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## **Houston County Housing Authority**

112 Memorial Terrace  
Warner Robins, Georgia 31099  
(478) 929-0229

February 4, 2014

Dear Citizens of Houston County

Thank you for the opportunity to present to you the Houston County Housing Authorities' Annual Plan for 2014-2015 and Five Year Plan 2014-2018. The Quality Housing and Work Responsibility Act of 1998 require that each housing authority complete a comprehensive annual plan in a prescribed format. The Houston County Housing Authority satisfies all of the statutory requirements. Many people contributed to the development of the planning including, county officials, community agencies, board of commissioners and Houston County residents.

The Houston County Housing Authority like other authorities has suffered through budget restraints while continuing to deliver safe, decent and sanitary housing for low to moderate income families. As an answer to decreased budgets the authority applied for and received the RAD grant. Through the RAD, we will remove Houston County from public housing and it will become project based section eight. While approved for RAD, the process has been difficult to say the least. RAD allows housing authorities to borrow funds to do necessary repairs and upgrades. We have worked with several lenders and are continually told that our rents will not support the amount of loan needed to update the property. We are determined to work through the process.

We will continue to improve the quality of our public housing and seek creative financial opportunities and partnerships to increase the number of housing units. The Authority will continue to develop programs and partner with other organizations in Warner Robins, both public and private, to enable public housing residents to become self-sufficient.

We invite the public to send us any comments and questions concerning the Plan. Comments may be sent to my attention at the above address. You are also invited to attend the Public Hearing on February 27, 2014 at 11:00 AM at the Kemp Harrison Community Center, 112 Memorial Terrace. We have planned an exciting year of continued growth and we look forward to hearing from you.

Sincerely,

S. L. Frazier  
Executive Director

**Significant Amendment to the PHA Plan  
As per PIH Notice 2012 -32**

1. The Houston County Housing Authority will convert 40 units of Public Housing to Project Based Voucher Unit under the Rental Application Demonstration Program. There are fourteen (14) one bedroom units; sixteen (16) two bedroom units; eight (8) three bedroom units and two (2) four bedroom units.
2. There will be no change in the number of units or change in the bedroom distribution of units proposed as part of the conversion.
3. There will be no changes in policies governing eligibility, admission, selection, and occupancy of units after the site has been converted. This includes Waiting List and Grievance Procedure. The Residents will be pulled from the current waiting list as it is currently set up. Any software changes will be completed by the soft ware provider.
4. Residents will be given the choice of transferring to another Community of their choice if they do not wish to participate or remain in a PBVC.
5. The Authority has held several Public Hearing to discuss the Annual Plan and the RAD Program. There have been meetings with the Residents in the Community and the Resident Council to discuss and answer any questions about the RAD Program.
6. The Capital Fund Grant for 2014 has not been released. The PHA is will use the Capital Funds with RAD Funds to complete renovations.

**RAD Program Elements**

1. Residents will not be re-screened upon conversion.
2. Residents have the right to return if relocated due to construction as a result of conversion.
3. If the rent increase is greater of 10% or \$25, the increase will be phased in over three years or up to five years, as determined by the PHA.
4. Residents will have continued eligibility for PH-FSS and ROSS-SC programs in they are available at the PHA.
5. Residents will have the right to establish and operate a resident organization and be eligible for resident participation funding.
6. Termination Notification:  
PHA must provide written notification of termination of lease within a reasonable time:
  - i. Not to exceed 30 days if health or safety of others tenants, PHA employees or persons residing in the vicinity are threatened or in the event of drug-related or violent criminal activity or any felony conviction;
  - ii. 14 days for non- payment of rent;
  - iii. 30 days in any other case unless State or local law provide for local law provide for a shorter time period.
  - iv. The Authority will renew the leases at expiration unless good cause exists for non- renewal. (Criminal Activity or other lease violation

## **Housing Needs**

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Every Public Housing Authority Annual Plan is required to provide a detailed analysis of the composition of the waiting list at the Authority. The Houston County Housing Authority has provided the information regarding our waiting list based on the list as of April 9, 2014. The Public Housing Waiting List is maintained in our computer system. The Public Housing Waiting List is currently closed. Applications are taken in accordance with the Houston County Housing Authority Admissions with a total of 147 applicants waiting for housing. Here is additional information concerning the list.

- The Authority has a waiting list of 35 applications. This indicates a significant need for additional housing. The last day the Authority accepted applications was on April, 2011.
- There are a large number of single persons on our waiting list that are under age 47. Some of these applicants have disabilities and the Authority continues to work with other non-profits to identify housing resources for this population.
- The need for family housing continues to be at the one and two bedroom level, with a secondary need for three bedroom units.
- A large numbers of applicants seek other housing assistance because of our two-to-three year waiting period. By increasing affordable housing options, we will be better able to reach these families in need by decreasing the waiting time for an available unit.
- Continue to provide effective maintenance and management polices to minimize the number of public housing units off line.
- Continue to reduce the time to turn a vacated unit.
- Continue to reduce the time to renovate public housing units.

## **Managing the Waiting List**

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### **9.1 Opening and Closing the Waiting List**

Opening of the waiting list will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

### **9.2 Organization of the Waiting List**

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;
- B. All applications will be maintained in order of bedroom size, and in order of date and time of application.
- C. Any contacts between the Authority and the applicant will be documented in the applicant file.

### **9.3 Families Nearing the Top of the Waiting List**

When a family appears to be within three (3) months of being offered a unit, the family will be invited to a Public Housing briefing. They will be shown the Public Housing Orientation film, taken on a tour of the community and take a walk through of a unit that is ready for occupancy. Once all preferences are verified the family will be moved from a pre-waiting list to a waiting list.

Once the preference has been verified, the family will complete a full application, present Social Security card, birth certificate citizenship/eligible immigrant information, and sign the Consent for Release of Information forms and other required by the Authority documents.

#### 9.4 **Purging the Waiting List**

The Authority will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom the Authority has current information, i.e. applicant's address, family composition, income category, and preferences.

#### 9.5 **Removal of Applicants from the Waiting List**

The Authority will not remove an applicant's name from the waiting list unless:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

#### 9.6 **MISSED APPOINTMENTS**

All applicants who fail to keep a scheduled appointment with Authority Staff will be sent a notice of termination of the process for eligibility.

The Authority will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause. When good cause exists for missing an appointment, the Staff will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review after being removed from the waiting list.

#### 9.7 **Notification of Negative Actions**

The Authority will notify any applicant whose name is being removed from the waiting list, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The agency system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the agency will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

## **Resident Selection and Assignment Plan**

### **10.1 Preferences for admission**

The Authority will not use preferences when selecting families to be housed. The Authority will practice income mixing when selecting families to be housed.

The date and time of application will be noted and utilized to determine the sequence families will be housed.

**Accessible Units:** Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

A. Each resident and member of household will be issued an ID card. Lost cards will be replaced for \$10.00.

#### **B. EXCEPTIONS FOR SPECIAL ADMISSION**

If HUD awards the Authority program funding that is targeted for specifically named families, the agency will admit these families under this procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The Authority maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- a. A family displaced because of demolition or disposition of a public housing project;
- b. A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
- c. For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990; and

**D. TARGETED FUNDING**

When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the targeted funding criteria.

Applicants who are admitted under targeted funding which are not identified as a Special Admission are identified by code in an automated system.

WRHA has the following “targeted” programs:

- a. Disabled Families
- b. Homeless (3-bedrooms) Families

**10.2 Assignment of Bedroom Sizes**

The following guidelines will determine each family’s unit size without overcrowding or over-housing:

<b>Number of Bedrooms</b>	<b>Number of Persons per Bedroom</b>	
	<b>Minimum</b>	<b>Maximum</b>
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families.

In determining bedroom size, the Authority will not include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

In addition, the following considerations may be taken in determining bedroom size:



- A. Children of the same sex will share a bedroom.
- B. Children of the opposite sex may share a bedroom.
- C. Adults and children will not be required to share a bedroom.
- D. Foster – adults and/or foster - children will not be required to share a bedroom with adult family members.
- E. Live-in aides will get a separate bedroom.

**Exceptions to normal bedroom size standards include the following:**

- A. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. Persons of different generations, persons of the opposite sex (other than spouses), and unrelated adults, may have separate bedrooms. However, the decision as to where the family members sleep will be left up to the head of household at the time of their initial interview. In conventional housing, the family will not be allowed to transfer to a larger or smaller unit unless the family composition changes.
- B. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow if the family is willing to pay the flat rent for that unit size. The Authority will allow the larger size unit if the family provides a verified medical need that the family is housed in a larger unit.
- C. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family's own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.
- D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

### **10.3 Selection from the Waiting List**

The Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

### **10.4 Deconcentration Policy in public housing**

It is Houston County Housing Authority's policy to provide for de-concentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we may skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and de-concentration incentives to implement. This information is available in Authority's Deconcentration of Poverty Plan.

### **10.5 Deconcentration Incentives in public housing**

The Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

## **10.6 Offer of a Public Housing Unit**

When the agency discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the de-concentration goal and/or the income targeting goal.

The Authority Staff will contact the family by mail and if necessary by phone to make the unit offer. The family will be given five (5) business days from the date the letter was mailed to contact the agency regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) days to accept or reject the unit. This verbal offer and the family's decision must be documented in the resident file. If the family rejects the offer of the unit, the agency will send the family a letter documenting the offer and the rejection.

## **10.7 Rejection of a public housing Unit**

If in making the offer to the family the Authority skipped over other families on the waiting list in order to meet their de-concentration goal or offered the family any other de-concentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the agency did not skip over other families on the waiting list to reach this family, did not offer any other de-concentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The date and time of application will be changed to the date and time the unit was rejected.

If the family rejects, with good cause, any unit offered they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

## **10.8 Acceptance of a public housing Unit**

The family will be required to sign a lease that will become effective no later than three (3) days after the date of acceptance or the day after the day the unit becomes available, whichever is later. The Authority reserves the right to waive the first month rent due to market conditions or the family's need.

The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the Lease and Occupancy orientation, without good cause, may result in the cancellation of the occupancy process.

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine maintenance charges, a request for reasonable accommodation form and other required WRHA documents. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the resident's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the Authority will retain the original executed lease in the resident's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

In the event, that a co-head of household is executed or named on the original lease, the agency will not be responsible for the removal of the co-head of household from the lease. The Head of Household will have to seek legal actions through the court systems to remove the person from the lease.

The family will pay a security deposit at the time of lease signing. The security deposit of \$100.00 or an amount determined by the Authority and approved by the Warner Robins Housing Authority Board of Commissioners.

The Authority reserves the right to allow a new resident to pay their security deposit in up to three (3) payments. One half shall be paid in advance, one-fourth (\$25.00) with their second rent payment, and one fourth (\$25.00) with their third rent payment. This shall be at the sole discretion of the Housing Authority.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the first unit is less than \$100.00, the difference will be collected from the family. The difference shall be paid half before moving in and the remainder in two additional payments. .

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

## Financial Resources

<b>Financial Resources: Planned Sources and Uses</b>			
<b>Sources</b>		<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2014 Grants)</b>			
a) Public Housing Operating Fund		\$152,593	Public Housing
b) Public Housing Capital Fund		\$41,475	Public Housing
d) Un-obligated Capital Fund		Undetermined	Public Housing
<b>2. Public Housing Dwelling Rental Income</b>		\$58,700	Public Housing
<b>3. Other income</b> (list below)			
Investment		\$2,000	Public Housing
Vending, Etc.		\$14,000	Community Programs
<b>4. Non-federal sources</b> (list below)			
Tax Exempt Bond Proceeds			
<b>Total resources</b>			

## **Eligibility, Selection and Admissions**

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The policies that govern eligibility, selection, and admission in both the Houston County Housing Authority Public Housing Program have been revised and approved by the Board of Commissioner since the 2011-2012 Annual Plan. Copies of the new Admissions and Continued Occupancy Policy and Violence against Women Act are included in this section of the Annual Plan and they contain all the relevant policies required by HUD regulations.

**VAWA – Violence Against Women Act:** This law protects persons who are victims of domestic violence, dating violence, stalking or sexual assault. If a resident of a public housing unit or a participant in the Section 8 Voucher Program becomes a victim while a resident or voucher participant, the Authority is prohibited from taking any negative actions, to include termination of the lease, against the tenant. The Authority cannot deny admissions to any individual because they have been a victim; admissions can be denied for other valid reasons as stated in the Admissions and Continued Occupancy Policy.

## **Rent Determination**

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The Houston Housing Authority operates a Public Housing Program. The Board of Commissioners has approved the following rent policies for the Public Housing Program.

### **PUBLIC HOUSING**

1. The HCHA continues to calculate rent payment at the greater of 30% adjusted monthly income or 10% of monthly income.
2. The HCHA has not added any income exclusions (excluding those required by HUD) in the calculation of adjusted income.
3. The HCHA has established a minimum rent of \$75.00
4. The HCHA is phasing in rent for qualified residents that transition from welfare to work according to Section 508 of QHWRA. There will be no increase in their rent for the first year; it will increase 50% of the normal increase in the second year; it will fully phase in for the third year

### **FLAT RENTS**

Beginning in October, 1999, the Quality Housing and Work Responsibility Act of 1998 mandated that housing authorities implement changes, regarding the calculation of rents. The primary change was that each family that resides in public housing owned or operated by the agency is given an option regarding their rent. Those options are as follows:

- Option 1: Income-based rent
- Option 2: Flat rent

Housing authorities have always calculated the PUM (per unit monthly) as a part of its annual budget process. This is the cost to the HCHA to maintain and operate a public housing unit on an average basis. The PUM for 2014-2015 is projected to be \$330. This figure was used in the calculation of the Flat Rents for each community; figures below the PUM have been adjusted to reflect smaller bedroom sizes.

The second phase in developing a HCHA Flat Rent for each community was to compare this public housing community with the Fair Market Rents.

## 13.0 Determination of Total tenant payment and Resident Rent

### 13.1 Family choice

At admission and each year in preparation for their annual re-examination, each family is given the choice of having their rent determined under the formula method or having their rent set at the flat rent amount.

- A. Families who opt for the flat rent may be asked to go through the income re-examination process annually.
- B. Families who opt for the flat rent may request to have a re-examination and return to the formula based method at any time for any of the following reasons:
  - 1. The family's income has decreased.
  - 2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
  - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

### 13.2 The Formula Method

The total tenant payment is equal to the highest of:

- A. 10% of monthly income; or
- B. 30% of adjusted monthly income.

The family will pay the greater of the total tenant payment or the minimum rent of \$75.00.

In the case of a family who has qualified for the income exclusion at Section 11.2(H) (11), upon the expiration of the 12-month period described in that section, an additional rent benefit accrues to the family. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.



### 13.3 MINIMUM RENT

HCHA has set the minimum rent at \$75.00. However, if the family requests a hardship exemption, HCHA will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
  - 1. When the family has lost eligibility or is waiting for an eligibility determination form a Federal, State, or local assistance program;
  - 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
  - 3. When the income of the family has decreased because of changed circumstances, including loss of employment;
  - 4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
  - 5. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with the Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of resident rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

#### 13.4 The Flat Rent

HCHA has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities, services, and neighborhood. HCHA determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 16.3).

HCHA post the flat rents in the rental office located at 1137 Kathleen Bynum Drive office and at the Central Office Cost Center for the Warner Robins Housing Authority and are incorporated in this policy.

#### 13.5 Rent for Families under the Non-citizen Rule

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. HCHA will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, HCHA will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the 95<sup>th</sup> percentile of gross rents (resident rent plus utility allowance) for HCHA. The 95<sup>th</sup> percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
  - a. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated resident rent.

## **HOUSTON COUNTY HOUSING AUTHORITY DECONCENTRATION OF POVERTY POLICY**

This policy is designed to promote Deconcentration of Poverty and income mixing in its “covered” developments and to affirmatively further fair housing in the Authority’s admissions policies in accordance with HUD regulations. All of the components of this Policy are reinforced in the HCHA Admissions and Continued Occupancy Policy.

This policy promotes Deconcentration of Poverty by bringing higher income families into low-income developments and low-income families into higher income developments.

Our Admissions and Continued Occupancy Policy complies with this requirement by:

- The Policy gives preferences in the application process to working families
- The Authority operates under a HUD approved Site Based Waiting List, which reaches out to attract higher income families.
- The Authority is creating homeownership opportunities by offering Home Ownership training and partnering with other agencies such as Habitat.
- Prior to the beginning of each fiscal year, HCHA will analyze income levels of families residing in each of our developments, the income levels of census tracts in which are developments are located, and the income levels of the families on the waiting list. Base on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

The HCHA developed flat rents, which is offered as an option to our clients. This will attract higher income applicants and make Public Housing a viable option to addressing housing needs in the community.

Incentives to achieve the goals of the Deconcentration of Poverty requirements are provided in the HCHA’s Admissions and Continued Occupancy Policy. Skipping a family on the waiting list to reach needed income families for the “covered” communities is one method that the HCHA can employ to improve the Deconcentration of Poverty. The implementation of this Policy will be conducted in a non-discriminatory manner in compliance with Civil Rights laws, including Title IV of the Civil Rights Act of 1964 and the Fair Housing Act.

Houston County Housing Authority

2014-2015

Established Income Range for Deconcentration of Poverty

\$11,520-\$23,040

Median Income for Houston County \$ 56,265

United States Median Income \$ 53,046

<b>Development Number</b>	<b>Development Name</b>	<b>Number of Units</b>	<b>Average Income</b>
268	Kathleen Bynum	40	\$12,455

Total Development Income Average: \$12,455

## **Operations and Management Policies**

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The Houston County Housing Authority is managed by the Warner Robins Housing Authority and operates under the same operation and management policies. A Part-Time Property Manager manages the property.

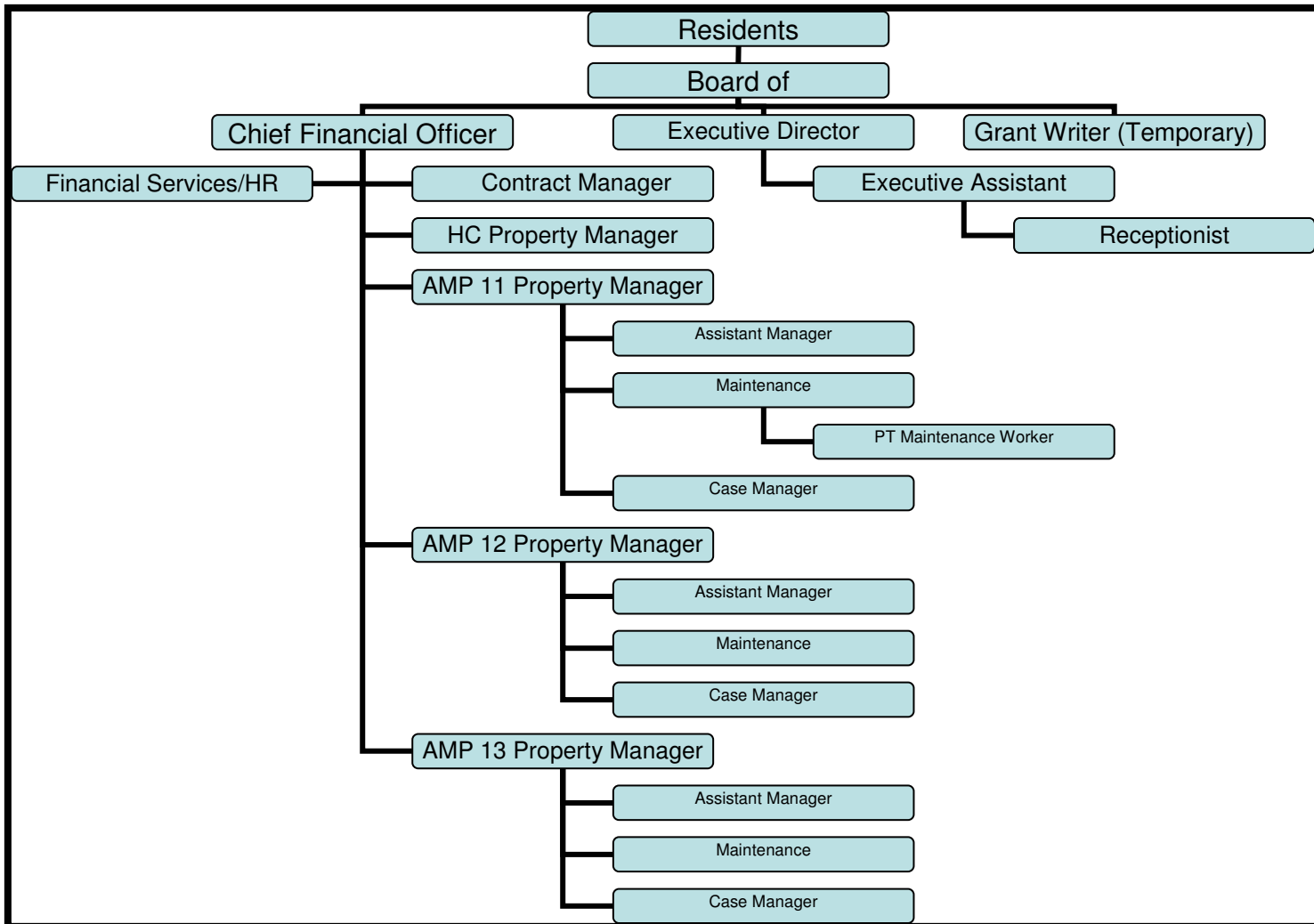
The Central Office provides support to the Property Manager in the area of Procurement, Contract Management, Legal Services, Financial Controls, Training, Human Resources and Administrative Oversight.

We maintain a reporting score of 95% or better each month. Our rent discrepancies are constantly zero. Rent collections are constantly 95% or better. Our REAC score was 95. We are completing emergency work orders within the 24 hour period. The crime rate has dropped considerably.

The Case Manager for the Warner Robins Housing Authority coordinates transportation for Residents who wish to participate in the GED class. The Life Skills Class and the Homeownership Class are being held in the Community Center at Kemp Harrison Homes.

The Admissions and Continued Occupancy Policy (ACOP) is updated each year. New policies are being developed as needed and presented to the Board of Commissioners. The ACOP is available for review in the management office and at the Central Office.

# Organizational Chart



## **Grievance Procedures**

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All management decisions of the Warner Robins Housing Authority Public Housing Program can be appealed by following the Warner Robins Housing Authority's Grievance Policy. Copies of this policy are posted in all Warner Robins Housing Authority's management offices and central office. A copy of the approved policy is in the very back of the Annual Plan Book. It is available Residents to take with them at each Houston County and Warner Robins Housing Authorities Offices.



## **Capital Improvements**

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The Quality Housing and Work Responsibility Act of 1998 require that housing authorities set forth in their Annual Plan a Capital Improvement Plan. The attached HUD forms are our Plan. The needs we currently have greatly exceed the resources we have to meet those needs. The prioritization decisions we made were extremely difficult to make, but are in the best interest of our residents and the community.

The Plan is based on the best information that was available to the Warner Robins Housing Authority at the completion of the Plan. Unfortunately, we were not notified of the exact amount of Capital Funds that will be available for our use in the affected fiscal year. When exact financial information is received or any additional HUD requirements are received, we will make revisions to this Plan.

The 2014 Capital Funding received will be applied to complete renovations at Kathleen Bynum. These renovations include but are not limited to replacing all HVAC units, hot water heaters, new light fixtures, roofs, doors / storm doors, windows, window shutters, flooring, new mail boxes, security cameras, landscaping, sewer lines, speed bumps, repaving and adding additional parking. Based on the amount approved of approved funding, we would like to enhance the community center which allows residents, community partners for youth and adults, and other citizen to use for programs and meetings.

Over the next five years, the Houston County Housing Authority will use the funds towards energy efficient modernizations and resident programs.

## **Designation of Housing**

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The Houston County Housing Authority consists of only 40 units and no designated housing.

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## **Home Ownership**

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A homeownership program is being offered by the Houston County Housing Authority. The Houston County Housing Authority will make available opportunities for persons to become homeowners through training and counseling. We will provide prospective homeowners with credit and money management counseling, homeownership counseling, and a series of homeownership classes designed to prepare for homeownership.

A copy of the Board approved Home Ownership Plan is in the Annual Plan. .

## **Crime and Safety**

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The Houston County Housing strives to provide a peaceful and safe community for the residents, staff, and community. Safety of the Residents is a high priority for the agency.

- The HCHA has a great working relationship with all local law enforcement agencies and all safety and security concerns are addressed quickly. The WRHA will continue to work with local law enforcement in decreasing crime and drug activities.
- The HCHA has implemented a Resident and Visitor Parking Decal Program in 2009. All residents are required to place these decals in their vehicle. This will help us identify abandoned vehicles and vehicles being used to break the law in our communities.
- The HCHA is exploring the use of security cameras in some of the communities. WRHA will be evaluating the installment of security cameras and how it will improve the safety of resident families.
- The HCHA continues to enforce policies as it relates to guests of the residents, disorderly conduct
- The number of incident reports has decreased steadily in the last five years.

## **Civil Rights Certification**

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The Houston County Housing Authority has attached the certification form that does hereby agree and certify that it will carry out this Agency Plan (both our Five-Year Plan and our Annual Plan) in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. This is in continuation of our long-standing anti-discrimination tradition. A copy of the form is included in this section of the Annual Plan.

The Houston County Housing Authority has attached the certification form that does hereby agree and certify that this Agency Plan (both our Five-Year Plan and our Annual Plan) is consistent with the Consolidated Plan of the City of Warner Robins. The plans have been prepared pursuant to 24CFR Part 91.

## **Certification by State or Local Official of PHA**

### **Consistency with the Consolidated Plan**

## **PHA Certifications of Compliance with PHA Plans and Related Regulations**

### **Certification for a Drug-Free Workplace**

### **Certification of Payments to Influence Federal Transactions**

### **Disclosure of Lobbying Activities**

## **Audit**

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An audit of HCHA management and financial operations began January 2014 by Yeager and Boyd, LLC, Certified Public Accountants. At the time 2014 Annual Plan was going to print, the audit had not been received. Further information on the audit will be presented at the next Board of Commissioners Meeting.

## **Resident Advisory Board and Board of Commissioners**

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The WRHA has consulted with the Resident Advisory Board in the development of all of its Comprehensive Plans. Their comments will be included in the final plan submitted to HUD.

### The Membership of the **Resident Advisory Board**:

Louis Laney, Jr.-President	Cam Campbell Homes
George Daniel, Vice President	Kathleen Bynum Homes
Angie Nalls, Treasurer	Cam Campbell Homes
Shirley Heeter, Secretary	Cam Campbell Homes
Alverstine Collins, Chaplin	T .J. Calhoun Homes

### The Membership of the WRHA **Board of Commissioners**:

Douglas Womack – Chairman  
Alex Talley – Vice Chairman  
Hank Winner  
Sammie Nelson  
Shane Spells  
Kimberly Powell  
James Rush

The WRHA has provided copies of the Annual Plan and Five-Year Plan for the Houston County Housing Authority to these local government entities: the City of Warner Robins and Houston County. They reviewed the Plans, the WRHA will be requested a **Statement of Consistency** from the City. The signed statement is a part of the final plan.

The Annual and Five Year Plan will be available at the following locations:

- 5 –Year and Annual PHA Plan can be obtained at the Central Office : 112 Memorial Terrace
- 5 –Year and Annual PHA Plan can be obtained at each community office: Jimmy Rosenberg, Mary B Terry, Cam Campbell, and Kemp Harrison

Houston County Housing Authority's HUD Forms