

<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Georgia Department of Community Affairs</u> PHA Code: <u>GA901</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2015</u>																										
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>16,638</u>																										
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 35%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width: 20%;">Programs Not in the Consortia</th> <th colspan="2" style="width: 15%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 5%;">PH</th> <th style="width: 5%;">HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
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PHA 2:																											
PHA 3:																											
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the PHA is to partner with landlords to provide decent, safe, and affordable housing to residents in the 149 counties in Georgia served by DCA who could otherwise not afford stable housing.																										
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  <b>HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.</b> PHA Goal: Expand the supply of assisted housing Objectives: <ul style="list-style-type: none"> <li>✓ Apply for additional vouchers, if made available by HUD</li> </ul> <p style="margin-left: 40px;">DCA has applied for and received 130 additional VASH vouchers since 2010.</p> <p style="margin-left: 40px;">VASH Vouchers at End of FY 2010 - 415          VASH Vouchers at End of FY 2013 - 415          VASH Vouchers at End of FY 2014 - 440          VASH Vouchers as of Feb 2015 - 545</p> <ul style="list-style-type: none"> <li>✓ Continue to utilize and apply for additional special purpose vouchers, such as the Veterans Affairs Supportive Housing Vouchers (VASH) to meet the needs of homeless veterans in counties served by DCA.</li> </ul> <p>PHA Goal: Improve the quality of assisted housing          Objectives:  <ul style="list-style-type: none"> <li>✓ Ensure program compliance</li> <li>✓ Implement resources, such as computer software, to allow more efficient program management.</li> </ul> </p> <p>PHA Goal: Increase assisted housing choices          Objectives:  <ul style="list-style-type: none"> <li>✓ Conduct outreach efforts to potential voucher landlords</li> <li>✓ Increase voucher homeownership program</li> </ul> </p> <b>HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals</b> PHA Goal: Promote self-sufficiency and asset development of assisted households Objectives:																										

- ✓ Continue to collaborate with partners in the project-based voucher communities to encourage and increase self-sufficiency for families receiving supportive services

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ✓ Continue to Affirmatively Further Fair Housing via the outlined methods in the AFFH plan.

**PHA Plan Update**

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

- Implementation of a new computer software to increase accuracy and efficiency in program administration.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

Georgia Department of Community Affairs (DCA)  
60 Executive Park Drive South, NE  
Atlanta, GA 30329-2231

Northern Regional Office  
1060 Dowdy Rd.  
Suite 201  
Athens, GA 30606-5700

Central Regional Office  
21 Industrial Blvd  
Eastman, GA 31023

Atlanta Regional Office  
2260 Northlake Parkway  
Ste. 300  
Tucker, GA 30084

Southern Regional Office  
960-A City Boulevard  
Waycross, GA 31502

Copies of the 5-Year and Annual PHA Plan may also be obtained via the DCA website at:  
[http://www.dca.state.ga.us/housing/RentalAssistance/programs/admin\\_hcyp.asp](http://www.dca.state.ga.us/housing/RentalAssistance/programs/admin_hcyp.asp)

**Eligibility, Selection and Admissions Policies, including Deconcentration and Waiting List Procedures**

The DCA Administrative Plan contains the Eligibility, Selection and Admissions Policies, including Deconcentration and Waiting List Procedures. This year, DCA plans to review and update the Administrative Plan to ensure efficient and effective methodologies to improve the HCV program overall.

**WAITING LIST PROCEDURES**

**Opening and Closing the Waiting List**

DCA maintains a total of 149 waiting lists (one for each county in its jurisdiction). Subject to programmatic and budgetary conditions, it is DCA's goal to open each county waiting list based on need for housing in that county. DCA will collaborate with county officials to assess affordable housing needs.

Waiting list openings will be conducted via a new online portal that will allow families to submit online applications. DCA plans to retain vendors to assist elderly, handicapped, disabled and/or Limited English Proficiency (LEP) persons to apply to the waiting list.

6.0

**Updating and Purging the Waiting List**

Periodically, DCA will attempt to contact applicants on the waiting list to determine if the family is still seeking rental assistance, and if any changes have occurred in the family's household. The applicant will have fifteen days to contact DCA to confirm his/her continued interest in the Housing Choice Voucher programs. If DCA does not receive the applicant's notice of continued interest by the deadline date, the applicant's name will be removed from the waiting list. If the applicant is removed from the waiting list, the applicant may request an informal review.

DCA does not accept responsibility for mail delays or improperly forwarded mail. Families on the waiting list are responsible for informing DCA in writing of any changes to the household, including a change of address.

If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice and the envelope and letter will be maintained in the file.

If the applicant failed to respond and, in the informal hearing, presents information supporting the failure to respond is due to the disability of a family member, DCA will reinstate the family on the list in its original position.

If an applicant falsifies documents or makes false statements in order to qualify for any preference, the family will be permanently removed from the waiting list, and offered an opportunity for an informal review.

**Financial Resources**

<b>Financial Resources Statement</b> Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2009 grants)	N/A	-
a) Public Housing Operating Fund	N/A	-
b) Public Housing Capital Fund	N/A	-
c) HOPE VI Demolition & Revitalization	N/A	-
d) Annual Contributions for Section 8 Tenant-Based Assistance	\$142,241,288	HAP
e) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	-
f) Resident Opportunity and Self- Sufficiency Grants	N/A	-
g) Community Development Block Grant	N/A	-
h) HOME -	N/A	-
Other Federal Grants	N/A	-
Family Self Sufficiency		
2. Prior Year Federal Grants (unobligated funds only)	N/A	-
4. Other Income/Resources	N/A	-
Admin Fee	\$11,160,799	Operations
Mainstream	\$ 411,324	
4. Non-Federal Sources N/A	N/A	-
<b>Total Resources</b>	<b>\$153,813,411</b>	<b>-</b>

**Rent Determination**

It is DCA's responsibility to ensure that the rents charged by owners are reasonable based upon objective comparables in the rental market. DCA will not approve the tenancy or execute a HAP contract until it has determined that the unit meets the minimum HQS and that the rent is reasonable.

DCA will determine rent reasonableness at initial lease-up, before any increases in rent to owner and at other times as described in this section. DCA will provide the owner with information concerning rent adjustments in the Voucher programs

Rents will be disapproved if the rent is determined to be unreasonable. DCA will determine the reasonableness of the rent in relation to comparable units available on the private unassisted market, and the rent charged by the owner for a comparable unassisted unit in the building or premises.

### **Operation and Management**

DCA is a separate agency of the State of Georgia. The powers of the Authority are vested in nineteen (19) members who also comprise the Board of DCA. Board members are appointed by the Governor and are composed of one member from each United States Congressional District in the State (currently fourteen) plus five additional members from the State at large and include elected officials of counties or municipalities, individuals with an interest or expertise in community or economic development, environmental issues, housing development or finance or citizens who in the judgment and discretion of the Governor would enhance the DCA Board. The Governor nominates to the Board of Directors an individual, who upon the Board's approval, serves as the Commissioner of DCA. The Commissioner directs the day-to-day administration of the agency's staff and activities.

DCA's Rental Assistance Division (RAD) administers the Housing Choice Voucher Program, Moderate Rehabilitation, Project Based, DCA/DHR Housing Initiative and Homeownership programs. The RAD staff includes a Division Director who serves as the Executive Director for the Housing Choice Voucher Program.

Due to the large geographical jurisdiction of DCA (149 of Georgia's 159 counties), the approximately 16,638 vouchers are administered by four Regional Offices, located in Athens, Eastman, Tucker, and Waycross, Georgia. DCA administers the following rental assistance programs:

1. HCV Housing Choice Programs
2. Welfare to Work (Prosperity Voucher Program)
3. Family Self Sufficiency
4. Project Based Program
5. Enhanced Voucher Program
6. Homeownership Program
7. Mainstream Housing Choice Voucher Program
8. DCA/DHR Housing Initiative
9. Veterans Administration Supportive Housing
10. Money Follows the Person

### **Grievance Procedures**

#### **Grievance Procedure**

The DCA has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) regulations implementing Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended. Section 504 states, in part, that, "No otherwise qualified disabled individual...shall solely by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." These grievance procedures are available for use by current employees of the Authority and by current recipients of HUD assistance. These grievance procedures do not apply to applicants for employment or to applicants for assistance under the Housing Choice Voucher Program.

#### **Informal Review Procedures for Applicants**

A "review" is for applicants, including families issued a Voucher who have requested lease approval but have not been authorized by DCA to sign the lease and DCA has not signed a HAP Contract with the landlord.

\*Families must be notified in writing of their right to an informal review in some circumstances in which DCA makes a decision affecting their eligibility or assistance. Requests for a review must be made in writing within fifteen days of the date of the written notification of denial of eligibility or assistance. The Regional Housing Administrator of the Regional Office in which the decision was made will conduct the informal review.

DCA is not required to give a “review” for the following actions:

1. Discretionary administrative determinations by DCA.
2. General policy issues and class grievances.
3. The establishment of the DCA schedule of utility allowances.
4. A determination not to approve an extension of a voucher.
5. A determination not to approve a unit.
6. A determination that a unit selected is not in compliance with HQS.
7. A determination that the unit is not in accordance with HQS because of family size or composition.

The applicant will be advised that he/she may produce evidence or have a representative present it for him/her if a review is requested. If the applicant agrees, the review may be conducted by telephone. The Regional Administrator will notify the applicant of his/her final decision after the informal review, including a brief statement of the reasons for the final decision.

#### **Informal Hearing Procedures for Participants**

Participants are entitled and must be informed of their right to an informal hearing in most circumstances in which DCA makes a decision affecting their continued eligibility or assistance.

DCA is not required to give an informal hearing for the following actions:

1. To review discretionary administrative determinations by DCA.
2. To review general policy issues or class grievances.
3. To review the establishment of the DCA schedule of utility allowances for families in the program.
4. A determination not to approve an extension or suspension of a voucher term.
5. A determination not to approve a unit or lease.
6. A determination that an assisted unit is not in compliance with HQS.
7. A determination that the unit is not in accordance with HQS because of the family size.
8. A determination by DCA to exercise or not to exercise any rights or remedy against the owner under a HAP contract.

All requests for informal hearings must be made in writing within fifteen days of the notification letter. Participants who request a hearing will be notified in writing of the date, time, and place of the hearing. Copies of all documents (policies, regulations, procedures, forms, letters, etc.) that will be used as evidence in support of DCA’s decision will be sent to the family upon request. In return, the participant is required to submit copies of any documents s/he intends to use as evidence at the hearing. Evidence that is not submitted in advance cannot be used without permission from the Hearing Officer. The termination will be upheld if a participant fails to attend a hearing. If a participant is unable to attend a scheduled hearing, they must notify DCA 24 hours in advance and provide documentation of the emergency. In this instance, one final hearing will be scheduled.

The Hearing Officer will conduct the informal hearing. The Hearing Officer may be a Regional Compliance Officer from another jurisdiction in the state, a contract employee designated to conduct informal hearings or another DCA employee who did not generate the decision. The Hearing Officer must regulate the conduct of the hearing. Both DCA and the family must have the opportunity to present evidence and/or witnesses. The participant will be given the option of presenting oral or written objections to the decision in question. The participant has a right to legal counsel, at his/her own expense.

The Hearing Officer will make a determination on whether the rule or regulation was correctly or incorrectly applied based on the information submitted at the hearing. A notice of the Hearing Findings shall be provided in writing to DCA with a copy to the participant within fifteen business days and shall include a brief explanation of the reasons for the final decision.

The hearing decision is final and cannot be appealed.

The written hearing request, supporting documentation, and the final decision will be retained in the family's file.

#### **Continuance of Assistance during the Hearing Process**

If a participant family requests a hearing due to rental assistance being terminated, the family is entitled to continued assistance in the same unit unless the termination is for abuse that prevents the completion of a recertification or uncorrected tenant-caused violations of HQS. If a hearing is requested, the participant will

be responsible for all the rent during the hearing process. If the hearing decision reinstates the participant, a new voucher will be issued, the unit will be inspected and a new HAP contract will be executed effective the date the unit passes inspection. DCA will not make the payment retroactive to the stop payment date.

- The following are examples that prevent the completion of the recertification process:
  - Missed appointments and staff can't complete inspections or recertification paperwork.
  - Failure to return applications
  - Uncorrected family HQS violations
  - Failure to provide information needed to complete recertification.
  - Family has vacated assisted unit due to eviction or unauthorized move

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

N/A

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

DCA's Family Self Sufficiency Program (FSS) relies on a collaborative effort with local private and public resources to provide housing choice voucher families who are unemployed or underemployed with opportunities for education, job training, counseling and other supportive services to obtain employment that will allow them to achieve independence and economic self sufficiency.

Participation in the program is voluntary. A family enters into a contract of participation and works with its FSS Coordinator to achieve certain agreed upon goals. The contract, which has a term of up to five years, with a possibility of a two year extension, outlines the rights and responsibilities of the family while participating in the FSS program and evaluates and addresses the family's individual needs. Each FSS participant develops a step-by-step Individual Training and Service Plan (ITSP) to help attain completion of goals identified in the contract.

A key feature of the FSS program is the establishment of an escrow account to hold funds on the family's behalf. The amount credited to the account is based on increases in the family's earned income during the term of the FSS contract.

The FSS family is eligible to receive escrow funds when one of the following conditions is met:

1. The FSS family meets all goals, completes the FSS Contract, and is welfare free for a year; or
2. The FSS family TTP exceeds the applicable Payment Standard for the bedroom size that the FSS family is eligible, and the FSS family certifies it is currently welfare free.

The services and activities provided through the FSS program are the result of an ongoing partnership between DCA and statewide social service agencies. Coordination of services guarantees that the family is exposed to a full array of benefits without unnecessary duplication.

DCA's FSS Program operates in at least one county of each of DCA's regional jurisdictions and currently has more than 500 participants and a waiting list. Participating counties should have the resources available to ensure that the families have the transportation, educational facilities and other supportive services necessary for families to achieve economic self-sufficiency. A FSS coordinator is assigned to each regional office and works with enrolled families to identify specific support services needed by the family; the activities the family must perform and a reasonable timeframe for successful completion of the FSS contract.

#### **Safety and Crime Prevention**

N/A

#### **Pets**

N/A

#### **Civil Rights Certification**

The Civil rights certification is bundled with the PHA Plan Certification of Compliance with the PHA Plans/Related Regulations and will be submitted to the Atlanta area office of HUD. The DCA examines its programs and proposed programs to identify impediments to fair housing choice within those programs and addresses any impediments to the best of our ability given any financial limitations.

#### **Fiscal Year Audit**

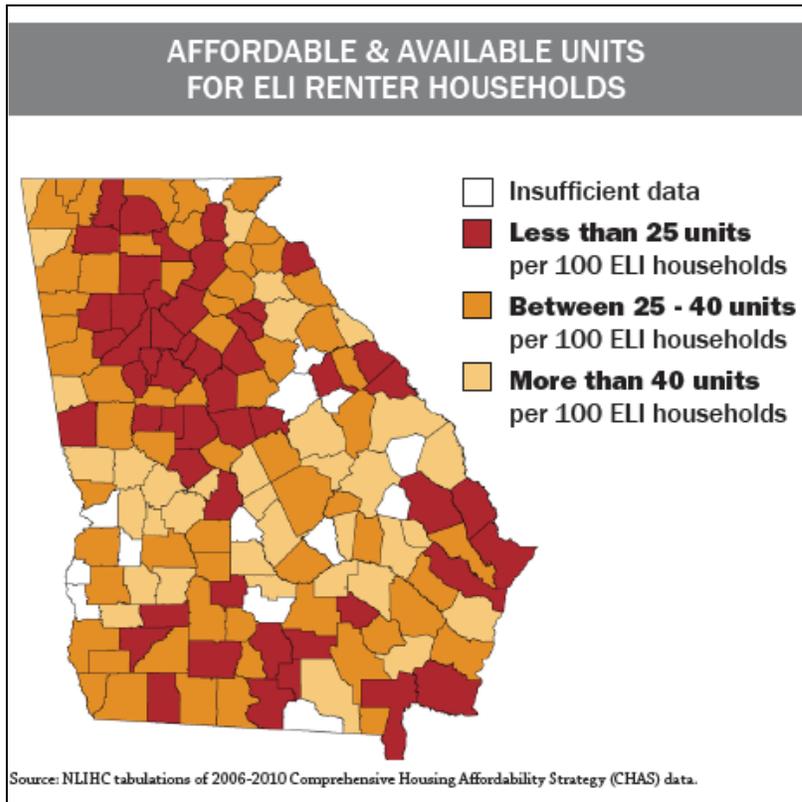
The auditor determined there were no material findings during the last fiscal year audit.

	<p><b><u>Asset Management</u></b> N/A</p> <p><b><u>Violence Against Women Act (VAWA)</u></b> DCA will continue its efforts to support and assist children and adult victims of domestic violence, dating violence, sexual assault, and stalking and will continue to establish collaborative programs with domestic violence service providers. With respect to the Housing Choice Voucher program:</p> <ol style="list-style-type: none"> <li>1. Any information provided by the victim will be kept confidential and will not be shared with other related agencies unless requested or consented to by the victim in writing, required for use in an eviction proceeding of an abuser, stalker or perpetrator of domestic violence, or is otherwise required by applicable law.</li> <li>2. DCA will allow such victim(s) an opportunity to explain negative rental, financial or criminal history and lease violations, which were caused by such violence, prior to taking final adverse action against the victim such as denial into the program or termination/eviction.</li> <li>3. DCA does not deny admission or terminate assistance, tenancy or occupancy rights of such victims and their immediate family members when the reason for denial/termination is directly related to such violence, unless the member is the perpetrator.</li> <li>4. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of the victim of that violence.</li> <li>5. Tenancy will not be terminated if the head of household or an immediate family member is the victim of criminal activity that is directly related to domestic violence, dating violence or stalking engaged in by a member of the household, a guest or another person under the control of the head of household.</li> </ol> <p>Limitations include:</p> <ul style="list-style-type: none"> <li>▪ So long as DCA applies the same standard to all tenants, assistance may be terminated for violations not based on an incident or incidents of domestic violence, dating violence or stalking for which VAWA provides protections.</li> <li>▪ If a participant claims protection under VAWA, DCA may require certification concerning the incident or incidents to enable those protections. There are three ways to certify: <ol style="list-style-type: none"> <li>1. Submission of HUD form 50066</li> <li>2. Submission of a police report or court record</li> <li>3. Submission of documentation signed by a victim service provider, an attorney or a medical professional.</li> </ol> </li> </ul>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p><b>(d) Homeownership</b></p> <p>DCA administers a homeownership program which enables certain rental assistance program participants to purchase a home in DCA’s jurisdiction using the Housing Assistance Payment (HAP) as income for the purpose of qualifying for a mortgage loan. Several elements of the homeownership option differ from those of the rental assistance program. Homeownership program details are listed in the DCA Administrative plan, including eligibility criteria, program requirements, family obligations, sales contract and financing requirements, and continuing eligibility.</p> <p>Currently there are 59 participants utilizing the Homeownership Voucher.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. N/A</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. N/A</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. N/A</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. N/A</p>

**Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

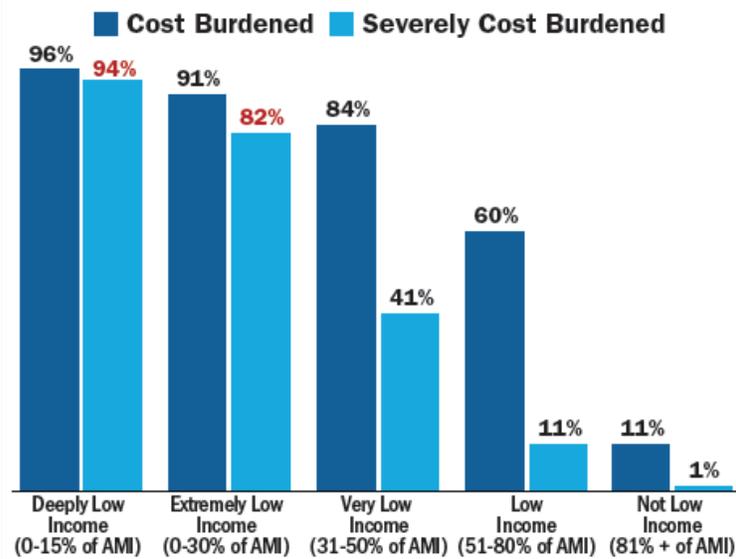
Administering the Housing Choice Voucher Program in 149 of Georgia's 159 counties, the Georgia Department of Community Affairs has identified affordable rental assistance as a need among low-income, very low-income and extremely low-income families within DCA's jurisdiction. Many renters in Georgia are extremely low income and face a housing cost burden. Across the state, there is a deficit of rental units both affordable and available to extremely low income (ELI) renter households, i.e. those with incomes at 30% or less of the area median income (AMI).

9.0



### HOUSING COST BURDEN BY INCOME GROUP

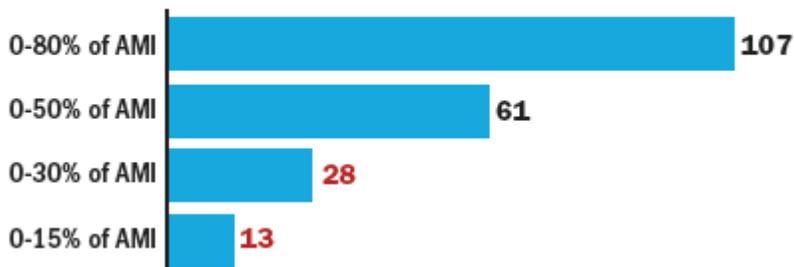
Renter households spending more than 30% of their income on housing costs and utilities are **cost burdened**; those spending more than half of their income are considered **severely cost burdened**.



Source: NLIHC tabulations of 2012 American Community Survey Public Use Microdata Sample (PUMS) housing file.

### HOUSING SHORTAGE BY INCOME THRESHOLD

The lower the income threshold, the greater the shortage of affordable and available units per 100 renter households.



Source: NLIHC tabulations of 2012 American Community Survey Public Use Microdata Sample (PUMS) housing file.

**Strategy for Addressing Housing Needs.** Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

DCA will implement the following strategies for addressing the housing needs of our community:

- ✓ Maximize the number of affordable units available to DCA within our current resources
- ✓ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ✓ Maintain and increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ✓ Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ✓ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ✓ Utilize project-based tenant-based vouchers
- ✓ DCA will apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ✓ Market to local non-profit agencies that assist families with disabilities
- ✓ Provide reasonable accommodation in all housing programs
- ✓ Conduct extensive community-wide marketing and outreach
- ✓ Conduct activities to affirmatively further fair housing
- ✓ Counsel Section 8 tenants on location of units outside of areas of poverty or minority concentration and assist them to locate those units

Challenges facing the housing authority on attaining these goals are low vacancy rates, rising rents, reluctance of owners in low-poverty neighborhoods to participate in the tenant-based program and low production of new affordable housing.

9.1

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>HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.</b></p> <p>Goal 1: Expand the supply of assisted housing HACLA Actions</p> <p>DCA's Actions:</p> <ul style="list-style-type: none"> <li>➤ The Housing Authority has applied for and received additional Veterans Administration Supportive Housing (VASH) vouchers.</li> </ul> <p>Goal 2: Improve the quality of assisted housing.</p> <p>DCA's Actions:</p> <ul style="list-style-type: none"> <li>➤ The Housing Authority will continue to administer the HCV program in accordance with HUD's rules and recommendations.</li> <li>➤ The Housing Authority has acquired new software to ensure efficient management of the daily operations of the program.</li> </ul> <p>Goal 3: Increase assisted housing choices.</p> <p>DCA's Actions:</p> <ul style="list-style-type: none"> <li>➤ The Housing Authority continues to study the feasibility of adjustments to Voucher Standards, Homeownership programs, waiting list management strategies and voluntary conversion to vouchers in effort to maximize its housing stock and to improve the supply of low-income units to residents.</li> <li>➤ The Housing Authority continues to maintain a web-based housing locator service, <a href="http://www.georgiahousingsearch.org">www.georgiahousingsearch.org</a> in an effort to overcome the barrier of finding safe and affordable housing. The website encourages landlords in all 159 counties to list their vacant units.</li> </ul> <p><b>Strategic Goal: Promote self-sufficiency and asset development of families and individuals</b></p> <p>Goal 1: Promote self-sufficiency and asset development of assisted households.</p> <p>DCA's Actions:</p> <ul style="list-style-type: none"> <li>➤ The Housing Authority continues to operate a Family Self-Sufficiency Program for HCV participants, pending the availability of financial resources.</li> </ul> <p><b>Strategic Goal: Ensure equal opportunity in housing for all Americans</b></p> <p>Goal 1: Ensure equal opportunity and affirmatively further fair housing.</p> <p>DCA's Actions</p> <ul style="list-style-type: none"> <li>➤ The Housing Authority will continue to comply with Fair Housing laws and strategic goals of the Affirmatively Furthering Fair Housing plan.</li> </ul> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>N/A</p>
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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>
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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.