

JONESBORO HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
TUESDAY JANUARY 17, 2017  
**AGENDA**

1. Call to Order
2. Resolution to Approve November 15, 2016 Meeting Minutes
3. Resolution to Approve Tax Credit for 501 C3 & C4
4. Resolution to Approve Semap Reporting
5. Resolution to Approve Hud's New Non-Smoking Policy
6. Review Write-Offs for Section 8 and Public Housing
7. Executive Session if needed

**January 17, 2017**

**ISSUE SUMMARY:**

RESOLUTION TO APPROVE November 15, 2016 MEETING MINUTES

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**FROM:** PAUL G. WRIGHT, EXECUTIVE DIRECTOR

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**IMPORTANCE:**

High

**ACTION REQUIRED:**

A Resolution is required to Approve Meeting Minutes for November 15, 2016

**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
NOVEMBER 15, 2016**


The Board of Commissioners of the City of Jonesboro Housing Authority held their monthly meeting on November 15, 2016 at 6:00 PM. The meeting was held in the JHA conference room located at 207 Hightower Street, Jonesboro Georgia, 30236. Commissioner Chairman Curtis Burrell, Vice Commissioner Carol Cannon, Commissioner Therese Guidry, and Commissioner Allen Roark were present. Also in attendance were Lawanda Hughes and Marcella Harden. Executive Director Paul Wright was present along with Financial Director Demetrice Mitchell. Rebekah Lester was also in attendance to take minutes.

**RESOLUTION #977**

**RESOLUTION TO APPROVE SEPTEMBER 20, 2016**

A Motion to Approve September 20, 2016 Meeting Minutes was made by Commissioner Allen Roark and was seconded by Commissioner Therese Guidry. The Motion passed unanimously. **(RESOLUTION #977)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Meeting Minutes for September 20, 2016. **(Resolution #977)**

  
Chairman, Curtis D. Burrell

  
Executive Director, Paul G. Wright

**HOUSING AUTHORITY OF THE CITY  
OF JONESBORO, GEORGIA  
COMMISSIONERS MEETING  
NOVEMBER 15, 2016**

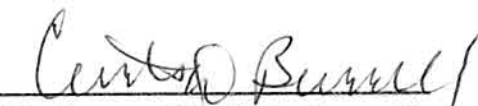
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**RESOLUTION #978**

**RESOLUTION TO APPROVE TAX CREDIT 501 C3 & C4**

A Motion to Approve Tax Credit 501 C3 & C4 was made by Commissioner Therese Guidry and was seconded by Vice Commissioner Carol Cannon. The Motion passed unanimously. **(RESOLUTION #978)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve Tax Credit 501 C3 & C4 **(Resolution #978)**

  
Chairman, Curtis D. Burrell

  
Executive Director, Paul G. Wright



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**RESOLUTION #979  
RESOLUTION TO APPROVE SEMAP REPORT**

A Motion to Approve Semap Report was made by Commissioner Chairman Curtis Burrell and seconded by Vice Commissioner Carol Cannon. The Motion passed unanimously. **(RESOLUTION #979)**

BE IT RESOLVED, the Board of Commissioners of the HACJ do hereby Approve the Semap Report. **(Resolution #979)**

**Being no further business, a motion to adjourn was made by Commissioner Allen Roark, and was seconded by Commissioner Therese Guidry, the vote was unanimous and the meeting was adjourned.**

  
Chairman, Curtis D. Burrell

  
Executive Director, Paul G. Wright

## Write Offs for January 2017

Resolution: #

Date Approved:

TIKA ALEXANDER	\$2,294.00
No Agreement	

RASHEEM BERRY	\$925.00
No Agreement	

TRENIECE CLEVELAND	\$3,009.00
No Agreement	

JESSIE CALDWELL	\$6,260.56
No Agreement	

PAMELA DUDLEY	\$226.00
Broken Agreement	

KATIC THOMAS	\$2,326.00
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TOMECIA THOMAS	\$8,030.00
No Agreement	

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JONUQUE MILNER	\$4,746.00
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PAULINE ROLLINS

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**TOTAL:** \$ 53,385.56

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**Write-Off Policy**

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Paul Wright  
(MNP718)

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Field Office: 4APH ATLANTA HUB OFFICE

Housing Agency: GA228 JONESBORO

PHA Fiscal Year End: 9/30/2016

Profile

Profile Number: 1

Points Earned: 135

Total Possible Points: 145

Overall Score(in %): 93

Overall Rating: High

Profile Status: Final Rating

Profile Type: New Certification

Indicator #	Previous Rating	Current Rating
1	NA	15
2	NA	15
3	NA	20
4	NA	5
5	NA	5
6	NA	10
7	NA	0
8	NA	5
9	NA	10
10	NA	5
11	NA	5
12	NA	10
13	NA	20
14	NA	10
Bonus	NA	0

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OMB Approval No. 2577-0215

**SEMAP CERTIFICATION (Page 1)**

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Check here if the PHA expends less than \$300,000 a year in federal awards** ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

**Performance Indicators****1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))**

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

**PHA Response** Yes

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

**PHA Response** Yes**2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)**

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

**PHA Response**      **Yes**

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

**PHA Response**      **80 to 97% of units sampled**

**3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)**

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

**PHA Response**      **At least 90% of files sampled**

**4 Utility Allowance Schedule (24 CFR 982.517)**

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

**PHA Response**      **Yes**

**5 HQS Quality Control (24 CFR 982.405(b))**

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

**PHA Response**      **Yes**

**6 HQS Enforcement (24 CFR 982.404)**

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

**PHA Response**      **At least 98% of cases sampled**

**7 Expanding Housing Opportunities.**

**(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 982.301(b)(4) and (b)(12))**  
Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable ☐



a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

**PHA Response**      **Yes**

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

**PHA Response**      **Yes**

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

**PHA Response**      **Yes**

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response**      **Yes**

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response**      **Yes**

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response**      **No**

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Paul Wright  
(MNP718)

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Field Office: **4APH ATLANTA HUB OFFICE**Housing Agency: **GA228 JONESBORO**PHA Fiscal Year End: **9/30/2016****SEMAP CERTIFICATION (Page 2)****Performance Indicators****8 Payment Standards(24 CFR 982.503)**

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

**PHA Response****Yes**FMR Area Name **Atlanta-Sandy Springs-Marietta**

FMR 1 of 1

Enter current FMRs and payment standards (PS)

0-BR FMR **764** 1-BR FMR **820** 2-BR FMR **949** 3-BR FMR **1253** 4-BR FMR **1532**PS **688** PS **738** PS **854** PS **1128** PS **1379**

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

**9 Timely Annual Reexaminations(24 CFR 5.617)**

The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 5.617)

**PHA Response****Yes****10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)**

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982, Subpart K)

**PHA Response****Yes****11 Pre-Contract HQS Inspections(24 CFR 982.305)**

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

**PHA Response****Yes****12 Continuing HQS Inspections(24 CFR 982.405(a))**

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

**PHA Response****Yes****13 Lease-Up**

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on

behalf of eligible families for the number of units that has been under budget for at least one year

**PHA Response****Yes****14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)**

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required.

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

**84**

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

**Not Applicable**

b. Number of FSS families currently enrolled

**69**

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**0**

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

**82**

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

☐

**PHA Response** **Yes**

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**0****15 Deconcentration Bonus**

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;



(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

**PHA Response**

**No**

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# JONESBORO HOUSING AUTHORITY

## SMOKE-FREE POLICY

The Jonesboro Housing Authority has adopted a "smoke free" housing policy. The purpose of this policy is to establish smoke-free housing procedures for all housing authority properties. This policy serves to mitigate a) the irritation and known effects caused by secondhand smoke; b) the maintenance and cleaning cost attributed to smoking; c) and the increased risk of fire from smoking.

In issuing this policy, the Jonesboro Housing Authority is aware of the challenges of smoking cessation. This policy allows, within limitations, for the designation of exterior smoking areas.

Smoking is prohibited in Housing Authority buildings, including apartments, in accordance with the following guidelines. Smoking is prohibited in common areas, including playground areas, and basketball courts. Smoking is also prohibited within 25 feet of Housing Authority buildings, apartments and common areas. **Effective March 1, 2017**, all current residents, all employees, all guests, and all new residents of the Housing Authority of the City of Jonesboro after this date will be prohibited from smoking inside the buildings including the housing units and common areas.

Any deviation from the smoke-free policy by any tenant, a member of their household, or their guest will be considered a lease violation. Three (3) violations will be considered to be a repeated violation of the material terms of the lease and will result in lease termination.

1<sup>st</sup> offense – warning

2<sup>nd</sup> offense – fine of \$ 25.00

3<sup>rd</sup> offense - Eviction

**"No Smoking" signs will be posted outside and inside the buildings.**

Smoking outside any Housing Authority building including housing units is limited to the following area(s): 25 feet from any entrance or window, or public sidewalks.

If a resident smells tobacco smoke in any building, they are to report this to the office as soon as possible. Management will seek the source of the smoke and take appropriate action.

Prior to March 1, 2017, for the health and safety of the Housing Authority employees and their representatives, no resident shall have any type of tobacco or related product burning at such time as any employee or representative of the Housing Authority enters and remains in their housing unit. If any resident refuses to put out the burning tobacco or related product prior to the employee or representative entering the unit, or if the resident lights a tobacco or related product while an employee or representative remains in the apartment, the employee or representative shall vacate the apartment immediately and not return until

such time as there is no longer any tobacco or related product burning. This may result in a delay of services to the unit/apartment.

New residents will be given a copy of the smoke-free policy. After review, the tenant will sign the House Rules for Smoke Free Housing Lease Addendum, a copy of which will be kept in the resident's file.

Upon adoption of this policy, all residents presently living in Public Housing units will be given a copy of the policy. After review, the resident will sign the House Rules for Smoke Free Housing Lease Addendum. This addendum will be placed in the resident's file.



## House Rules for Smoke Free Housing Lease Addendum

Effective March 1, 2017, the Jonesboro Housing Authority has adopted a "smoke free" housing policy. As of **March 1, 2017** all of Jonesboro Housing Authority properties, which includes Wilburn Street, Hightower Street, all offices, community buildings and common areas are smoke-free. The purpose of this policy is to establish smoke-free housing procedures for all housing authority properties. This smoke-free policy serves to mitigate (i) the irritation and known health effects caused by secondhand smoke; (ii) the maintenance and cleaning costs attributable to smoking; (iii) and the increased risk of fire from smoking. This policy is an addendum to the lease agreement and has been incorporated into the existing lease of the property.

1. "Smoking" means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant.
2. Resident agrees and acknowledges that the premises to be occupied by Resident and members of Resident's household have been designated as a smoke-free living environment. Resident and members of Resident's household shall not smoke anywhere in the unit rented by Resident, in the building where the Resident's dwelling is located or in any of the common areas (or adjoining grounds of such building or other parts of the rental community), nor shall Resident permit any guests or visitors under the control of Resident to do so. This policy also prohibits smoking within 25 feet from all entrances doors or windows or public sidewalks.
3. Resident acknowledges that all current residents residing in the public housing properties under a Lease signed prior to **March 1, 2017** will be subject to the smoke-free policies. All Grandfathered residents will be required to go smoke free as of **March 1, 2017**.
4. Resident acknowledges that the Housing Authority's adoption of this smoke-free policy does not in any way change the standard of care that the Housing Authority would have to a resident household to render buildings and premises designated as smoke-free any safer, more habitable, or improved in terms of air quality standards than any other rental premises. The Housing Authority specifically disclaims any implied or express warranties that the building, common areas, or resident's premises will have any higher or improved air quality standards than any other rental property. The Housing Authority does not guaranty air quality standards or any other environmental factors that may affect the resident's health. The Housing Authority does not assume any higher duty of care to enforce or implement this policy.
5. Resident acknowledges receipt of the Jonesboro Housing Authority Smoke-Free Policy and agrees to abide by the terms of the policy. A material breach of this Addendum by the Resident shall be considered a material breach of your lease and will be grounds for immediate lease termination.
6. Resident acknowledges that violator of the smoke free policy 1<sup>st</sup> offense will result in a warning; 2<sup>nd</sup> offense will result in a fine of \$ 25.00 and 3<sup>rd</sup> offense will result in termination of lease.

\_\_\_\_\_  
JHA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
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