

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

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# PHA Plans

5 Year Plan for Fiscal Years 2010-2014  
Annual Plan

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of Savannah      **PHA Number:** GA002

### PHA Programs Administered:

**Public Housing and Section 8**     **Section 8 Only**       **Public Housing Only**  
Number of public housing units: 1,539    Number of S8 units:      Number of public housing units:  
Number of S8 units: 3,054

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:**

Main administrative office of the PHA (**1407 Wheaton Street, Savannah, GA**)

### Display Locations for PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:

- Main administrative office of the PHA (**1407 Wheaton Street, Savannah, GA**)
- PHA development management offices (**all management offices**)
- PHA local offices (**200 East Broad Street, Savannah, GA**)
- PHA website (**www.savannahpha.com**)

PHA Plan Supporting Documents are available for inspection at:

- Main business office of the PHA (**1407 Wheaton Street, Savannah, GA**)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2010-2014**  
[24 CFR Part 903.5]

**A. Mission**

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. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is:  
**To effectively and efficiently address the housing needs of Savannah's low income population while focusing on the educational, job training and economic self-sufficiency needs of the residents of public housing neighborhoods and the Housing Choice Voucher Program.**

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:  
*Apply for any additional vouchers should they become available through 03/31/2015.*
- Reduce public housing vacancies:  
*Maintain public housing vacancy rate to 3% through 03/31/2015.*
- Leverage private or other public funds to create additional housing opportunities:  
*Leverage private and other public funds for the redevelopment of Robert Hitch Village as a mixed-finance community by 03/31/2012.*

- Acquire or build units or developments  
*Develop the former Francis Bartow Place as an affordable housing development by 03/31/2015.*
- Other (list below)  
*Convert Single Family Homes to Section 32 Homeownership by 03/31/2014.*
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)  
*Attain Public Housing Assessment System score of 90% (“high performer”) by 03/31/2011 and maintain score through 03/31/2015.*
  - Improve voucher management: (SEMAP score)  
*Maintain Section 8 Management Assessment Program score of 90% (“high performer”) through 03/31/2015.*
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:  
*Modernize 500 public housing units with energy efficient retrofits through 03/31/2015.*
  - Demolish or dispose of obsolete public housing:  
*Demolish 337 units located in Robert Hitch Village by 03/31/2011.*
  - Provide replacement public housing:  
*Construct 700 units of replacement housing consisting of single and multifamily units.*
  - Provide replacement vouchers:  
*Provide replacement vouchers for demolition of Robert Hitch Village.*
  - Other: (list below)
- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:

*Provide voucher mobility counseling (portability counseling) to 100% of new families entering the tenant-based Housing Choice Voucher Program.*

- Conduct outreach efforts to potential voucher landlords:  
*Provide program information through outreach efforts to 50 potential landlords annually; bringing 10% of those on as new landlords under the Housing Choice Voucher Program.*
- Increase voucher payment standards
- Implement voucher homeownership program:  
*Maintain voucher homeownership program through 03/31/2015.*
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:  
*Maintain site-based waiting lists for all public housing neighborhoods.*
- Convert public housing to vouchers:
- Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:  
*Increase the number of working families from 36% to 65% by 03/31/2015.*
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:  
*Continue collaborative relationship with the Savannah Chatham Metropolitan Police Department through monthly meetings and the monitoring of case report numbers in an effort to identify and implement security improvements throughout all public housing neighborhoods.*
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

*In accordance with the Violence Against Women Act, maintain Memorandum of Understanding between HAS and Safe Shelter through 03/31/2015.*

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
    - Increase the number and percentage of employed persons in assisted families:  
*Increase the percentage of families with employed family members from 36% to 65% by 03/31/2015.*
    - Provide or attract supportive services to improve assistance recipients' employability:  
  
*Create a HOPE VI Endowment Trust by 03/31/2011 to provide supportive services to promote upward mobility, self-sufficiency and improved quality of life for residents of public housing.*  
  
*Maintain Memorandum of Understanding with Chatham County Department of Family and Children Services.*  
  
*Refer 10% of residents for job training and/or employment opportunities based on current number of families with unemployed members with expected retention rate of 4%.*
    - Provide or attract supportive services to increase independence for the elderly or families with disabilities.  
*Maintain contract for Senior Companion Program with Senior Citizens, Inc. through 03/31/2015.*  
  
*Maintain contract with the Economic Opportunity Authority for Retired Services Volunteer Program (RSVP) for homebound families through 03/31/2015.*  
  
*Maintain contract with community resources to provide transportation for elderly and disabled families for grocery shopping, doctor visits, etc. through 03/31/2015.*
    - Other: (list below)  
*Maintain the number of active participants in the Section 8 Family Self-Sufficiency Program 205, less the number of graduates, annually through 03/31/2015.*
-

*Graduate 2% of active Section 8 Family Self-Sufficiency participants from the program annually through 03/31/2015.*

*Develop and implement a Family Self-Sufficiency Program for public housing by 03/31/2012.*

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:  
*Continue to comply with Title VI of the Civil Rights Act of 1964 and all other applicable Federal Laws and regulations to ensure that admission to and occupancy of public housing neighborhoods is conducted without regard to race, color, religion, creed, sex, handicap, disability, or national origin.*
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:  
*Maintain all public housing units in conditions equivalent or superior to HUD's Uniform Physical Conditions Standards.*
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:  
*Maintain the number of handicapped units at 5% and the number of hearing-impaired units at 2%.*
  - Other: (list below)

## Annual PHA Plan

[24 CFR Part 903.7]

### **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Troubled Agency Plan**

### **ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**The Housing Authority of Savannah's Annual Plan is a comprehensive agency plan that summarizes the planned activities and policies of the agency. The plan was developed in compliance with related regulations and in consultation with the Resident Advisory Board comprised of public housing residents and Housing Choice Voucher Program representatives.**

**The Housing Authority of Savannah will continue to utilize current programs and resources to improve the quality of life of its residents, as well as implement new programs and services to address specific needs presented by the Resident Advisory Board.**

**The Housing Authority has continued to focus its efforts and resources on improving the quality of its housing stock, not only increasing the pride of existing residents, but also increasing the marketability of units to higher income residents. In addition to improving the condition and availability of housing, the Housing Authority of Savannah continues to provide services to enable residents to improve their quality of life.**

## **Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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### **Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>X</b>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair	Annual Plan: Housing Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
<b>X</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
<b>X</b>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<b>N/A</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
<b>X</b>	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
<b>X</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<b>N/A</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<b>N/A</b>	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
<b>X</b>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<b>X</b>	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<b>X</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b>N/A</b>	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
<b>N/A</b>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (c)]

**A. Public Housing**

**(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)  
**Within 25**
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

**Local Law Enforcement Agency (Savannah Chatham Police Department) accesses criminal background information statewide.**

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

**HAS Website – [www.savannahpha.com](http://www.savannahpha.com)**

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment

1. How many site-based waiting lists will the PHA operate in the coming year? **9**

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists? **3**

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**HAS Website – [www.savannahpha.com](http://www.savannahpha.com)**

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)  
**Preference given to natural disaster victims.**

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the box that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

1 Working families and those unable to work because of age or disability

Veterans and veterans’ families

Residents who live and/or work in the jurisdiction

1 Those enrolled currently in educational, training, or upward mobility programs

1 Households that contribute to meeting income goals (broad range of incomes)

1 Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

The PHA-resident lease

The PHA’s Admissions and (Continued) Occupancy policy

PHA briefing seminars or written materials

Other source (list)

**Presentations at various community agencies that provide services to low-income families. Residents can obtain information from their neighborhood Asset Managers.**

b. How often must residents notify the PHA of changes in family composition?  
(select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

**B. Housing Choice Voucher Program**

**(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)  
*(Excerpt from HAS Housing Choice Voucher Program Administrative Plan)*  
**[Applicants will not be admitted to the Housing Choice Voucher Program if any family member has] “committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program within the last three years prior to final eligibility determination for the first offense.”**

Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

**Savannah Chatham County Metropolitan Police Department accesses statewide information.**

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Other (describe below)

*(Excerpt from the HAS Housing Choice Voucher Program Administrative Plan)*  
**“The HAS will inform owners of their responsibility to screen prospective tenants, and will provide owners with the required known name and address information, at the time of the initial HQS inspection or before upon their request. The information may be provided either written or oral. The PHA will not provide any additional information to the owner, such as tenancy history, criminal history, etc.”**

## **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office

Other (list below)

**Applications are only accepted via the internet when the Waiting List is open. HAS partners with various community agencies to ensure the public has computer access.**

**(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

*(Excerpt from the HAS Housing Choice Voucher Program Administrative Plan)*

**“The PHA will automatically approve two 30-day extensions upon written request from the family. The PHA will approve additional extensions only in the following circumstances:**

**1. It is necessary as a reasonable accommodation for a person with disabilities. HAS will extend the voucher term up to 180 days from the beginning of the initial term as a reasonable accommodation for a person with disabilities.**

**2. It is necessary due to reasons beyond the family’s control, as determined by the PHA. Following is a list of extenuating circumstances that the PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:**

**Serious illness or death in the family**

**Other family emergency**

**Obstacles due to employment**

**Whether the family has already submitted requests for tenancy approval that were not approved by the PHA**

**Whether family size or other special requirements make finding a unit difficult**

**Any request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request.**

**All requests for extensions to the voucher term must be made in writing and submitted to the PHA prior to the expiration date of the voucher (or extended term of the voucher). The PHA will decide whether to approve or deny an extension request within 15 business days of the date the request is received, and will immediately provide the family written notice of its decision.”**

**(4) Admissions Preferences**

- a. Income targeting

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to Section 8 tenant-based assistance? (other than date and time of application) (if

no, skip to subcomponent **(5) Special purpose section 8 assistance programs)**

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families

- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

## 2. Financial Resources

[24 CFR Part 903.7 9 (b)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2010 grants)</b>		
a) Public Housing Operating Fund	\$6,572,012	
b) Public Housing Capital Fund	\$1,916,424	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$20,459,671	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	\$68,640	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below) Capital Fund Recovery Competitive Grants Capital Fund Recovery Grant		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
HOPE VI Revitalization #100	\$718,733	Endowment
	\$1,000,000	S8 Tenant-Based Assistance
	\$530,932	PH Capital Improvements
	\$790,875	PH Capital Improvements
	\$748,854	PH Capital Improvements
	\$487,252	PH Capital Improvements
	\$2,215,877	PH Capital Improvements

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>		
Dwelling Rents	\$1,568,175	Operations
Excess Utilities	\$277,775	Operations
Maintenance Charges & Other	\$264,854	Operations
<b>4. Other Income</b> (list below)		
Non-Dwelling Rentals	\$174,103	Operations
Investment, Public Housing	\$85,000	Operations
Investment, Section 8	\$27,185	Operations
<b>5. Non-federal sources</b> (list below)		
<b>Total resources</b>	<b>\$37,641,508</b>	

[24 CFR Part 903.7 9 (d)]

## **A. Public Housing**

### **(1) Income Based Rent Policies**

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

---

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

Market comparability study

Fair market rents (FMR)

95<sup>th</sup> percentile rents

75 percent of operating costs

100 percent of operating costs for general occupancy (family) developments

- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)  
**All changes in income other than annual raises or cost of living increases, which would result in increase or decrease in rent. All changes in family composition must be reported.**

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

**B. Housing Choice Voucher Assistance**

**(1) Payment Standards**

a. What is the PHA’s payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

*(Excerpt from the HAS Housing Choice Voucher Program Administrative Plan)*  
**“HAS will review the appropriateness of the payment standard annually when the new FMR is published. In determining whether a change is needed, HAS will consider all available resources....to assure maximum housing choice for program applicants and participants.”**

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

#### **4. Operations and Management**

[24 CFR Part 903.7 9 (e)]

##### **PHA Management Structure**

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

##### **HUD Programs Under PHA Management**

###### **Program Name**

Public Housing

Section 8 Vouchers

Section 8 Certificates

Section 8 Mod Rehab

Chatham Apartments

Single Room Occupancy

Special Purpose Section 8 Certificates/Vouchers

Shelter Plus Care

Family Unification

##### **Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

**ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP).** Included in this policy are the Housing Authority's Transfer Policy, Tenant Grievance Policy, Rent Collection Policy, and Pet Policy. *Last amended ACOP adopted by the Board of Commissioners 10/07/2009.*

**HOUSING AUTHORITY OF SAVANNAH PERSONNEL POLICY.** The Housing Authority Computer Network and Internet Policy, Drug-Free Workplace Policy, Health Insurance Portability And Accountability Act (HIPAA) Privacy Policy, Sexual Harassment Policy, Public Housing and Housing Choice Voucher Program Confidentiality and Privacy Policy, and Facilities Management Uniform Guidelines are incorporated into this document. *Adopted by the Board of Commissioners 12/08/2010; Computer Network and*

*Internet Policy adopted 05/02/2001; Drug-Free Workplace Policy adopted 11/05/2008; HIPAA Privacy Policy adopted 09/10/2003; Sexual Harassment Policy adopted 04/13/1988; Public Housing and Housing Choice Voucher Program Confidentiality and Privacy Policy adopted 10/03/2007.*

**HOUSING AUTHORITY OF SAVANNAH PROCUREMENT POLICY.** *Adopted by the Board of Commissioners 06/06/2007.*

**HOUSING AUTHORITY OF SAVANNAH CAPITAL FUND STIMULUS GRANT PROCUREMENT POLICY.** *Adopted by the Board of Commissioners 09/02/2009.*

**HOUSING AUTHORITY OF SAVANNAH CAPITALIZATION POLICY.** *Adopted by the Board of Commissioners 09/10/2003.*

**HOUSING AUTHORITY OF SAVANNAH EMINENT DOMAIN POLICY.** *Adopted by the Board of Commissioners 09/10/2001.*

**HOUSING AUTHORITY OF SAVANNAH MAINTENANCE PLAN.** *Board of Commissioners approval not required.*

**HOUSING CHOICE VOUCHER (SECTION 8) ADMINISTRATIVE PLAN.** The Housing Authority Section 8 Project Based Assistance Plan and Section 8 Homeownership Plan are incorporated into this document. *Last amended plan adopted by the Board of Commissioners 06/03/2009.*

**PROCEDURES FOR FIXED ASSET CONTROL.** *Board of Commissioners approval not required.*

**INVESTMENT AND BANKING POLICY.** *Adopted by the Board of Commissioners 11/09/1994.*

**PAY PLAN REGULATIONS.** *Adopted by the Board of Commissioners 03/03/1999.*

**RISK CONTROL POLICY.** *Adopted by the Board of Commissioners 12/15/1993.*

**NO LOITERING POLICY.** *Adopted by the Board of Commissioners 02/15/1989.*

**RESIDENT INITIATIVES POLICY.** *Adopted by the Board of Commissioners 02/26/1992.*

**REPAYMENT POLICY.** *Adopted by the Board of Commissioners 05/16/1990.*

**SHELTER PLUS CARE POLICIES AND PROCEDURES MANUAL.** *Amended manual adopted by the Board of Commissioners 03/02/2005.*

## **5. Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office  
 PHA development management offices  
 Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

**Housing Authority of Savannah  
Section 8 Office  
200 East Broad Street  
Savannah, Georgia**

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

[24 CFR Part 903.7 9 (i)]

**The Housing Authority of Savannah maintains one high-rise building designated for occupancy by the elderly and/or handicapped. Horace Stillwell Towers has 209 apartments available for occupancy. In addition to the aforementioned units, the Authority maintains forty (40) studio and one-bedroom units in Simon Frazier Homes that are designated for occupancy by the elderly and handicapped. No additional designations will be made in the upcoming fiscal year.**

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected:	
7. 7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

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

[24 CFR Part 903.7 9 (I)]

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### 1. Cooperative agreements:

- Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? **10/01/1999**

#### 2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

##### a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
<b>Program Name &amp; Description</b> (including location, if appropriate)	<b>Estimated Size</b>	<b>Allocation Method</b> (waiting list/random selection/specific criteria/other)	<b>Access</b> (development office / PHA main office / other provider name)	<b>Eligibility</b> (public housing or Section 8 participants or both)
<b>Resident Services Program</b> This program works collaboratively with various agencies, organizations and businesses to determine how programs and services can be made available to residents.	Available to all residents	N/A	HAS Neighborhood Resource Center	Public housing
<b>Economic Opportunity Authority (EOA) Certified Housing Counselors Program</b> EOA has counselors certified by the National Federation of Housing Counselors to provide counseling services, without cost, to consumers interested in buying a home. The Housing Authority will continue to refer residents to EOA for counseling.	Available to all residents	N/A	referral	Public housing and Section 8
<b>Georgia Dept. of Labor - On Site Assistance</b> The GDOL provides skills assessments on interest and aptitude and determines eligibility and suitability for Titles IIA, IIC, and III, Welfare-To-Work. On-site GDOL staff also provide job assistance services to applicants.	All PHA residents & general community	Referrals, walk-ins, first preference to welfare-to-work clients	HAS Housing Authority Neighborhood Resource Center, GA Department of Labor	Public housing and Section 8
<b>Chatham County Department of Family and children Services (DFACS)</b> DFACS administers the Temporary Assistance to Needy Families (TANF) program and all related programs and services pursuant to the Welfare Reform Act.	All TANF recipients	Pursuant to MOU	referral	Public housing and Section 8
<b>Step Up! Savannah Poverty Reduction Initiative</b> HAS is in partnership with the above initiative providing work supports and incentives for self-sufficiency participants.	Available to all residents	Pursuant to MOU	HAS Neighborhood Resource Center	Public housing
<b>EOA Headstart Program</b> Childcare program.	200	Waiting lists, referrals, first priority to Housing Authority residents	EOA (618 W. Henry Street), Housing Authority neighborhoods	Public housing

<b>Senior Citizens, Inc.</b> Offers a variety of services to the senior population including various classes, training and support services. Also provides hot meals to seniors through Meals on Wheels.	Undetermined	N/A	Referral; Meals on Wheels located at Neighborhood Resource Center.	Public Housing
<b>Savannah Technical College – Adult Education Program</b> Adult Education and GED instruction offered on site at HAS and other sites within the community.	Available to all residents	Walk-ins and referrals	HAS Neighborhood Resource Ctr, Savannah Technical College Campus and other satellite	Public Housing and Section 8
<b>Goodwill Industries of Coastal Empire, Inc.</b> HAS is in partnership with the above partner to provide free site based basic computer/clerical skills training at the Neighborhood Resource Center.	48	Waiting lists	HAS Neighborhood Resource Center	Public Housing and Section 8

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

*The Housing Authority of Savannah Community Service requirements read as follows and are included in the Admission and Continued Occupancy Policy.*

#### Community Service and Self-Sufficiency Policy

**Each adult resident, other than exempt individuals as defined below must:**

1. Contribute 8 hours per month of Community Service (excluding political activity); or
2. Participate in an economic self-sufficiency program for 8 hours per month. The 8 hours per month may be either volunteer work or a self-sufficiency program activity or a combination of the two.

An individual may not skip a month and then double up the following month, unless approved by the Housing Authority of Savannah due to special circumstances. Activities must be performed within Chatham County, which is the jurisdiction of the Housing Authority.

**An Exempt Individual is an adult who is:**

1. 62 years or older;
2. Is blind or disabled as defined under 216(i)(1); or 1614 of the Social Security Act (42 U.S.C. 416(i) (1) 1382c) and who is unable to comply with the service provision, or is primary caretaker of such individual;

3. Is engaged in a work activity as defined under section 407(d) of the Social Security Act (42 U.S.C. 607(d), specified below:
  - Unsubsidized employment (at least 20 hours/week)
  - Subsidized employment (at least 20 hours/week)
  - Work experience
  - On-the-job-training
  - Job-search, job-skills training and job-readiness assistance
  - Community service programs
  - Vocational educational training (not to exceed to 12 months with respect to any individual)
  - Education directly related to employment in the case of a resident who has not received a high school diploma or GED
  - Satisfactory attendance in college or in a course of study leading to a GED (in the case of a resident who has not completed high school or received a GED)
  - Providing childcare services to an individual who is participating in a community service program
4. Meets the requirements for being exempt from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of Georgia, including a State administered welfare-to-work program; or
5. Is in a family receiving TANF assistance under a State program funded under part A of title IV of Social Security Act (42 U.S.C. 601 et seq.); or under any other Georgia welfare program, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

**(a) Community Service – Community service is the performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community in which the resident resides. Political activity is excluded.**

- (b) Economic Self-Sufficiency Program - Any program designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, employment training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

**The Housing Authority of Savannah will:**

1. Provide written notification of the provisions of the community services requirements to all residents.
2. Determine for each public housing family which family members are subject to or exempt from the community service and self-sufficiency requirement and approve the resident's planned activities to fulfill the requirement.
3. Annually review and determine the compliance of residents with the requirement at least 30 days before the lease term expires.
4. Determine any changes to each adult family member's exempt or non-exempt status.
5. Retain reasonable documentation of community service participation or exemption in participant files.

**Resident Noncompliance**

If the Housing Authority of Savannah determines that a resident who is not an "exempt individual" has not complied with the community service requirement, the Housing Authority will notify the resident:

1. Of the noncompliance;
2. That the determination is subject to Housing Authority administrative grievance procedure;
3. That unless the resident enters into an agreement under paragraph (4) of this section, the lease of the family having the noncompliant adult may not be renewed. However, if the noncompliant adult moves from the unit, the lease may be renewed;
4. That before the expiration of the lease term, HAS will offer the resident an opportunity to cure the noncompliance during the next twelve-month period; such a cure includes a written agreement by the noncompliant adult to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the 12 month term of the lease.

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

[24 CFR Part 903.7 9 (m)]

### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents  
(select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply)?

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

**Records are kept of the number and types of crimes committed in all our neighborhoods. Three different studies are conducted, and the data is utilized to assist in implementing actions to improve the safety of our residents.**

3. Which developments are most affected? (list below)

**All neighborhoods are affected.**

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)  
**All neighborhoods are affected.**

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

**HAS coordinates a monthly crime and safety committee meeting. During the meeting, the “banned” list is discussed and recent crime information and “hot spots” are identified.**

2. Which developments are most affected? (list below)

**All neighborhoods are affected. Yamacraw Village, Herbert Kayton Homes and Simon Frazier Homes receive the additional support of police substations located in each of these neighborhoods. The substations are open daily with randomly staggered hours.**

## **9. Pets**

*The Housing Authority's complete Pet Policy including information on pet registration, sanitary standards, vaccination and licensing, additional restrictions is included in the Pet Policy section in the Admission and Continued Occupancy Policy.*

Residents are allowed to have a common household pet, but must comply with applicable State and local public health, animal control and animal anti-cruelty laws and regulations; and in accordance with the rules and requirements as set forth in this policy.

Common household pets shall be confined to dogs under 30 pounds when full grown; and cats.

Residents may have aquariums with fish, and also caged birds; however not more than two birds per household.

Pet not allowed include, but are not limited to: poisonous snakes, Pit Bull, Rottweiler, German Shepherd, Doberman Pinscher and any other breed of dog that will exceed 30 lbs when full grown.

*An initial refundable pet deposit of a sum equal to one month's rent shall be paid by the pet owner, except in cases where the monthly rent is less than \$125.00. Then the minimum pet deposit required will be \$125.00. The unused portion of the deposit will be refunded to the resident within a reasonable time after the resident moves from the project, no longer owns a pet, no longer has a pet present in the home/apartment. A non-refundable fee of \$150.00 is required to cover reasonable operational costs related to the presence of pets. If it becomes necessary for management to treat/exterminate a home/apartment for fleas, etc., the cost of such treatment will be deducted from this fee.*

## **10. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **11. Fiscal Year Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? **One**
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **12. Asset Management**

[24 CFR Part 903.7 9 (q)]

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)  
**Development-based management**
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

**In accordance with HUD's final rule 79FR 54983, published on September 19, 2005, the Housing Authority of Savannah has fully converted all of its public housing stock to asset management. All public housing neighborhoods are under project-based budgeting, accounting, operations and management.**

### **13. Violence Against Women Act (VAWA)**

In accordance with 24 CFR 903.21, the Housing Authority of Savannah has incorporated the states and provisions of VAWA into its Admissions and Continued Occupancy Policy (ACOP) and Housing Choice Voucher Administrative Plan to protect victims of domestic violence, dating violence, sexual assault and stalking.

The VAWA section of the ACOP and Administrative Plan outlines HAS policies and procedures regarding victim documentation, termination/eviction of a perpetrator of domestic violence, and confidentiality requirements.

HAS is committed to the safety and welfare of all residents and has an ongoing partnership with SAFE Shelter, as governed through a Memorandum of Understanding. Safe Shelter provides outreach program services, domestic violence training, emergency shelter and comprehensive services including a state of the art facility that provides accommodations for victims of domestic violence.