 1)	50 units	\$92,000.00
				<b>Subtotal 1460</b>		<b>\$92,000.00</b>
	<b>Subtotal of Estimated Cost</b>		<b>\$455,981.00</b>	<b>Subtotal of Estimated Cost</b>		<b>\$455,981.00</b>



<b>Part I: Summary</b>						
PHA Name: Crestview Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P04650110 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2010 FFY of Grant Approval: 2010	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/10/2010 <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	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements	\$5,000.00		\$0.00	\$0.00	
4	1410 Administration (may not exceed 10% of line 21)	\$40,000.00		\$0.00	\$0.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$50,000.00		\$0.00	\$0.00	
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	\$310,981.00		\$0.00	\$0.00	
11	1465.1 Dwelling Equipment - Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs	\$50,000.00		\$0.00	\$0.00	
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of line 2- 19)	\$455,981.00		\$0.00	\$0.00	
21	Amount of Line 20 Related to LBP Activities					
22	Amount of Line 20 Related to Section 504 Activities					
23	Amount of Line 20 Related to Security - Soft Costs					
24	Amount of Line 20 Related to Security - Hard Costs					
25	Amount of Line 20 Related to Energy Conservation Measures					

<b>Part I: Summary</b>						
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650110 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2010 <b>FFY of Grant Approval:</b> 2010	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/10/2010 <input type="checkbox"/> Final Performance and Evaluation Report						
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b> <sup>1</sup>		
		<b>Original</b>	<b>Revised</b> <sup>2</sup>	<b>Obligated</b>	<b>Expended</b>	
	<b>Signature of Executive Director</b>	<b>Date</b>		<b>Signature of Public Housing Director</b>	<b>Date</b>	

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

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650110 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2010		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Management Improvement</u></b>							
PHA-Wide	Staff training	1408	LS	\$5,000.00		\$0.00	\$0.00	
	<b>Subtotal 1408</b>			<b>\$5,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Administration</u></b>							
PHA-Wide	Administration costs related to CFP including salaries and benefits	1410	LS	\$40,000.00		\$0.00	\$0.00	
	<b>Subtotal 1410</b>			<b>\$40,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Fees and Costs</u></b>							
FL046-1, 2, and 3	A and E Fees and Technical Asst.	1430	LS	\$50,000.00		\$0.00	\$0.00	
	<b>Subtotal 1430</b>			<b>\$50,000.00</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 II: Supporting Pages</b>								
<b>PHA Name:</b> Crestview Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650110 CFFP (Yes/No): N Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2010		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Dwelling Structures</u></b>							
FL046-1, 2, and 3	Replace floor tile	1460	200	\$310,981.00		\$0.00	\$0.00	
	<b>Subtotal 1460</b>			<b>\$310,981.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Relocation Costs</u></b>							
FL046-1, 2, and 3	Costs related to relocation due to renovation	1495.1	LS	\$50,000.00		\$0.00	\$0.00	
	<b>Subtotal 1495.1</b>			<b>\$50,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total CFP</b>			<b>\$455,981.00</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 I: Summary</b>						
PHA Name: Crestview Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29S04650109 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2009 FFY of Grant Approval: 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 4) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/10/2010 <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	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)	\$20,000.00	\$0.00	\$0.00	\$0.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$50,000.00	\$76,373.53	\$76,373.53	\$76,373.53	
8	1440 Site Acquisition					
9	1450 Site Improvement	\$30,000.00	\$0.00	\$0.00	\$0.00	
10	1460 Dwelling Structures	\$442,167.00	\$465,193.47	\$465,193.47	\$241,661.70	
11	1465.1 Dwelling Equipment - Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs	\$0.00	\$600.00	\$600.00	\$600.00	
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of line 2- 19)	\$542,167.00	\$542,167.00	\$542,167.00	\$318,635.23	
21	Amount of Line 20 Related to LBP Activities					
22	Amount of Line 20 Related to Section 504 Activities					
23	Amount of Line 20 Related to Security - Soft Costs					
24	Amount of Line 20 Related to Security - Hard Costs					
25	Amount of Line 20 Related to Energy Conservation Measures					

<b>Part I: Summary</b>					
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29S04650109 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2009 <b>FFY of Grant Approval:</b> 2009
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 4) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/10/2010 <input type="checkbox"/> Final Performance and Evaluation Report					
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b> <sup>1</sup>	
		<b>Original</b>	<b>Revised</b> <sup>2</sup>	<b>Obligated</b>	<b>Expended</b>
	<b>Signature of Executive Director</b>	<b>Date</b>		<b>Signature of Public Housing Director</b>	<b>Date</b>

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

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29S04650109 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Administration</u></b>							
PHA-Wide	Administration costs related to ARRA including salaries and benefits	1410	LS	\$20,000.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1410</b>			<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Fees and Costs</u></b>							
PHA-Wide	A and E Fees and Technical Asst.	1430	LS	\$50,000.00	\$74,917.33	\$74,917.33	\$74,917.33	
PHA-Wide	Advertisements	1430	LS	\$0.00	\$461.10	\$461.10	\$461.10	
PHA-Wide	Blueprints	1430	LS	\$0.00	\$994.80	\$994.80	\$994.80	
	<b>Subtotal 1430</b>			<b>\$50,000.00</b>	<b>\$76,373.53</b>	<b>\$76,373.53</b>	<b>\$76,373.53</b>	
	<b><u>Site Improvements</u></b>							
PHA-Wide	General site improvements	1430	LS	\$30,000.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1430</b>			<b>\$30,000.00</b>	<b>\$0.00</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 II: Supporting Pages</b>								
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29S04650109 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Dwelling Structures</u></b>							
PHA-Wide	Renovations related to 504 accessibility (Phase 1)	1460	LS	\$442,167.00	\$419,825.60	\$419,825.60	\$196,293.83	
FL046-1 and 2	Exterior painting (Phase 2)	1460	LS	\$0.00	\$45,367.87	\$45,367.87	\$45,367.87	
	<b>Subtotal 1460</b>			<b>\$442,167.00</b>	<b>\$465,193.47</b>	<b>\$465,193.47</b>	<b>\$241,661.70</b>	
	<b><u>Relocation Costs</u></b>							
PHA-Wide	Relocation costs related to renovations	1495.1	LS	\$0.00	\$600.00	\$600.00	\$600.00	
	<b>Subtotal 1495.1</b>			<b>\$0.00</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>\$600.00</b>	
	<b>Total ARRA</b>			<b>\$542,167.00</b>	<b>\$542,167.00</b>	<b>\$542,167.00</b>	<b>\$318,635.23</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 I: Summary</b>						
PHA Name: Crestview Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P04650109 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2009 FFY of Grant Approval: 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/10/2010 <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	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements	\$10,000.00	\$10,000.00	\$0.00	\$0.00	
4	1410 Administration (may not exceed 10% of line 21)	\$30,000.00	\$30,000.00	\$0.00	\$0.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$20,000.00	\$20,000.00	\$0.00	\$0.00	
8	1440 Site Acquisition					
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00	
10	1460 Dwelling Structures	\$399,788.00	\$399,788.00	\$0.00	\$0.00	
11	1465.1 Dwelling Equipment - Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00	
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of line 2- 19)	\$459,788.00	\$459,788.00	\$0.00	\$0.00	
21	Amount of Line 20 Related to LBP Activities					
22	Amount of Line 20 Related to Section 504 Activities					
23	Amount of Line 20 Related to Security - Soft Costs					
24	Amount of Line 20 Related to Security - Hard Costs					
25	Amount of Line 20 Related to Energy Conservation Measures					

<b>Part I: Summary</b>						
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650109 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2009 <b>FFY of Grant Approval:</b> 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/10/2010 <input type="checkbox"/> Final Performance and Evaluation Report						
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b> <sup>1</sup>		
		<b>Original</b>	<b>Revised</b> <sup>2</sup>	<b>Obligated</b>	<b>Expended</b>	
	<b>Signature of Executive Director</b>	<b>Date</b>		<b>Signature of Public Housing Director</b>	<b>Date</b>	

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

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650109 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Operations</u></b>							
PHA-Wide	Operations	1406	LS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1406</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Management Improvement</u></b>							
PHA-Wide	Staff training	1408	LS	\$10,000.00	\$10,000.00	\$0.00	\$0.00	
	<b>Subtotal 1408</b>			<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Administration</u></b>							
PHA-Wide	Administration costs related to CFP including salaries and benefits	1410	LS	\$30,000.00	\$30,000.00	\$0.00	\$0.00	
	<b>Subtotal 1410</b>			<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Fees and Costs</u></b>							
PHA-Wide	A and E Fees and Technical Asst.	1430	LS	\$20,000.00	\$20,000.00	\$0.00	\$0.00	
	<b>Subtotal 1430</b>			<b>\$20,000.00</b>	<b>\$20,000.00</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 II: Supporting Pages</b>								
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650109 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Site Improvements</u></b>							
PHA-Wide	Landscaping and additional parking	1450	LS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1450</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Dwelling Structures</u></b>							
FL046-1 and 5	Exterior painting and upgrade electrical panels from 100 AMP to 200 AMP	1460		\$399,788.00	\$96,491.64	\$0.00	\$0.00	
PHA-Wide	Renovations related to 504 accessibility (Phase 2)	1460		\$0.00	\$256,174.40	\$0.00	\$0.00	
FL046-5	Asbestos abatement, gutters, kitchen cabinets and countertops, range hoods, and flooring (Phase 3)	1460		\$0.00	\$47,121.96	\$0.00	\$0.00	
	<b>Subtotal 1460</b>			<b>\$399,788.00</b>	<b>\$399,788.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Dwelling Equipment</u></b>							
PHA-Wide	Appliances	1465.1	LS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1465.1</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total CFP</b>			<b>\$459,788.00</b>	<b>\$459,788.00</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 I: Summary</b>					
PHA Name: Crestview Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P04650108 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2008 FFY of Grant Approval: 2008
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: Current 11/10/10 <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
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$10,000.00	\$4,612.64	\$4,612.64	\$4,612.64
4	1410 Administration (may not exceed 10% of line 21)	\$30,000.00	\$0.00	\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$0.00	\$31,899.62	\$31,899.62	\$31,899.62
8	1440 Site Acquisition				
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$388,319.00	\$388,806.74	\$388,806.74	\$178,533.96
11	1465.1 Dwelling Equipment - Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of line 2- 19)	\$428,319.00	\$428,319.00	\$428,319.00	\$218,046.22
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Activities				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				
25	Amount of Line 20 Related to Energy Conservation Measures				

<b>Part I: Summary</b>						
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650108 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2008 <b>FFY of Grant Approval:</b> 2008	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: Current 11/10/10 <input type="checkbox"/> Final Performance and Evaluation Report						
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b> <sup>1</sup>		
		<b>Original</b>	<b>Revised</b> <sup>2</sup>	<b>Obligated</b>	<b>Expended</b>	
	<b>Signature of Executive Director</b>	<b>Date</b>		<b>Signature of Public Housing Director</b>	<b>Date</b>	

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

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650108 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Operations</u></b>							
PHA-Wide	Operations	1406	LS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1406</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Management Improvement</u></b>							
PHA-Wide	Staff training	1408	LS	\$10,000.00	\$4,612.64	\$4,612.64	\$4,612.64	
	<b>Subtotal 1408</b>			<b>\$10,000.00</b>	<b>\$4,612.64</b>	<b>\$4,612.64</b>	<b>\$4,612.64</b>	
	<b><u>Administration</u></b>							
PHA-Wide	Administration costs related to CFP including salaries and benefits	1410	LS	\$30,000.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1410</b>			<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Fees and Costs</u></b>							
PHA-Wide	A and E Fees and Technical Asst.	1430	LS	\$0.00	\$30,660.56	\$30,660.56	\$30,660.56	
PHA-Wide	Advertisements	1430	LS	\$0.00	\$1,239.06	\$1,239.06	\$1,239.06	
	<b>Subtotal 1430</b>			<b>\$0.00</b>	<b>\$31,899.62</b>	<b>\$31,899.62</b>	<b>\$31,899.62</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 II: Supporting Pages</b>								
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650108 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Site Improvements</u></b>							
PHA-Wide	Site improvements	1450	LS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1450</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Dwelling Structures</u></b>							
FL046-1 and 5	Renovate bathrooms	1460	145	\$388,319.00	\$0.00	\$0.00	\$0.00	
FL046-5	Asbestos abatement, gutters, kitchen cabinets and countertops, range hoods, and flooring (Phase 2)	1460		\$0.00	\$384,106.74	\$384,106.74	\$173,833.96	
FL046-1 and 2	Exterior painting (Phase 3)	1460		\$0.00	\$4,700.00	\$4,700.00	\$4,700.00	
	<b>Subtotal 1460</b>			<b>\$388,319.00</b>	<b>\$388,806.74</b>	<b>\$388,806.74</b>	<b>\$178,533.96</b>	
	<b><u>Dwelling Equipment</u></b>							
PHA-Wide	Appliances	1465.1	LS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1465.1</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Relocation Costs</u></b>							
PHA-Wide	Cost to relocate tenants for renovations	1495.1	LS	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	
	<b>Subtotal 1495.1</b>			<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	
	<b>Total CFP</b>			<b>\$428,319.00</b>	<b>\$428,319.00</b>	<b>\$428,319.00</b>	<b>\$218,046.22</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 I: Summary</b>					
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650107 Replacement Housing Factor			<b>FFY of Grant:</b> 2007
		Grant No:			<b>FFY of Grant Approval:</b> 2007
		Date of CFFP: _____:			
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 4)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input checked="" type="checkbox"/> Final Performance and Evaluation Report 11/10/2010			
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>	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00
3	1408 Management Improvements	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration (may not exceed 10% of line 21)	\$30,000.00	\$0.00	\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$547.92	\$12,265.17	\$12,265.17	\$12,265.17
8	1440 Site Acquisition				
9	1450 Site Improvement	\$29,410.00	\$29,410.00	\$29,410.00	\$29,410.00
10	1460 Dwelling Structures	\$268,703.08	\$286,385.83	\$286,385.83	\$286,385.83
11	1465.1 Dwelling Equipment - Nonexpendable	\$6,613.00	\$6,613.00	\$6,613.00	\$6,613.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	\$0.00	\$600.00	\$600.00	\$600.00
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of line 2- 19)	\$415,274.00	\$415,274.00	\$415,274.00	\$415,274.00
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Activities				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				
25	Amount of Line 20 Related to Energy Conservation Measures				



<b>Part I: Summary</b>					
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650107 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2007 <b>FFY of Grant Approval:</b> 2007
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 4) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report 11/10/2010					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
	<b>Signature of Executive Director</b>	<b>Date</b>		<b>Signature of Public Housing Director</b>	<b>Date</b>

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

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650107 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Operations</u></b>							
PHA-Wide	Operations	1406	LS	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	
	<b>Subtotal 1408</b>			<b>\$80,000.00</b>	<b>\$80,000.00</b>	<b>\$80,000.00</b>	<b>\$80,000.00</b>	
	<b><u>Management Improvement</u></b>							
PHA-Wide	Staff training	1408	LS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1408</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Administration</u></b>							
PHA-Wide	Administration costs related to CFP including salaries and benefits	1410	LS	\$30,000.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1410</b>			<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Fees and Costs</u></b>							
PHA-Wide	A and E Fees and Technical Asst.	1430	LS	\$0.00	\$10,571.40	\$10,571.40	\$10,571.40	
PHA-Wide	Advertisements	1430	LS	\$547.92	\$1,693.77	\$1,693.77	\$1,693.77	
	<b>Subtotal 1430</b>			<b>\$547.92</b>	<b>\$12,265.17</b>	<b>\$12,265.17</b>	<b>\$12,265.17</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 II: Supporting Pages</b>								
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650107 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>Site Improvements</b>							
PHA-Wide	Fencing at CHA garage	1450	LS	\$0.00	\$2,540.00	\$2,540.00	\$2,540.00	
PHA-Wide	Covered walkway at CHA office	1450	LS	\$29,410.00	\$25,575.00	\$25,575.00	\$25,575.00	
PHA-Wide	Tree removal	1450	LS	\$0.00	\$1,295.00	\$1,295.00	\$1,295.00	
	<b>Subtotal 1450</b>			<b>\$29,410.00</b>	<b>\$29,410.00</b>	<b>\$29,410.00</b>	<b>\$29,410.00</b>	
	<b>Dwelling Structures</b>							
FL46-3 and 5	Bathroom renovations (Phase 2)	1460	100	\$268,703.08	\$206,665.40	\$206,665.40	\$206,665.40	
FL46-1 and 2	Exterior painting (Phase 1)	1460		\$0.00	\$55,432.13	\$55,432.13	\$55,432.13	
FL46-5	Asbestos abatement, gutters, kitchen cabinets and countertops, range hoods, and flooring (Phase 1)	1460		\$0.00	\$24,288.30	\$24,288.30	\$24,288.30	
	<b>Subtotal 1460</b>			<b>\$268,703.08</b>	<b>\$286,385.83</b>	<b>\$268,703.08</b>	<b>\$268,703.08</b>	
	<b>Dwelling Equipment</b>							
PHA-Wide	Refrigerators	1465.1	10	\$6,613.00	\$6,613.00	\$6,613.00	\$6,613.00	
	<b>Subtotal 1465.1</b>			<b>\$6,613.00</b>	<b>\$6,613.00</b>	<b>\$6,613.00</b>	<b>\$6,613.00</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 II: Supporting Pages</b>								
<b>PHA Name:</b> Crestview Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: FL29P04650107 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Relocation Costs</u></b>							
PHA-Wide	Tenant relocation due to renovations	1495.1	LS	\$0.00	\$600.00	\$600.00	\$600.00	
	<b>Subtotal 1495.1</b>			<b>\$0.00</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>\$600.00</b>	
	<b>Total CFP</b>			<b>\$415,274.00</b>	<b>\$415,274.00</b>	<b>\$415,274.00</b>	<b>\$415,274.00</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



**CRESTVIEW HOUSING AUTHORITY**

**Crestview, Florida**

**REPORT ON EXAMINATION OF FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

**YEAR ENDED DECEMBER 31, 2009**

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## **MANAGEMENT'S DISCUSSION AND ANALYSIS**



**Management's Discussion and Analysis  
Crestview Housing Authority**

**Fiscal Year Ended December 31, 2009**

**Preamble**

The Crestview Housing Authority (hereinafter called the "Authority") is an autonomous, quasi-governmental entity [referred to as a special-purpose government by GASB Statement No. 34] which is predominately funded through the United States Department of Housing and Urban Development operating subsidies and modernization capital grants. Even though the Authority collects rent from its tenants, without the HUD funding, the Authority would not be able to sustain its operations and activities.

**Presentation**

The requirements of GASB Statement No. 34 mandate that all local government financial statements include a Management Discussion & Analysis [MD&A]. The goal of the MD&A is to give readers an objective and easily readable overview of the Authority's financial performance. The MD&A is designed to focus on the Authority's most relevant information regarding overall financial performance to aid users in assessing whether financial position has improved or deteriorated as a result of the year's operations. Hereinafter, the Authority will briefly discuss the enclosed financial statements and will describe, as well, the currently known facts, decisions, or conditions expected to have a significant impact on financial position or the results of operations.

**Financial Highlights**

- The Authority's total net assets increased \$325,495 during fiscal year 2009. This increase was due to the decrease in the note payable for energy conservation improvements. Net Assets were \$5,739,518 at FYE 2009 and \$5,414,022 at FYE 2008.
- The program activities of the PHA resulted in an increase of \$106,096 after depreciation expense of \$415,971. Total operating revenue was \$2,815,265 and operating expenses were \$2,709,169 which resulted in a \$106,096 gain for FY 2009.
- Program operating expenses, excluding depreciation, decreased \$(19,545). The decrease in expenses was due to decreases in utility costs and insurance premiums. Total operating expenses, net of depreciation, were \$2,293,198 for FY 2009 and \$2,312,743 for FY 2008.
- Net Capital Assets decreased \$(383,304).

## Review of This Annual Report

In reviewing the Authority's financial statements under the new requirements of GASB Statement No. 34, the following outline shows the changes that have occurred during the current audit period. The following information is for your review and consideration:

### MD&A

Management Discussion and Analysis

### Basic Financial Statements

Authority-wide Financial Statements

Notes to Financial Statements

### Other Required Supplementary Information

#### Required Supplementary Information

The new presentation focuses on the financial statements of the Authority as Authority-wide and as the major fund. Both perspectives [authority-wide and by major funds] allow the user to address relevant questions with a broader basis for comparison of the year to year accountability of the Authority.

### Authority-wide Financial Statements

The authority-wide financial statements, presented in Tables 1 thru 6, are designed to be all-inclusive in that all 'business types' activities are consolidated into columns which present a total for the entire Authority. These statements are:

1. **Statements of Net Assets**, which is similar to the pre-GASB 34 Balance Sheet. This statement reports all financial and capital resources for the Authority. This statement is presented in the format where assets minus liabilities equal "Net Assets", formerly known as Equity. Assets and liabilities are presented in order of liquidity and classified as a Current Asset which is convertible into cash within one year or a Current Liability which is expected to become due within one year. Non-current Assets or Liabilities are expected to remain for a period greater than one year or one business cycle.

**Net Assets** represent the net available assets for the Authority. Net Assets, formerly known as Equity, is reported in three categories:

**Investment in Capital Assets, Net of Related Debt:** This consists of all Capital Assets, reduced by accumulated depreciation and any outstanding debt that is attributable to the acquisition, construction, or improvement of those assets. This Authority has no outstanding debt.

**Restricted Net Assets:** This consists of assets that are legally constrained by creditors, grantors, contributors, laws, regulations, mandates, etc.

**Unrestricted Net Assets:** This consists of assets that the Authority may freely use for present or future operations.

**2. The Statement of Revenues, Expenses and Changes in Fund Net Assets** which is similar to the pre-GASB 34 **Income Statement**. This statement includes the Operating Revenues, such as rental income, grants and subsidies; operating expenses, such as the administrative salaries, utility expenses, maintenance cost, depreciation and Non-Operating Revenue and Expenses, which includes investment income, asset sales, and casualty gains or losses. The focus of this statement is presented as the **Change in Net Assets** which is similar to Net Income or Loss.

**3. The Statement of Cash Flows** discloses the actual increase or decrease in Net Assets attributable to cash transactions by eliminating the effects of capital acquisitions. The statement is divided into four sections: operations, non-capital financing, capital financing and investing.

### **Enterprise Fund**

The Authority accounts for its program activities in one enterprise fund.

#### **Programs of the Housing Authority:**

**Low Rent Public Housing Program** - is used by the Authority to rent units to low-income individuals and families. The program is operated under an Annual Contributions Contract (ACC) with HUD. HUD provides an Operating Subsidy to enable the Authority to charge its tenants a rent that is based on 30% of the tenant's household income.

**Capital Fund Program (CFP)** - the program is used to provide funding for modernization and improvements to maintain the low rent buildings and structures for long term viability.

**Housing Choice Vouchers**- Section 8 of the Housing and Community Development Act of 1974 provides rental subsidies in the form of "Housing Assistance Payments" on behalf of low-income families to participating housing owners. Under this program, the landlord-tenant relationship is between the housing owner and a family, rather than the PHA and the family. HUD contracts with the PHA to enter into contracts with housing owners to make assistance payments for the difference between the approved contract rent and the actual rent paid by the qualifying low-income families.

### Statement of Net Assets

Table 1 shows a condensed Statement of Net Assets comparing the current year to the prior year.

#### Major Factors Affecting the Statement of Net Assets

Net Capital Assets decreased \$(109,132) during the year due to the depreciation expense exceeding the outlays for capital renovations and modernization.

**Table 1**

Table 1 presents the details of the Statement Net Assets.

#### Statement of Net Assets

	<u>2009</u>	<u>2008</u>	<u>Change</u>
Current and Other Assets	\$ 2,324,365	\$ 1,947,551	376,814
Capital Assets (net)	5,226,106	5,335,238	(109,132)
Total	<u>7,550,471</u>	<u>7,282,789</u>	<u>267,682</u>
Current Liabilities	274,495	284,794	(10,299)
Non-Current Liabilities	1,536,458	1,583,972	(47,514)
Total	<u>1,810,953</u>	<u>1,868,766</u>	<u>(57,813)</u>
Invested in Capital Assets (net)	3,711,359	3,700,061	11,298
Restricted Assets	758,842	549,935	208,907
Unrestricted Assets	1,269,317	1,164,027	105,290
Total Net Assets	<u>\$ 5,739,518</u>	<u>\$ 5,414,023</u>	<u>325,495</u>
Expendable Fund Balance	2,019,012	1,631,548	387,464
# Months EFB	10.56	8.46	2.10

Current assets increased \$376,814 due to CD purchases during the year. Capital assets decreased due to depreciation exceeding additions.

Current liabilities decreased \$(10,299) due to a decrease in the current portion of the note payable and the interest payable. Non-current liabilities decreased \$(47,514) due to a decrease in the note payable for improvements in 2009.

**Table 2**

Table 2 presents the detail on the change in Total Net Assets

<u>Change in Total Net Assets</u>	
Total Net Assets @ 12/31/2008	\$ 5,616,032
Results of operations	106,096
Corrections	17,390
Total Net Assets @ 12/31/2009	<u>\$ 5,739,518</u>

**Table 3**

Table 3 compares the revenues and expenses for the current year (unaudited) and the previous year (audited). The result of the operating activities is a significant measure of this Authority's activities and presents the results of the financial operation for the year.

<u>Change of Total Net Assets</u>			
	<u>2009</u>	<u>2008</u>	<u>Change</u>
<b><u>Revenues:</u></b>			
Tenant rent	\$ 432,645	\$ 463,507	(30,862)
Grants and subsidies	2,327,937	2,489,518	(161,581)
Interest	32,359	39,967	(7,608)
Other revenue	22,324	23,609	(1,285)
Total	<u>2,815,265</u>	<u>3,016,601</u>	<u>(201,336)</u>
<b><u>Expenses:</u></b>			
Administration	58	572,337	19,121
Tenant services	2,526	1,860	666
Utilities	106,398	165,266	(58,868)
Maintenance	543,496	505,947	37,549
General	217,023	233,951	(16,928)
Nonroutine maintenance	3,705	17,206	(13,501)
HAP	828,592	816,176	12,416
Depreciation	415,971	439,623	(23,652)
Total	<u>2,709,169</u>	<u>2,752,366</u>	<u>(43,197)</u>
Change in Total Net Assets	<u>\$ 106,096</u>	<u>\$ 264,235</u>	<u>(158,139)</u>

Major Factors Affecting the Statement of Revenue, Expenses and Changes in Net Assets

Tenant revenue decreased \$(30,862) due to decreased collections and increased tenant A/R in 2009. The operating subsidy increased \$91,329. HCV decreased \$(32,590) and CFP decreased \$(220,320). Interest income decreased \$(7,608) due to lower interest rates in 2009. Other revenue decreased \$(1,285) due to decreases in other tenant charges.

Depreciation expense decreased \$(23,652) due to the depreciation exceeding purchases. General expenses decreased \$(16,928) due to decreased interest expense and insurance costs. HAP increased \$12,416 due to increased HAP payments to landlords in 2009. Maintenance and administration expenses had increases while utilities had decreases.

Capital Assets and Debt Administration

Capital Assets

As of the year end, the Authority had a net capital asset investment of \$5,226,106 as reflected in the following schedule. This represents a net decrease (additions, deductions, and depreciation) of \$(383,304) in FY2009.

Table 4  
Capital Assets at Year End

	<u>2009</u>	<u>2008</u>	<u>Change</u>
Land	\$ 206,397	\$ 206,397	0
Buildings	3,601,150	3,601,150	0
Furniture & Equipment	321,729	304,372	17,357
Improvements	8,342,691	8,342,691	0
Construction In Progress	837,499	824,451	13,048
Total	<u>13,309,466</u>	<u>13,279,061</u>	<u>30,405</u>
Accumulated Depreciation	<u>(8,083,360)</u>	<u>(7,669,651)</u>	<u>(413,709)</u>
Net Total	<u>\$ 5,226,106</u>	<u>\$ 5,609,410</u>	<u>(383,304)</u>

The following reconciliation summarizes the change in Capital Assets.

Table 5  
Change in Capital Assets

Beginning Balance	\$	5,609,410
Additions		54,792
Deletions		(24,386)
depreciation correction		2,261
Depreciation		(415,971)
Ending Balance	<u>\$</u>	<u>5,226,106</u>

### Debt Outstanding

As of the end of December 31, 2009, the Authority had the following outstanding debt:

The Authority has a \$1,514,747 note payable; that provided capital improvements for energy conservation. The note has monthly payments of \$16,141.75 and terminates in December of 2022.

### Economic Factors

Significant economic factors affecting the Authority are as follows:

- Continued operating subsidy funding by the U. S. Department of Housing and Urban Development
- Continued modernization funding for capital acquisitions and improvements by the U. S. Department of Housing and Urban Development
- Continued Section 8 Voucher funding by the U. S. Department of Housing and Urban Development
- Local labor supply and demand, which can affect salary and wage rates
- Local inflationary, recessionary and employment trends, which can affect resident's income and therefore the amount of rental income

### **Required Supplemental Information–Notation on Budget**

The Authority is not legally required to adopt an annual budget. The Authority annually prepares and adopts an annual budget for its low-income public housing and section 8 programs. Each Capital Fund program has a multi-year budget that covers the period of the grant (normally 2 years). The PHA budgets, as required by the U. S. Department of Housing and Urban Development, are for internal use only. The Authority is not considered by HUD as a “troubled agency”, therefore, the adopted operating budget is not required to be submitted to HUD nor is budget information part of the HUD year-end reporting requirement. HUD does not consider actual results versus budget line items as significant in determining the financial condition of the Authority. HUD has developed its own set of financial ratios that indicate strengths and weakness of the Authority’s financial operation by comparing the results to other Authorities of a similar size and geographic location.

### **Contact Information**

The individual to be contacted regarding this report is Mr. Sam Brunson, Executive Director, of the Crestview Housing Authority. The telephone number is 850-682-2413. The mailing address is: Crestview Housing Authority, 371 West Hickory Avenue, Crestview, FL 32536.



**INDEPENDENT AUDITOR'S REPORT**  
**&**  
**REPORT ON INTERNAL CONTROL**

RALPH A. LEE  
CERTIFIED PUBLIC ACCOUNTANT

Member:  
American Institute of CPA's  
Florida Institute of CPA's  
Affordable Housing Association of CPA's

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120 Palmetto Road \* Gulf Breeze, Florida, 32561 \* 850-934-9973

Independent Auditor's Report

Board of Commissioners  
Crestview Housing Authority  
Crestview, Florida

I have audited the accompanying financial statements of the business-type activities of the Crestview Housing Authority, as of and for the year ended December 31, 2009, which collectively comprise the Housing Authority's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Crestview Housing Authority's management. My responsibility is to express opinions on these financial statements based on my audit.

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

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Crestview Housing Authority, as of December 31, 2009, and the respective changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued my report dated June 10, 2010 on my consideration of the Crestview Housing Authority's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit.

The management's discussion and analysis listed in the table of contents is not a required part of the basic financial statements, but is supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information and express no opinion on it.

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Crestview Housing Authority's basic financial statements. The combining financial statements and the accompanying Financial Data Schedules, required by HUD are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards, is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, and is also not a required part of the basic financial statements of the Crestview Housing Authority. The combining financial statements, the financial data schedules and the schedule of expenditures of federal awards have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Ralph A. Lee*

Certified Public Accountant  
June 10, 2010

RALPH A. LEE  
CERTIFIED PUBLIC ACCOUNTANT

Member:  
American Institute of CPA's  
Florida Institute of CPA's  
Affordable Housing Association of CPA's

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120 Palmetto Road \* Gulf Breeze, Florida, 32561 \* 850-934-9973

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

Board of Commissioners  
Crestview Housing Authority  
Crestview, Florida

I have audited the financial statements of the business-type activities, of Crestview Housing Authority as of and for the year ended December 31, 2009, and have issued my report thereon dated June 10, 2010. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

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

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

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

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

#### Compliance and Other Matters

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

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

*Ralph A. Lee*

Certified Public Accountant  
June 10, 2010

**BASIC FINANCIAL STATEMENTS**

**HOUSING AUTHORITY OF THE CITY OF CRESTVIEW**  
**Crestview, Florida**  
**Statement of Net Assets**  
**Enterprise Fund**

**December 31, 2009**

<b>ASSETS</b>	<b>Total PHA</b>	<b>Total Comp Unit</b>
<b>Current Assets:</b>		
Cash & Cash equivalents - unrestricted	\$ 1,322,866	\$ 31,215
Cash & Cash equivalents - restricted	752,520	6,322
A/R - HUD	101,727	
A/R - Tenant rent (net)	1,854	
A/R - CHD	71,808	
Deferred charges	36,053	
<b>Total current assets</b>	<b>2,286,828</b>	<b>37,537</b>
<b>Noncurrent assets:</b>		
Capital Assets (net of depreciation)	4,962,035	264,070
<b>Total assets</b>	<b>\$ 7,248,863</b>	<b>\$ 301,607</b>
 <b>LIABILITIES AND FUND EQUITY</b>		
<b>Current Liabilities:</b>		
Accounts Payable and accrued liabilities	266,208	78,130
<b>Total current liabilities</b>	<b>266,208</b>	<b>78,130</b>
 <b>Noncurrent Liabilities:</b>		
Note Payable	1,390,756	
Accrued compensated absences	73,894	
<b>Total noncurrent liabilities</b>	<b>1,464,650</b>	<b>0</b>
<b>Total liabilities</b>	<b>\$ 1,730,858</b>	<b>\$ 78,130</b>
 <b>NET ASSETS</b>		
Investment in capital assets (net)	3,447,288	264,070
Restricted net assets	752,520	6,322
Unrestricted net assets	1,318,197	(46,915)
<b>Total net assets</b>	<b>\$ 5,518,197</b>	<b>\$ 223,477</b>

*The notes to the financial statements are an integral part of this statement.*

**HOUSING AUTHORITY OF THE CITY OF CRESTVIEW**  
Crestview, Florida

**Statement of Revenues, Expenses and Changes in Fund Net Assets**  
**Enterprise Fund**

**For the Year Ended December 31, 2009**

	<u>Total PHA</u>	<u>Total Comp Unit</u>
Operating revenues:		
Operating grants	\$ 2,314,889	\$ -
Tenant rent revenue (net)	380,676	51,969
Other revenue	22,324	
Total operating revenues	<u>2,717,889</u>	<u>51,969</u>
Operating expenses:		
Administration	580,977	10,481
Tenant services	2,527	
Utilities	106,222	176
Ordinary maintenance	537,035	6,461
General expenses	140,010	3,282
Nonroutine maintenance	3,705	
Housing Assistance payments	828,592	
Depreciation	403,607	12,364
Total operating expenses	<u>2,602,675</u>	<u>32,764</u>
Operating Income (loss)	<u>115,214</u>	<u>19,205</u>
Nonoperating revenue (expenses)		
Interest income	32,359	
Interest expense	(73,730)	
Asset disposal (loss)	(24,386)	
Total nonoperating revenue (expenses)	<u>(65,757)</u>	<u>0</u>
Income (loss) before contributions	49,457	19,205
Capital grant contributions	<u>13,048</u>	<u>0</u>
Change in Net Assets	62,505	19,205
Total net assets - beginning	5,414,023	202,010
Corrections	41,477	2,262
Total net assets - ending	<u>5,518,005</u>	<u>\$ 223,477</u>

*The notes to the financial statements are an integral part of this statement.*



**HOUSING AUTHORITY OF THE CITY OF CRESTVIEW**  
**Crestview, Florida**  
**Statement of Cash Flows**  
**Enterprise Fund**  
**For the Year Ended December 31, 2009**

	Total PHA	Total Comp Unit
<b>Cash flows from operating activities:</b>		
Operating grants and subsidies	\$ 2,314,889	\$ -
Cash received from tenants	380,676	51,969
Cash paid for goods and services	(1,429,048)	(20,400)
Cash paid to employees for services	(770,020)	
Other revenue	22,324	
Net cash provided (used) by operating activities	<u>518,821</u>	<u>31,569</u>
<b>Cash flows from noncapital financing activities:</b>		
Net cash provided (used) by noncapital financing activities	<u>0</u>	<u>0</u>
<b>Cash flows from capital and related financing activities:</b>		
Proceeds from capital grants	13,048	
Acquisition of capital assets	(13,048)	
Asset disposal	(24,386)	
Principal paid on notes payable	(120,430)	(21,493)
Interest paid on notes payable	(73,730)	
Net cash provided (used) by capital and related financing activities	<u>(218,546)</u>	<u>(21,493)</u>
<b>Cash flows from investing activities:</b>		
Sales/purchases	(59,415)	450
Interest on investments	32,359	
Net cash provided (used) by investing activities	<u>(27,056)</u>	<u>450</u>
Net increase (decrease) in cash and cash equivalents	273,219	10,526
Cash balance - beginning of year	1,802,167	27,011
Cash balance - at yearend	<u>\$ 2,075,386</u>	<u>\$ 37,537</u>
<b>Reconciliation of operating income (loss) to net cash provided by operating activities:</b>		
Operating income (loss)	\$ 115,214	\$ 19,205
Adjustments:		
Depreciation expense	403,607	12,364
Changes in assets and liabilities:		
(Increase) decrease in receivables (net)	17,421	0
(Increase) decrease in deferred charges (net)	(4,844)	0
Increase (decrease) in accounts payable	(6,358)	(21,043)
Increase (decrease) in accrued expenses	(6,219)	21,043
Net cash provided by operating activities	<u>\$ 518,821</u>	<u>\$ 31,569</u>

*The notes to the financial statements are an integral part of this statement.*

## **NOTES TO THE FINANCIAL STATEMENTS**

**CRESTVIEW HOUSING AUTHORITY**  
**Crestview, Florida**

**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009**

**NOTE 1: Summary of Significant Accounting Policies and Reporting Entity:**

**A. Organization**

The Crestview Housing Authority is a Special-purpose government entity which was organized under the laws of the State of Florida as a tax-exempt entity pursuant to the U.S. Housing Act of 1937. The Housing Authority was organized for the purpose of providing decent, safe, sanitary and affordable housing for qualified low-income individuals and families in accordance with the rules and regulations prescribed by the Department of Housing and Urban Development (HUD) and other Federal agencies.

**B. Reporting Entity**

The accompanying Financial Statements include the financial activities of the Crestview Housing Authority. All activities and programs on which the Crestview Housing Authority exercises oversight responsibility have been included in the financial statements for the year ended December 31, 2009. This report does not exclude any operations of the Crestview Housing Authority. The following criteria regarding manifestation of oversight were considered by the auditor in my evaluation of the PHA's organization and activities.

- 1) **Financial Interdependency** – The PHA is responsible for its debts and surpluses. No separate agency receives a financial benefit nor imposes a financial burden on the PHA.
- 2) **Election of Governing PHA** – The locally appointed Board of Commissioners is exclusively responsible for all public decisions and accountable for the decisions it makes.
- 3) **Designation of Management** – The PHA is administered by a five-member Board of Commissioners appointed to serve staggered terms by the mayor of the City of Crestview. The Board, in turn, hires the Executive Director. The Executive Director is responsible for the management of the PHA. The activities under the purview of management are within the scope of their authority and management is accountable to the PHA for the activities being managed.
- 4) **Ability to Significantly Influence Operations** – The Board of Commissioners has the statutory authority under the provisions of the Bylaws of the PHA to significantly influence operations. This authority includes, but is not limited to, the adoption of budgets, asset control, signing contracts and developing the programs to be provided.
- 5) **Accountability for Fiscal Matters** – The responsibility and accountability over all funds is vested in the PHA's management.

**CRESTVIEW HOUSING AUTHORITY**  
**Crestview, Florida**

**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009**

**NOTE 1: Summary of Significant Accounting Policies and Reporting Entity: (cont'd)**

Governmental Accounting Standards Board (GASB) Statement No. 14 establishes criteria for determining the governmental reporting entity. The Authority is considered a primary government under the provisions of GASB Statement No. 14 since it is a special purpose government that has a separate governing body, is legally separate, and is fiscally independent of other local or state governments.

**Discretely Presented Component Unit**

Crestview Housing Development, Inc.

Crestview Housing Development, Inc. was established in December of 2002 as a non-profit organization pursuant to Florida Statutes and the United States Internal Revenue Code Section 501(c)(3). The Crestview Housing Authority is the Registered Agent and provides all management functions for the corporation. The corporation has a Board of Directors to oversee its operations. Crestview Housing Development, Inc. was created to assist, as a public charity, needy persons of low income by providing safe, sanitary and affordable housing. Governmental accounting standards require reasonable separation between the Primary Government (the Housing Authority) and its discretely presented component unit, both in the financial statements and in the related notes and required supplementary information.

**C. Basis of Accounting - Fund Accounting**

The accounts of the Authority are organized and operated on a fund basis. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts recording its assets, liabilities, retained earnings, revenues, and expenses. The Authority accounts for its operations in one proprietary fund type, the enterprise fund. All assets and liabilities, whether current or noncurrent, are included on the Statement of Net Assets. The Statement of Revenues, Expenses and Changes in Fund Net Assets present increases (revenues) and decreases (expenses) in total net assets.

Principal operating income in the proprietary fund is the revenue generated from the primary operations (tenant rents, subsidies and grants) of the fund. All other revenues are reported as non-operating revenues. Principal operating expenses are the costs of providing goods or services and include administrative expenses and depreciation of capital assets. All other expenses are reported as non-operating expenses.

**CRESTVIEW HOUSING AUTHORITY**  
Crestview, Florida

**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009**

**NOTE 1: Summary of Significant Accounting Policies and Reporting Entity: (cont'd)**

The Accompanying basic financial statements of the Authority have been prepared in conformity with generally accepted accounting principles (GAAP) generally accepted in the United States of America. The GASB is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The accompanying financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis – for State and Local Governments*, which was approved in June 1999.

**D. Measurement Focus and Basis of Accounting**

Proprietary funds are accounted for using the flow of economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the statement of net assets. The Authority has elected, pursuant to GASB Statement No. 20, to apply all GASB pronouncements and only the Financial Accounting Standards Board (FASB) pronouncements issued before November 30, 1989.

**E. Programs of the Authority**

A summary of each of the programs administered by the PHA that are included in the basic financial statements is provided below to assist the reader in interpreting the financial statements. These programs constitute all of the programs subsidized by HUD and operated by the Public Housing Authority.

***Low Rent Public Housing*** – The low rent public housing program is designed to provide low-cost housing within the City of Crestview. Funding is provided by eligible tenants who are charged a monthly rent that is subsidized with a grant provided by HUD.

***Capital Fund Program*** – The purpose of the capital fund program is to provide a source of funding, from HUD, to cover the cost of physical and management improvements to existing low-income housing and central office facilities. Substantially all additions to Land, Buildings, and Equipment are accomplished through the capital fund program.

***Housing Choice Vouchers*** – Section 8 of the Housing and Community Development Act of 1974 provides rental subsidies in the form of “Housing Assistance Payments” on behalf of low-income families to participating housing owners. Under this program, the landlord-tenant relationship is between the housing owner and a family, rather than the PHA and the family. HUD contracts with the PHA to enter into contracts with housing owners to make assistance payments for the difference between the approved contract rent and the actual rent paid by the qualifying low-income families.

**CRESTVIEW HOUSING AUTHORITY**  
Crestview, Florida

**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009**

**NOTE 1: Summary of Significant Accounting Policies and Reporting Entity: (cont'd)**

**F. Budgetary Information**

The Authority is required by its HUD Annual Contributions Contracts to adopt a budget for each of the public housing programs. Annual budgets are not prepared for Capital Funds Programs as their budgets are approved for the length of the project. The program budgets are adopted using a HUD outline that is not consistent with generally accepted accounting principles and is used for HUD purposes only. GASB Statement No. 34 requires budget to actual comparison information only for Governmental and Special Revenue Funds that have legislatively adopted and binding budgets. Therefore, no budgetary comparison information is included in the notes or in other information, in this report, because it could be misleading to the user of these financial statements.

**G. Use of Estimates**

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

**H. Cash and Cash Equivalents**

The Authority's cash and cash equivalents are considered to be cash on hand, demand deposits, non-negotiable certificates-of-deposit, as well as short-term investments with a maturity date within three months of the date acquired by the PHA. Restricted cash is that amount required to cover tenant security deposits. It is the PHA's policy for Cash deposits to be 100% secured by collateral valued at market or par, whichever is lower, less the amount of Federal Deposit Insurance Corporation insurance.

**I. Infrastructure**

The Crestview Housing Authority owns no infrastructure assets at year-end. At the time of original construction, all infrastructure assets were deeded back to the local government.

**J. Inventory**

Inventory consists of maintenance materials and supplies held for consumption. Inventory is valued at cost using the fist-in, first-out method.

**CRESTVIEW HOUSING AUTHORITY**  
Crestview, Florida

**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009**

**NOTE 1: Summary of Significant Accounting Policies and Reporting Entity: (cont'd)**

**K. Capital Assets**

Capital assets purchased or acquired are recorded at actual cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs, incurred for repairs and maintenance, are expensed as incurred. Depreciation on capital assets is calculated using the straight-line method over the following estimated useful lives:

Buildings	40 years
Improvements	15 years
Furniture and Equipment	3 - 7 years
Land	not depreciated
Construction in Progress	not depreciated

**L. Allowance For Doubtful Accounts**

The Authority provides an allowance for doubtful accounts, as needed for material amounts deemed to be uncollectable. At year-end the Authority's management established an allowance of \$2,737.

**M. Deferred Charges**

These represent payments made to vendors for services that will benefit periods beyond December 31, 2009.

**N. Deferred Revenue**

Deferred revenues are revenues that have been received, but not yet earned.

**O. Long-Term Liabilities**

Long-term liabilities consist of accrued compensated absences that are not expected to be used or come due during next fiscal year.

**CRESTVIEW HOUSING AUTHORITY**  
Crestview, Florida

**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009**

**NOTE 1: Summary of Significant Accounting Policies and Reporting Entity: (cont'd)**

**P. Net Assets**

Generally accepted accounting principles, in the United States, requires state and local government resources to be classified for accounting and reporting purposes into the following three net asset categories:

1. *Invested in Capital Assets, Net of Related Debt* – Capital assets, net of accumulated depreciation and outstanding debt principal balances attributable to the acquisition, construction, or improvement of these assets.
2. *Restricted* – These are net assets whose use by the Authority is subject to externally imposed stipulations that can be fulfilled by actions of the Authority pursuant to those stipulations or that expire by the passage of time. Such assets include assets that are restricted for capital acquisitions, tenant security deposits, debt service and some other non-current liabilities.
3. *Unrestricted* – These are net assets that are not subject to externally imposed stipulations. Unrestricted net assets may be designated for specific purposes by action of management, the Board of Commissioners, or may otherwise be limited by contractual agreements with outside parties.

**NOTE 2: Deposits**

Cash and cash equivalents are stated at cost, which approximates fair value. Under state law and/or federal regulation, these deposits, or the resulting bank balances, must be invested in the following vehicles:

- Direct obligations of the federal government backed by the full faith and credit of the United States.
- Obligations of governmental agencies.
- Securities of governmental sponsored agencies.
- Demand and savings deposits.
- Time deposits and repurchase agreements.

As of December 31, 2009, the Authority's carrying amount of cash and cash equivalents was \$2,112,923, which includes the following:

Cash and cash equivalents – unrestricted	1,354,081
Cash and cash equivalents – restricted	758,842



**CRESTVIEW HOUSING AUTHORITY**  
Crestview, Florida

**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009**

**NOTE 3: Deferred Charges**

Deferred charges at December 31, 2009, consisted of the following:

Materials inventory (net)	\$	30,858
Prepaid insurance		3,639
Prepaid deposits		1,556
Total	\$	<u>36,053</u>

**NOTE 4: Capital Assets**

Capital asset activity for the year ended December 31, 2009 was as follows:

	Balance 12/31/2008	Transfers	Additions	Deletions	Balance 12/31/2009
<b>Not depreciated:</b>					
Land	\$ 206,397				\$ 206,397
Construction in Progress	824,451		13,048		837,499
Total	1,030,848		13,048		1,043,896
<b>Depreciated:</b>					
Buildings	3,601,150				3,601,150
F & E - Dwelling	234,537	(17,318)	41,744	(24,386)	234,577
F & E - Admin Improvements	69,835	17,318			87,153
Total	8,342,691				8,342,691
Total	12,248,213	0	41,744	(24,386)	12,265,571
<b>Accumulated</b>					
Depreciation	(7,669,651)		(415,971)	2,262	(8,083,360)
Capital Assets (net)	\$ 5,609,410		\$ (361,179)	\$ (22,124)	\$ 5,226,107

**CRESTVIEW HOUSING AUTHORITY**  
Crestview, Florida

**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009**

**NOTE 5: Construction Commitments**

The Authority has active construction projects as of December 31, 2009. At year-end, the commitments are as follows:

<u>Capital Projects</u>	<u>Total Expended</u>	<u>Remaining Commitment</u>
501-06	368,558	49,966
501-07	346,642	68,632
501-08	0	428,319
501-09	0	459,788
CFRG 501-09	0	542,167
Total	<u>715,200</u>	<u>1,548,872</u>

**NOTE 6: Accounts Payable and Accrued Liabilities**

Accounts payable and accrued liabilities at December 31, 2009 consist of the following:

<u>PHA</u>	
N/P current portion	123,991
Accrued interest	67,930
Tenant security deposits	44,812
Pilot	26,860
Compensated absences	2,030
PR W/H	585
Total PHA	<u>\$ 266,208</u>
<u>Comp Unit</u>	
N/P to PHA	71,808
Tenant security deposits	6,322
Total Comp Unit	<u>\$ 78,130</u>

**CRESTVIEW HOUSING AUTHORITY**  
**Crestview, Florida**

**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009**

**NOTE 7: Long-Term Liabilities**

Long-term liability activity for the year was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due within 1 year</u>
Compensated absences	\$ 72,373	1,521	0	\$ 73,894	0

**Note Payable: PHA**

The Crestview Housing Authority has an energy conservation lease/purchase agreement for Capital improvements and equipment. The financing is provided by Citicapital Financing (Citigroup). The terms are:

Loan amount: \$1,752,424.52

Interest rate: 4.67%

Term: 144 months

The first payment of \$16,141.75 was made on December 11, 2007. Capital assets have been pledged as security for the note.

Principal payments are as follows:

<u>Year</u>	<u>Amount</u>
2010	126,451
2011	126,103
2012	125,842
2013	135,291
2014	145,335
Thereafter	882,811

**CRESTVIEW HOUSING AUTHORITY**  
Crestview, Florida

**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009**

**OTE 8: Compensated Absences**

The Authority's personnel policy provides the following vacation and sick leave benefits for its full time employees:

In accordance with the provisions of GASB Statement No. 16 "Accounting for Compensated Absences", vacation and sick pay are accrued when incurred and reported as a liability.

Full-time permanent employees are granted vacation benefits in varying amounts to specified maximums depending on tenure with the Housing Authority. Sick leave accrues to full-time, permanent employees to specified maximums, but is not vested. Generally, after one year of service, employees are entitled to all accrued vacation leave upon termination or retirement.

The cost of current leave privileges, as computed in accordance with GASB Codification Section C60, is recognized as a current year expense when leave is earned.

**NOTE 9: Pension Plan**

**Plan Description:**

The Authority provides a Defined Contribution Pension Plan for its employees as provided by Section 401(a) of the United States Internal Revenue Code and by Chapter 121 of Florida Statutes. The plan is underwritten by the Mutual of America Life Insurance Company. Mutual of America receives the plan contributions, maintains the participant's individual accounts, offers the investment options and pays benefits to the participants and/or their beneficiaries. Benefits are based on a stated contribution formula and are fully funded at all times. The plan is noncontributory for members; with contributions being paid by the Housing Authority. The Authority contributes an amount equal to 9.75% of each employee's annual compensation to the plan. Full vesting is in 5 years with the following exceptions: (1) vesting is automatic upon reaching the age of 65; (2) full vesting is automatic if the participant becomes totally and permanently disabled or dies. The Housing Authority accounts for pension costs as incurred. Pension expense is included with other expenses categorized as "Employee Benefit Contribution Expenses". The PHA contributed \$37,873 to the plan.

**NOTE 10: Risk Management**

The Authority carries commercial insurance against all risks of loss, including property and general liability, auto, worker's compensation, fidelity, and public officials' liability insurance. There have been no significant reductions in insurance coverage from the prior year and any settled claims have not exceeded commercial insurance coverage.

**CRESTVIEW HOUSING AUTHORITY**  
Crestview, Florida

**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009**

**NOTE 11: Federal Compliance Contingencies**

The Authority is subject to possible examinations by Federal regulators who will determine compliance with terms, conditions, laws and regulations governing grants awarded to the Authority in the current and/or prior periods. These examinations may result in refunding grant monies by the Authority back to the Federal grantors.

**NOTE 12: Economic Dependence**

Statement of Financial Accounting Standard (SFAS) No. 14 requires the disclosure, in the financial statements, of a situation where one entity provides more than 10% of the audited entity's revenues. The Department of Housing and Urban Development provided \$2,327,937 to the Authority. This represents approximately 85% of the Authority's total revenue for the year.

**NOTE 13: Prior Period Adjustments to Net Assets**

The following adjustments were made to the beginning equity balance:

**Schedule of Changes in Net Assets:**

	Investment in Capital Assets (net)	Restricted Net Assets	Unrestricted Net Assets	Total
<b>Beginning Balance</b>	\$ 3,700,061	\$ 549,935	\$ 1,164,027	\$ 5,414,023
Adjustment to restate beginning balance*	41,477			41,477
<b>Beginning Balance Restated</b>	3,741,538	549,935	1,164,027	5,455,500
Change in capital asset investment	(294,250)			(294,250)
Change in restricted net assets		202,585		202,585
Change in unrestricted net assets			154,170	154,170
<b>Ending Balance</b>	<u>\$ 3,447,288</u>	<u>\$ 752,520</u>	<u>\$ 1,318,197</u>	<u>\$ 5,518,005</u>
<b>* Adjustments to restate beginning balance:</b>				
correct CFP soft costs				41,477
<b>Total adjustments to restate beginning balance</b>				<u>\$ 41,477</u>

## **SINGLE AUDIT SECTION**

RALPH A. LEE  
CERTIFIED PUBLIC ACCOUNTANT

Member:  
American Institute of CPA's  
Florida Institute of CPA's  
Affordable Housing Association of CPA's

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120 Palmetto Road \* Gulf Breeze, Florida, 32561 \* 850-934-9973

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

Board of Commissioners  
Crestview Housing Authority  
Crestview, Florida

Compliance

I have audited the compliance of the Crestview Housing Authority with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended December 31, 2009. The Crestview Housing Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Crestview Housing Authority's management. My responsibility is to express an opinion on Crestview Housing Authority's compliance based on my audit.

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

In my opinion, Crestview Housing Authority complied in all material respects with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 2009.

## Internal Control Over Compliance

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

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

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

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

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

*Ralph A. Lee*

Certified Public Accountant  
June 10, 2010



**HOUSING AUTHORITY OF THE CITY OF CRESTVIEW**

Crestview, Florida

Schedule of Findings and Questioned Costs

December 31, 2009

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**SUMMARY OF AUDITOR'S RESULTS**

1. The auditor's report expresses an unqualified opinion on the financial statements of the Crestview Housing Authority.
2. No significant deficiencies relating to the audit of the financial statements are reported in the Report On Internal Control Over Financial Reporting and Compliance And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of the Crestview Housing Authority were disclosed during the audit.
4. No significant deficiencies relating to the audit of the major federal award programs are reported in the Report On Compliance With Requirements Applicable To Each Major Program And On Internal Control Over Compliance In Accordance With OMB Circular A-133.
5. The auditor's report on compliance for the major federal awards programs expresses an unqualified opinion on all major federal programs.
6. Audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133 are reported in this schedule.
7. The programs tested as major programs include:

	<u>CFDA#</u>	<u>Program</u>
1.	14.850	Low Rent Public Housing
2.	14.871	Housing Choice Vouchers
8. The threshold used for distinguishing between Type A and B programs was \$300,000.
9. The Crestview Housing Authority did not qualify as a low-risk auditee.

**FINDINGS – FINANCIAL STATEMENTS AUDIT**

None

**FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARDS PROGRAMS AUDIT**

None

**HOUSING AUTHORITY OF THE CITY OF CRESTVIEW**  
Crestview, Florida

December 31, 2009

**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS**

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The audit report for the prior year contained no audit findings.

## **SUPPLEMENTAL INFORMATION**

**HOUSING AUTHORITY OF THE CITY OF CRESTVIEW**  
Crestview, Florida

**Combining Statement of Net Assets**  
**Enterprise Fund**  
**December 31, 2009**

	Public Housing	HCV	Total 2009
<b>ASSETS</b>			
Current Assets:			
Cash - unrestricted	\$ 1,246,423	\$ 76,443	\$ 1,322,866
Cash - restricted	44,812	707,708	752,520
A/R - HUD	101,727		101,727
A/R - Tenant rent (net)	1,854		1,854
A/R - CHD		71,808	71,808
Deferred charges	36,053		36,053
Total current assets	1,430,869	855,959	2,286,828
Noncurrent assets:			
Capital Assets (net of depreciation)	4,952,550	9,485	4,962,035
Total noncurrent assets	4,952,550	9,485	4,962,035
Total assets	\$ 6,383,419	\$ 865,444	\$ 7,248,863
<b>LIABILITIES AND FUND EQUITY</b>			
Current Liabilities:			
Accounts Payable and accrued liabilities	264,608	1,600	266,208
Total current liabilities	264,608	1,600	266,208
Noncurrent Liabilities:			
Note payable	1,390,756		1,390,756
Accrued compensated absences	68,990	4,904	73,894
Total noncurrent liabilities	1,459,746	4,904	1,464,650
Total liabilities	\$ 1,724,354	\$ 6,504	\$ 1,730,858
<b>NET ASSETS</b>			
Investment in capital assets (net)	3,437,803	9,485	3,447,288
Restricted net assets	44,812	707,708	752,520
Unrestricted net assets	1,176,450	141,747	1,318,197
Total net assets	\$ 4,659,065	\$ 858,940	\$ 5,518,005

*The notes to the financial statements are an integral part of this statement.*

**HOUSING AUTHORITY OF THE CITY OF CRESTVIEW**  
Crestview, Florida

**Combining Statement of Revenues, Expenses and Changes in Fund Net Assets**  
**Enterprise Fund**

**December 31, 2009**

	Public Housing	Capital Funds	HCV	Total 2009
<b>Operating revenues:</b>				
Operating grants	\$ 1,237,676	\$ 91,414	\$ 985,799	\$ 2,314,889
Tenant rent revenue (net)	380,676			380,676
Other revenue	19,329		2,995	22,324
Total operating revenues	<u>1,637,681</u>	<u>91,414</u>	<u>988,784</u>	<u>2,717,879</u>
<b>Operating expenses:</b>				
Administration	472,153	11,414	97,410	580,977
Tenant services	2,352		175	2,527
Utilities	104,682		1,540	106,222
Ordinary maintenance	534,802		2,233	537,035
General expenses	138,410		1,600	140,010
Nonroutine maintenance	3,705			3,705
Housing assistance payments			828,592	828,592
Depreciation	400,139		3,468	403,607
Total operating expenses	<u>1,656,243</u>	<u>11,414</u>	<u>935,018</u>	<u>2,602,675</u>
Operating Income (loss)	<u>(18,562)</u>	<u>80,000</u>	<u>53,776</u>	<u>115,214</u>
<b>Nonoperating revenue (expenses)</b>				
Interest income	17,469		14,890	32,359
Interest expense	(73,730)			(73,730)
Asset sales - gain(loss)	(24,386)			(24,386)
Cash transfers	80,000	(80,000)		0
Total nonoperating revenue (expenses)	<u>(647)</u>	<u>(80,000)</u>	<u>14,890</u>	<u>(65,757)</u>
Income (loss) before contributions	<u>(19,209)</u>	<u>0</u>	<u>68,666</u>	<u>49,457</u>
Capital grant contributions	0	13,048	0	13,048
Change in Net Assets	<u>(19,209)</u>	<u>13,048</u>	<u>68,666</u>	<u>62,505</u>
Total net assets - beginning	4,634,177	0	779,846	
Equity transfers	13,048	(13,048)		0
Interprogram activities	(10,428)		10,428	0
Corrections	41,477			41,477
Total net assets - ending	<u>\$ 4,659,065</u>	<u>\$ -</u>	<u>\$ 858,940</u>	<u>\$ 5,518,005</u>

The notes to the financial statements are an integral part of this statement.

**HOUSING AUTHORITY OF THE CITY OF CRESTVIEW**  
**Crestview, Florida**  
**Combining Statement of Cash Flows**  
**Enterprise Fund**  
**December 31, 2009**

	Public Housing	Capital Funds	HCV	Total 2009
<b>Cash flows from operating activities:</b>				
Operating grants and subsidies	\$ 1,237,676	\$ 91,414	\$ 985,799	\$ 2,314,889
Cash received from tenants	380,676			380,676
Cash paid for goods and services	(579,920)	(11,414)	(837,714)	(1,429,048)
Cash paid to employees for services	(676,184)		(93,836)	(770,020)
Other revenues	19,329		2,995	22,324
Net cash provided (used) by operating activities	381,577	80,000	57,244	518,821
<b>Cash flows from noncapital financing activities:</b>				
Cash transfers	80,000	(80,000)		0
Net cash provided (used) by noncapital financing activities	80,000	(80,000)	0	0
<b>Cash flows from capital and related financing activities:</b>				
Proceeds from capital grants		13,048		13,048
Acquisition of capital assets		(13,048)		(13,048)
Asset sales gain(loss)	(24,386)			(24,386)
Principle on notes payable	(120,430)			(120,430)
Interest on notes payable	(73,730)			(73,730)
Net cash provided (used) by capital and related financing activities	(218,546)	0	0	(218,546)
<b>Cash flows from investing activities:</b>				
Sales/purchases	(83,185)		23,770	(59,415)
Interest on investments	17,469		14,890	32,359
Net cash provided (used) by investing activities	(65,716)	0	38,660	(27,056)
Net increase (decrease) in cash and cash equivalents	177,315	0	95,904	273,219
Cash balance - beginning of year	1,113,920	0	688,247	1,802,167
Cash balance - at yearend	\$ 1,291,235	\$ -	\$ 784,151	\$ 2,075,386
<b>Reconciliation of operating income (loss) to net cash provided by operating activities:</b>				
Operating income (loss)	\$ (18,562)	\$ 80,000	\$ 53,776	\$ 115,214
Adjustments:				
Depreciation	400,139	0	3,468	403,607
Changes in assets and liabilities:				
(Increase) decrease in receivables (net)	19,020	0	(1,599)	17,421
(Increase) decrease in deferred charges (net)	(4,844)	0	0	(4,844)
Increase (decrease) in accounts payable	(6,436)	0	78	(6,358)
Increase (decrease) in accrued expenses	(7,740)	0	1,521	(6,219)
Net cash provided (used) by operating activities	\$ 381,577	\$ 80,000	\$ 57,244	\$ 518,821

The notes to the financial statements are an integral part of this statement.

HOUSING AUTHORITY OF THE CITY OF CRESTVIEW  
Crestview, Florida

Schedule of Expenditures of Federal Awards  
December 31, 2009

Federal Grantor/Pass-through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-through Entity Identifying Number	Federal Expenditures
U.S Department of Housing and Urban Development:			
Direct programs:			
Low Rent Public Housing	14.850		\$ 1,237,676
Housing Choice Vouchers	14.871		985,799
Capital Funds	14.872		104,462
Total direct programs			2,327,937
Total expenditures of federal awards			\$ 2,327,937

See accompanying notes to schedule of expenditures of federal awards

HOUSING AUTHORITY OF THE CITY OF CRESTVIEW  
Crestview, Florida

Notes to Schedule of Expenditures of Federal Awards  
December 31, 2009

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NOTE A – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Crestview Housing Authority and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE B – RELATIONSHIP TO THE BASIC FINANCIAL STATEMENTS

Federal awards revenues are reported in the Authority's basic financial statements as follows:

Low Rent Public Housing Program	1,237,676
Capital Fund Program	104,462
Housing Choice Voucher Program	985,799

NOTE C – RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

Amounts in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with generally accepted accounting principals (GAAP).

NOTE D – FEDERAL AWARDS

For those funds that have matching revenues and state funding, federal expenditures were determined by deducting matching revenues from total expenditures. In accordance with HUD Notice PIH 9814, "Federal Awards" do not include the Authority's operating income from rents or investments (or other Non-federal sources). In addition, the entire amount of operating subsidy received during the fiscal year is considered to have been expended during the fiscal year.



CRESTVIEW HOUSING AUTHORITY  
Crestview, Florida

Schedule of Reconciliation of Actual Capital Fund Program Costs and Advances

December 31, 2009

PROGRAM	CFP 501-05	CFP 501-06	CFP501-07	CFP501-08	Total
<b>Authorization</b>	<u>\$ 451,644.00</u>	<u>\$ 418,524.00</u>	<u>\$ 415,274.00</u>	<u>\$ 428,319.00</u>	<u>\$ 1,713,761.00</u>
<b>ADVANCES:</b>					
Prior years - cash drawdowns	439,806.68	364,240.26	258,335.40	0.00	1,062,382.34
Current year - cash drawdowns	11,837.32	4,317.76	88,306.77	0.00	104,461.85
<b>Total @ December 31, 2009</b>	<u>451,644.00</u>	<u>368,558.02</u>	<u>346,642.17</u>	<u>0.00</u>	<u>1,166,844.19</u>
<b>COSTS:</b>					
Prior years	439,806.68	364,240.26	258,335.40	0.00	1,062,382.34
Current year	11,837.32	4,317.76	88,306.77	0.00	104,461.85
<b>Total @ December 31, 2009</b>	<u>451,644.00</u>	<u>368,558.02</u>	<u>346,642.17</u>	<u>0.00</u>	<u>1,166,844.19</u>
<b>Deficiency due from HUD</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Actual Modernization Cost Certificate Issued?</b>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	
<b>Soft Costs</b>					
Prior years	86,730.81	121,201.00	30,000.00	0.00	237,931.81
Current year	8,200.32	3,213.30	80,000.00	0.00	91,413.62
<b>Total @ December 31, 2009</b>	<u>94,931.13</u>	<u>124,414.30</u>	<u>110,000.00</u>	<u>0.00</u>	<u>329,345.43</u>
<b>Hard Costs</b>					
Prior years	353,075.87	243,039.26	228,335.40	0.00	824,450.53
Current year	3,637.00	1,104.46	8,306.77	0.00	13,048.23
<b>Total @ December 31, 2009</b>	<u>356,712.87</u>	<u>244,143.72</u>	<u>236,642.17</u>	<u>0.00</u>	<u>837,498.76</u>
<b>Total Hard and Soft Costs</b>	<u>\$ 451,644.00</u>	<u>\$ 368,558.02</u>	<u>\$ 346,642.17</u>	<u>\$ -</u>	<u>\$ 1,166,844.19</u>

**RALPH A. LEE**  
**CERTIFIED PUBLIC ACCOUNTANT**

Member:  
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Crestview Housing Authority  
Crestview, Florida

### Independent Auditor's Report on Applying Agreed-Upon Procedures

I have performed the procedure described in the second paragraph of this report, which was agreed to by the Crestview Housing Authority (the Authority) and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents included within the OMB Circular A-133 reporting package. The Authority is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, I make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

I compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of my agreed-upon procedure indicates agreement or non-agreement of the electronically submitted information and the hard copy documents as shown in the chart below.

I was engaged to perform an audit in accordance with OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, for the Crestview Housing Authority as of and for the year ended December 31, 2009, and have issued my reports thereon dated June 10, 2010. The information in the "Hard Copy Documents" column was included within the scope, or was a by-product, of that audit. Further, my opinion on the fair presentation of the Authority's Financial Data Schedule (FDS) dated December 31, 2009, was expressed in relation to the basic financial statements of the Authority taken as a whole.

A copy of the reporting package required by OMB Circular A-133, which includes the auditor's reports, is available in its entirety from the Crestview Housing Authority. I have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, I take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of the Crestview Housing Authority and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by anyone other than these specified parties.

PROCEDURE	UFRS RULE INFORMATION	HARD COPY DOCUMENTS	AGREES	DOES NOT AGREE
1	Balance Sheet and Revenue and Expense	Financial Data Schedule, all CFDA's, If applicable	X	
2	Footnotes	Footnotes to audited basic financial statements	X	
3	Type of opinion on FDS	Auditor's supplemental report on FDS	X	
4	Audit findings narrative	Schedule of Findings and Questioned costs	X	
5	General information	OMB Data Collection Form	X	
6	Financial statement report info	Schedule of Findings and Questioned costs, Part 1, and OMB Data Collection Form	X	
7	Federal program report info	Schedule of Findings and Questioned costs, Part 1, and OMB Data Collection Form	X	
8	Type of Compliance Required	OMB Data Collection Form	X	
9	Basic financial statements and auditor reports required to be submitted electronically	Basic financial statements and auditor's reports	X	

*Ralph A. Lee*

Certified Public Accountant  
September 24, 2010

## **FINANCIAL DATA SCHEDULES**

Entity Wide Balance Sheet Summary

Submission Type: Audited/A-133

Fiscal Year End: 12/31/2009

	Project Total	14.871 Housing Choice Vouchers	6 Component Units	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$1,246,423	\$76,442	\$31,215	\$1,354,080		\$1,354,080
112 Cash - Restricted - Modernization and Development						
113 Cash - Other Restricted		\$707,708		\$707,708		\$707,708
114 Cash - Tenant Security Deposits	\$44,812		\$6,322	\$51,134		\$51,134
115 Cash - Restricted for Payment of Current Liabilities						
100 Total Cash	\$1,291,235	\$784,150	\$37,537	\$2,112,922	\$0	\$2,112,922
121 Accounts Receivable - PHA Projects						
122 Accounts Receivable - HUD Other Projects	\$101,727			\$101,727		\$101,727
124 Accounts Receivable - Other Government						
125 Accounts Receivable - Miscellaneous		\$71,808		\$71,808		\$71,808
126 Accounts Receivable - Tenants	\$4,353			\$4,353		\$4,353
126.1 Allowance for Doubtful Accounts - Tenants	-\$2,499			-\$2,499		-\$2,499
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0		\$0		\$0
127 Notes, Loans, & Mortgages Receivable - Current						
128 Fraud Recovery						
128.1 Allowance for Doubtful Accounts - Fraud						
129 Accrued Interest Receivable						
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$103,581	\$71,808	\$0	\$175,389	\$0	\$175,389
131 Investments - Unrestricted						
132 Investments - Restricted						
135 Investments - Restricted for Payment of Current Liability						
142 Prepaid Expenses and Other Assets	\$5,195			\$5,195		\$5,195
143 Inventories	\$31,096			\$31,096		\$31,096
143.1 Allowance for Obsolete Inventories	-\$238			-\$238		-\$238
144 Inter Program Due From	\$10,428			\$10,428	-\$10,428	\$0
145 Assets Held for Sale						
150 Total Current Assets	\$1,441,297	\$855,958	\$37,537	\$2,334,792	-\$10,428	\$2,324,364
161 Land	\$196,397		\$10,000	\$206,397		\$206,397
162 Buildings	\$3,261,150		\$340,000	\$3,601,150		\$3,601,150
163 Furniture, Equipment & Machinery - Dwellings	\$234,577			\$234,577		\$234,577
164 Furniture, Equipment & Machinery - Administration	\$69,835	\$17,318		\$87,153		\$87,153
165 Leasehold Improvements	\$8,342,691			\$8,342,691		\$8,342,691
166 Accumulated Depreciation	-\$7,989,598	-\$7,832	-\$85,930	-\$8,083,360		-\$8,083,360
167 Construction in Progress	\$837,499			\$837,499		\$837,499
168 Infrastructure						
160 Total Capital Assets, Net of Accumulated Depreciation	\$4,952,551	\$9,486	\$264,070	\$5,226,107	\$0	\$5,226,107
171 Notes, Loans and Mortgages Receivable - Non-Current						
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due						
173 Grants Receivable - Non Current						
174 Other Assets						
176 Investments in Joint Ventures						
180 Total Non-Current Assets	\$4,952,551	\$9,486	\$264,070	\$5,226,107	\$0	\$5,226,107
190 Total Assets	\$6,393,848	\$865,444	\$301,607	\$7,560,899	-\$10,428	\$7,550,471

311 Bank Overdraft						
312 Accounts Payable <= 90 Days	\$585			\$585		\$585
313 Accounts Payable >90 Days Past Due						
321 Accrued Wage/Payroll Taxes Payable						
322 Accrued Compensated Absences - Current Portion	\$431	\$1,600		\$2,031		\$2,031
324 Accrued Contingency Liability						
325 Accrued Interest Payable	\$67,929			\$67,929		\$67,929
331 Accounts Payable - HUD PHA Programs						
332 Account Payable - PHA Projects						
333 Accounts Payable - Other Government	\$26,860			\$26,860		\$26,860
341 Tenant Security Deposits	\$44,812		\$6,322	\$51,134		\$51,134
342 Deferred Revenues						
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue Bonds	\$123,991			\$123,991		\$123,991
344 Current Portion of Long-term Debt - Operating Borrowings						
345 Other Current Liabilities			\$71,808	\$71,808		\$71,808
346 Accrued Liabilities - Other						
347 Inter Program - Due To		\$10,428		\$10,428	-\$10,428	\$0
348 Loan Liability - Current						
310 Total Current Liabilities	\$264,608	\$12,028	\$78,130	\$354,766	-\$10,428	\$344,338
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	\$1,390,756			\$1,390,756		\$1,390,756
352 Long-term Debt, Net of Current - Operating Borrowings						
353 Non-current Liabilities - Other						
354 Accrued Compensated Absences - Non Current	\$68,990	\$4,904		\$73,894		\$73,894
355 Loan Liability - Non Current						
356 FASB 5 Liabilities						
357 Accrued Pension and OPEB Liabilities						
350 Total Non-Current Liabilities	\$1,459,746	\$4,904	\$0	\$1,464,650	\$0	\$1,464,650
300 Total Liabilities	\$1,724,354	\$16,932	\$78,130	\$1,819,416	-\$10,428	\$1,808,988
508.1 Invested In Capital Assets, Net of Related Debt	\$3,437,804	\$9,486	\$264,070	\$3,711,360		\$3,711,360
509.2 Fund Balance Reserved						
511.2 Unreserved, Designated Fund Balance						
511.1 Restricted Net Assets	\$44,812	\$707,708	\$6,322	\$758,842		\$758,842
512.1 Unrestricted Net Assets	\$1,186,878	\$131,318	-\$46,915	\$1,271,281		\$1,271,281
512.2 Unreserved, Undesignated Fund Balance						
513 Total Equity/Net Assets	\$4,669,494	\$848,512	\$223,477	\$5,741,483	\$0	\$5,741,483
600 Total Liabilities and Equity/Net Assets	\$6,393,848	\$865,444	\$301,607	\$7,560,899	-\$10,428	\$7,550,471

**Entity Wide Revenue and Expense Summary**

Submission Type: Audited/A-133

Fiscal Year End: 12/31/2009

	Project Total	14,871 HCV	6 Component Units	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$374,589		\$51,969	\$426,558		\$426,558
70400 Tenant Revenue - Other	\$6,086			\$6,086		\$6,086
70500 Total Tenant Revenue	\$380,675	\$0	\$51,969	\$432,644	\$0	\$432,644
70600 HUD PHA Operating Grants	\$1,329,090	\$985,799		\$2,314,889		\$2,314,889
70610 Capital Grants	\$13,048			\$13,048		\$13,048
70710 Management Fee						
70720 Asset Management Fee						
70730 Book Keeping Fee						
70740 Front Line Service Fee						
70750 Other Fees						
70700 Total Fee Revenue				\$0	\$0	\$0
70800 Other Government Grants						
71100 Investment Income - Unrestricted	\$17,469	\$3,290		\$20,759		\$20,759
71200 Mortgage Interest Income						
71300 Proceeds from Disposition of Assets Held for Sale						
71310 Cost of Sale of Assets						
71400 Fraud Recovery						
71500 Other Revenue	\$19,329	\$2,996		\$22,325		\$22,325
71600 Gain or Loss on Sale of Capital Assets	-\$24,386			-\$24,386		-\$24,386
72000 Investment Income - Restricted		\$11,600		\$11,600		\$11,600
70000 Total Revenue	\$1,735,225	\$1,003,685	\$51,969	\$2,790,879	\$0	\$2,790,879
91100 Administrative Salaries	\$246,616	\$65,155		\$311,771		\$311,771
91200 Auditing Fees	\$6,000			\$6,000		\$6,000
91300 Management Fee			\$3,000	\$3,000		\$3,000
91310 Book-keeping Fee			\$1,460	\$1,460		\$1,460
91400 Advertising and Marketing	\$214			\$214		\$214
91500 Employee Benefit contributions - Administrative	\$100,949	\$28,681		\$129,630		\$129,630
91600 Office Expenses	\$6,490	\$562	\$153	\$7,205		\$7,205
91700 Legal Expense	\$20,164			\$20,164		\$20,164
91800 Travel	\$52,352	\$986		\$53,338		\$53,338
91810 Allocated Overhead						
91900 Other	\$48,282	\$2,026	\$5,868	\$56,176		\$56,176
91000 Total Operating - Administrative	\$481,067	\$97,410	\$10,481	\$588,958	\$0	\$588,958
92000 Asset Management Fee						
92100 Tenant Services - Salaries						
92200 Relocation Costs						
92300 Employee Benefit Contributions - Tenant Services						
92400 Tenant Services - Other	\$2,351	\$175		\$2,526		\$2,526
92500 Total Tenant Services	\$2,351	\$175	\$0	\$2,526	\$0	\$2,526

93100 Water	\$1,818	\$139		\$1,957		\$1,957
93200 Electricity	\$18,952	\$1,089		\$20,041		\$20,041
93300 Gas	\$81,764			\$81,764		\$81,764
93400 Fuel						
93500 Labor						
93600 Sewer	\$2,148	\$313		\$2,461		\$2,461
93700 Employee Benefit Contributions - Utilities						
93800 Other Utilities Expense			\$176	\$176		\$176
93000 Total Utilities	\$104,682	\$1,541	\$176	\$106,399	\$0	\$106,399
94100 Ordinary Maintenance and Operations - Labor	\$214,489			\$214,489		\$214,489
94200 Ordinary Maintenance and Operations - Materials and Other	\$75,220	\$1,157	\$6,461	\$82,838		\$82,838
94300 Ordinary Maintenance and Operations Contracts	\$127,479	\$1,075		\$128,554		\$128,554
94500 Employee Benefit Contributions - Ordinary Maintenance	\$114,130			\$114,130		\$114,130
94000 Total Maintenance	\$531,318	\$2,232	\$6,461	\$540,011	\$0	\$540,011
95100 Protective Services - Labor						
95200 Protective Services - Other Contract Costs						
95300 Protective Services - Other						
95500 Employee Benefit Contributions - Protective Services						
95000 Total Protective Services	\$0	\$0	\$0	\$0	\$0	\$0
96110 Property Insurance	\$58,716		\$3,282	\$61,998		\$61,998
96120 Liability Insurance	\$14,076			\$14,076		\$14,076
96130 Workmen's Compensation	\$12,575			\$12,575		\$12,575
96140 All Other Insurance						
96100 Total Insurance Premiums	\$85,367	\$0	\$3,282	\$88,649	\$0	\$88,649
96200 Other General Expenses	\$2,187			\$2,187		\$2,187
96210 Compensated Absences	\$7,401	\$1,600		\$9,001		\$9,001
96300 Payments in Lieu of Taxes	\$26,860			\$26,860		\$26,860
96400 Bad debt - Tenant Rents	\$22,580			\$22,580		\$22,580
96500 Bad debt - Mortgages						
96600 Bad debt - Other						
96800 Severance Expense						
96000 Total Other General Expenses	\$59,028	\$1,600	\$0	\$60,628	\$0	\$60,628
96710 Interest of Mortgage (or Bonds) Payable						
96720 Interest on Notes Payable (Short and Long Term)	\$73,730			\$73,730		\$73,730
96730 Amortization of Bond Issue Costs						
96700 Total Interest Expense and Amortization Cost	\$73,730	\$0	\$0	\$73,730	\$0	\$73,730
96900 Total Operating Expenses	\$1,337,543	\$102,958	\$20,400	\$1,460,901	\$0	\$1,460,901



97000	Excess of Operating Revenue over Operating Expenses	\$397,682	\$900,727	\$31,569	\$1,329,978	\$0	\$1,329,978
97100	Extraordinary Maintenance	\$3,705			\$3,705		\$3,705
97200	Casualty Losses - Non-capitalized						
97300	Housing Assistance Payments		\$828,592		\$828,592		\$828,592
97350	HAP Portability-In		\$0		\$0		\$0
97400	Depreciation Expense	\$400,139	\$3,468	\$12,364	\$415,971		\$415,971
97500	Fraud Losses						
97600	Capital Outlays - Governmental Funds						
97700	Debt Principal Payment - Governmental Funds						
97800	Dwelling Units Rent Expense						
90000	Total Expenses	\$1,741,387	\$935,018	\$32,764	\$2,709,169	\$0	\$2,709,169
10010	Operating Transfer In	\$80,000			\$80,000	-\$80,000	\$0
10020	Operating transfer Out	-\$80,000			-\$80,000	\$80,000	\$0
10030	Operating Transfers from/to Primary Government						
10040	Operating Transfers from/to Component Unit						
10050	Proceeds from Notes, Loans and Bonds						
10060	Proceeds from Property Sales						
10070	Extraordinary Items, Net Gain/Loss						
10080	Special Items (Net Gain/Loss)						
10091	Inter Project Excess Cash Transfer In						
10092	Inter Project Excess Cash Transfer Out						
10093	Transfers between Program and Project - In						
10094	Transfers between Project and Program - Out						
10100	Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0	\$0
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$6,162	\$68,667	\$19,205	\$81,710	\$0	\$81,710
11020	Required Annual Debt Principal Payments	\$120,430	\$0	\$0	\$120,430		\$120,430
11030	Beginning Equity	\$4,634,177	\$779,845	\$202,010	\$5,616,032		\$5,616,032
11040	Prior Period Adjustments, Equity Transfers and Correction of Errors	\$41,479		\$2,262	\$43,741		\$43,741
11050	Changes in Compensated Absence Balance						
11060	Changes in Contingent Liability Balance						
11070	Changes in Unrecognized Pension Transition Liability						
11080	Changes in Special Term/Severance Benefits Liability						
11090	Changes in Allowance for Doubtful Accounts - Dwelling Rents						
11100	Changes in Allowance for Doubtful Accounts - Other						
11170	Administrative Fee Equity		\$140,804		\$140,804		\$140,804
11180	Housing Assistance Payments Equity		\$707,708		\$707,708		\$707,708
11190	Unit Months Available	3276	2364	120	5760		5760
11210	Number of Unit Months Leased	3160	1875	120	5155		5155
11270	Excess Cash	\$1,030,126			\$1,030,126		\$1,030,126
11610	Land Purchases	\$0			\$0		\$0
11620	Building Purchases	\$0			\$0		\$0
11630	Furniture & Equipment - Dwelling Purchases	\$0			\$0		\$0
11640	Furniture & Equipment - Administrative Purchases	\$0			\$0		\$0
11650	Leasehold Improvements Purchases	\$13,048			\$13,048		\$13,048
11660	Infrastructure Purchases	\$0			\$0		\$0
13510	CFFP Debt Service Payments	\$0			\$0		\$0
13901	Replacement Housing Factor Funds	\$0			\$0		\$0