

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

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# PHA Plans - TN003v03

5 Year Plan for Fiscal Years 2001 - 2005  
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name: Knoxville's Community Development Corporation**

**PHA Number: TN003v03**

**PHA Fiscal Year Beginning: (mm/yyyy) 07/2000**

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at:  
(select all that apply)

- Main administrative office of the PHA
- PHA development management offices (for resident review)
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA  
 PHA development management offices  
 Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2005**

[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.

Knoxville's Community Development Corporation's (KCDC) mission is: to establish and preserve a suitable living environment for persons of low income in the city of Knoxville, and other areas into which it may be invited to operate, by providing and assisting in the provision of a variety of safe, decent, and affordable housing opportunities; to promote and encourage, through education and other forms of constructive assistance, self-help programs that will assist in the development of resident self-sufficiency; to improve the safety, health, morals and welfare of the community by undertaking and promoting and cooperating with private developers and other governmental entities in the development of appropriate redevelopment and urban renewal projects.

## **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.

**KCDC HAS ELECTED TO IDENTIFY GOALS AND OBJECTIVES OTHER THAN THE HUD-SUGGESTED GOALS. PLEASE PROCEED TO PAGE 6.**

**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:

\_\_\_\_\_ Reduce public housing vacancies:

\_\_\_\_\_ Leverage private or other public funds to create additional housing opportunities:

\_\_\_\_\_ Acquire or build units or developments

\_\_\_\_\_ Other (list below)

\_\_\_\_\_ PHA Goal: Improve the quality of assisted housing

Objectives:

\_\_\_\_\_ Improve public housing management: (PHAS score)

\_\_\_\_\_ Improve voucher management: (SEMAP score)

\_\_\_\_\_ 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:

\_\_\_\_\_ Demolish or dispose of obsolete public housing:

- \_\_\_\_\_ Provide replacement public housing:
- \_\_\_\_\_ Provide replacement vouchers:
- \_\_\_\_\_ Other: (list below)

\_\_\_\_\_ PHA Goal: Increase assisted housing choices  
Objectives:

- \_\_\_\_\_ Provide voucher mobility counseling:
- \_\_\_\_\_ Conduct outreach efforts to potential voucher landlords
- \_\_\_\_\_ Increase voucher payment standards
- \_\_\_\_\_ Implement voucher homeownership program:
- \_\_\_\_\_ Implement public housing or other homeownership programs:
- \_\_\_\_\_ Implement public housing site-based waiting lists:
- \_\_\_\_\_ 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:
- \_\_\_\_\_ 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:
- \_\_\_\_\_ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- \_\_\_\_\_ Other: (list below)

**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:

\_\_\_\_\_ Provide or attract supportive services to improve assistance recipients employability:

\_\_\_\_\_ Provide or attract supportive services to increase independence for the elderly or families with disabilities.

\_\_\_\_\_ Other: (list below)

**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:

\_\_\_\_\_ 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:

\_\_\_\_\_ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

\_\_\_\_\_ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**KCDC Strategic Goal: To enhance the marketability of public housing units**

Objectives:

- 6-30-01 Implement site-based waiting lists:
- 6-30-01 Establish customer relations component & agency -wide policy:
- 6-30-02 Conduct market study to identify assets and needed improvements:
- 6-30-03 Use capital funds to begin making improvements identified by market study:
- 6-30-03 Implement outreach program to inform civic groups & community agencies of improvements:
- 6-30-05 Reduce crime in developments:

**KCDC Strategic Goal: To reduce low-rent public housing's dependency on HUD subsidy**

Objectives:

- 6-30-01 Implement an asset management plan:
- 6-30-01 Implement individual management plans (including project-based: budgeting) for each development:
- 6-30-01 Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- 6-30-01 Implement measures to promote income mixing in public housing:
- 6-30-01 Establish and maintain an operating reserve that complies with Public Housing Assessment System (PHAS) requirements:
- 6-30-03 Increase the percentage of rents collected:
- 6-30-04 Increase average tenant rents:
- 6-30-05 Secure non-HUD sources of income:

**KCDC Strategic Goal: To adapt KCDC's housing stock and program resources to more closely meet community needs**

Objectives:

- 6-30-01 Develop rent policies that attract low-income working families who have rent burdens of more than 30 percent of income:
- 6-30-03 Conduct a study to determine feasibility of adapting housing units for special needs populations:

**KCDC Strategic Goal: To expand the range and quality of affordable housing choices in the community**

Objectives:

- FY 2003 Apply for Low Income Tax Credit allocation and Federal Home Loan Bank Affordable Housing Program funds to build rental assistance units:
- 6-30-03 Conduct a study to identify potential sites and determine feasibility of acquiring/building rental housing in proximity to centers of employment:
- 6-30-04 Establish a program to help participants use tenant-based Section 8 vouchers toward home ownership:
- 6-30-04 Partner with non-profit and/or for-profit developers to expand affordable housing:
- 6-30-01 Acquire, rehabilitate and/or construct properties throughout the community to increase affordable housing, preferably in non-impacted areas:
- 6-30-02 Designate up to 15% of Section 8 vouchers for KCDC-owned project-based units to promote deconcentration of low-income families:

**KCDC Strategic Goal: To promote resident services and support**

Objectives:

- On-going Improve access of public housing residents to services that support economic opportunity and quality of life:

- On-going Promote measures to ensure that residents receiving TANF will get off public assistance in their allotted time period without a penalty:
- 6-30-02 Assist families to voluntarily move from assisted to unassisted housing:
- 6-30-02 Work with partners to increase in the number of residents who are working or engaged in job training:

**KCDC Strategic Goal: To promote economic development and redevelopment in the community**

Objectives:

- On-going Continue to assist the city and county governments as well as the airport authority with their economic and redevelopment projects throughout the two county area:
- 6-30-01 Develop entrepreneurial strategies to enhance economic development:
- 6-30-01 Continue to prepare and implement redevelopment plans throughout the community:

**KCDC Strategic Goal: To ensure equal housing opportunities**

Objectives:

- On-going Promote measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and/or disability:
- On-going Undertake measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and/or disability:
- On-going Promote measures to ensure accessible housing to persons with disabilities regardless of unit size required.

**Annual PHA Plan**  
**PHA Fiscal Year 2001**

[24 CFR Part 903.7]

**Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

**Executive Summary of the Annual PHA Plan** Not Required Per HUD

[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.

**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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**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- A** Admissions Policy for Deconcentration (Attachment A)
- FY 2000 Capital Fund Program Annual Statement (embedded in plan)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan (embedded in plan)
- B** Public Housing Drug Elimination Program (PHDEP) Plan (Attachment B)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (included in plan text)
- Other (List below, providing each attachment name)

**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>

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 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 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing	Annual Plan: Rent

### List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
<b>X</b>	development check here if included in the public housing A & O Policy	Determination
	Section 8 rent determination (payment standard) policies <b>X</b> 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 check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <b>X</b> 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
Does Not Apply	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<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>X</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
Does Not Apply	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
Does Not Apply	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Does Not Apply	Policies governing any Section 8 Homeownership program 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
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X		Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	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
Does Not Apply	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction</b>							
<b>By Family Type</b>							
<b>Family Type</b>	<b>OVERALL</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>2.Size</b>	<b>Location</b>
Income <= 30% of AMI	6734	5	5	4	2	3	5
Income >30% but <=50% of AMI	3895	5	5	4	2	3	5

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	OVERALL	Afford-ability	Supply	Quality	Access-ibility	2.Size	Location
Income >50% but <80% of AMI	2627	3	3	3	2	2	4
Elderly	2071	3	2	3	2	2	3
Families with Disabilities	Not Available						
Black/Non-Hispanic	6438	5	5	4	2	3	5
Hispanic	5525	5	5	4	2	3	5

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1995
- U.S. Census data: the Comprehensive Housing Affordability Strategy (CHAS) dataset  
 American Housing Survey data  
Indicate year: \_\_\_\_\_
- Other housing market study  
Indicate year: \_\_\_\_\_
- Other sources: (list and indicate year of information)

### A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)

### Housing Needs of Families on the Waiting List

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	795		30%
Extremely low income <=30% AMI	653	82.1%	
Very low income (>30% but <=50% AMI)	135	17%	
Low income (>50% but <80% AMI)	7	.9%	
Families with children	128	16.1%	
Elderly families	40	5%	
Families with Disabilities	111	13.9%	
White (Non-Hispanic)	486	61.2%	
Black (Non-Hispanic)	305	38.4%	
American Indian	1	.1%	
Asian/Pacific Islander	3	.3%	
Characteristics by Bedroom Size <b>(Public Housing Only)</b>			
1BR	709	89.2%	50%
2 BR	53	6.7%	80%
3 BR	31	3.9%	80%
4 BR	2	.2%	60%
5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? <u>  X  </u> No    Yes If yes: <b>B.</b> How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year?    No    Yes			

### Housing Needs of Families on the Waiting List

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	532		45%
Extremely low income <=30% AMI	406	76.3%	
Very low income (>30% but <=50% AMI)	126	23.7%	
Low income (>50% but <80% AMI)	0	0	
Families with children	457	85.9%	
Elderly families	55	10.3%	
Families with Disabilities	31	5.8%	
White (Non-Hispanic)	119	22.4%	
Black (Non-Hispanic)	413	77.6%	
Characteristics by Bedroom Size <b>(Public Housing Only)</b>	Does Not Apply	To Section 8	Project Based
1BR			
2 BR			

### Housing Needs of Families on the Waiting List

3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? ___ No <u> X </u> Yes If yes: <b>B.</b> How long has it been closed (# of months)? 11 months Does the PHA expect to reopen the list in the PHA Plan year? <u> X </u> No ___ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ___ No <u> X </u> Yes, applicants with verified preferences			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

- Seek designation of public housing for the elderly (already approved)

- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

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

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

Select all that apply

- Seek designation of public housing for families with disabilities (already approved)
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing (already completed)
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs** (Per the U.S. Census data set, CHAS, there are no disproportionate housing needs in the Knoxville SMA; however, KCDC will undertake the following strategies.)

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)  
provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and/or disability.

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)** (None. All strategies and needs covered above, skip to Statement of Financial Resources)

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	10,876,563	
b) Public Housing Capital Fund	5,379,345	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	7,278,032	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	803,003	
g) Resident Opportunity and Self-Sufficiency Grants	306,870	
h) Community Development Block grant	-0-	does not apply

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
i) HOME	-0-	does not apply
Other Federal Grants (list below)	none	does not apply
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CGP	4,818,750	public housing capital improvements
PHDEP	1,150,000	public housing safety & security
EDDS	200,000	public housing supportive services
<b>3. Public Housing Dwelling Rental Income</b>		
Dwelling Rent	2,693,170	public housing operations
Excess Utilities	1,300	public housing operations
Non-Dwelling Rent	1,200	public housing operations
<b>4. Other income (list below)</b>		
Maintenance Charges	58,250	public housing operations
Indirect	590	public housing operations
<b>5. Non-federal sources (list below)</b>		
Roof top/FIC space lease	55,290	public housing operations
Vending/Laundry/Phone Commissions	26,340	public housing operations
<b>Total resources</b>	<b>33,648,703</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent

##### **(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)

\_\_\_\_\_ When families are within a certain time of being offered a unit: (state time)

  X   Other: (describe)

1) At the time of initial application. 2) At the time of an offer of housing if the application has been on file more than 60 days.

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?

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)

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? 12

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? 12

3.  Yes  No: May families be on more than one list simultaneously

If yes, how many lists? 12, if family qualifies for designated developments, if not, 7 waiting lists.

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)

### **(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)

a. 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.

1. 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)

1) In accordance with the HOPE IV Revitalization Plan, relocatees from College Homes who are elderly/disabled or actively participating in the Passport Housing Self-Sufficiency Program will be given first priority to return to HOPE VI replacement housing. 2) KCDC recognizes involuntarily displaced and displaced by government action as two separate preference categories. Displaced by government action has a priority code of 1 and involuntarily displaced as a priority code of 2.

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.

1 Date and Time

Former Federal preferences:

- 1 & 2 see other Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 3 Victims of domestic violence
- 3 Substandard housing
- 3 Homelessness
- \_\_\_\_\_ High rent burden
- \_\_\_\_\_ Other preferences (select all that apply)
- 3 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
- 3 Victims of reprisals or hate crimes
- 1 & 2 Other preference(s) (list below)

- 1) In accordance with the HOPE IV Revitalization Plan, relocatees from College Homes who are elderly/disabled or actively participating in the Passport Housing Self-Sufficiency Program will be given first priority to return to HOPE VI replacement housing.
- 2) KCDC recognizes displaced by government action as a preference with priority code of 1 and involuntarily displaced as a priority code of 2.

4. Relationship of preferences to income targeting requirements:

- \_\_\_\_\_ The PHA applies preferences within income tiers
- X 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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X PHA briefing seminars or written materials
- \_\_\_\_\_ Other source (list)

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)

## OMIT Section (6) PER HUD INSTRUCTION

### **(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
- If selected, list targeted developments below:  
  
 Employing waiting list skipping to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing

- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (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)
- Other (list below)

Rental history as tenant in Public Housing or Section 8 housing.

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?

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)

History as tenant in rental housing.

**(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)  
Section 8 Administrative Office located at the Family Investment Center, 400 Harriet Tubman Street, Knoxville, TN 37915

**(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:

At the request of a voucher holder who has demonstrated an unsuccessful effort to locate a unit as evidenced by submission of request(s) for lease approval and contact with the Section 8 Occupancy Specialist.

**(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

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)

1) In accordance with the HOPE IV Revitalization Plan, relocatees from College Homes who are elderly/disabled or actively participating in the Passport Housing Self-Sufficiency Program will be given first priority to return to HOPE VI replacement housing. Such relocatees will receive preference for Section 8 assistance if needed. 2) KCDC recognizes displaced by government action as a preference with priority code of 1 and involuntarily displaced as a preference with priority code of 2.

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.

  1   Date and Time

Former Federal preferences

- 1 & 2  see other Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 3   Victims of domestic violence
- 3   Substandard housing
- 3   Homelessness
- High rent burden

Other preferences (select all that apply)

- 3 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  
 3 Victims of reprisals or hate crimes  
 1 & 2 Other preference(s) (list below)

1) In accordance with the HOPE IV Revitalization Plan, relocatees from College Homes who are elderly/disabled or actively participating in the Passport Housing Self-Sufficiency Program will be given first priority to return to HOPE VI replacement housing. Such relocatees will receive preference for Section 8 assistance if needed. 2) KCDC recognizes displaced by government action as a preference with priority code of 1 and involuntarily displaced as a preference with priority code of 2.

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) (KCDC does not plan to give this preference)

- 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

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan  
 Briefing sessions and written materials  
 Other (list below)

a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices  
 Other (list below)  
Notice to community social service agencies.

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component

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

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

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:

a. 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:

When adjusted income exceeds flat rent.

- 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)

Any discretionary deductions and/or exclusions policies will be adopted in accordance with the findings of a market study and analysis to be conducted during the Plan period. If any discretionary deductions and/or exclusions policies are adopted, they will promote the agency's goals (addressed in the 5-Year Plan) to increase occupancy, increase the amount of rent collected, and reduce the agency's dependency on HUD subsidy.

- 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)\_\_\_
- X Other (list below)

1) Any time a family on minimum rent receives an increase in income, 2) any time a family who has requested a reexamination to lowered their rent before the regularly scheduled annual reexamination receives an increase in income, 3) Any time there is not enough information at admission or reexamination to determine rent for 12 months, 4) any time a family receives a lump-sum payment for delayed start of regular payments such as TANF, and unemployment compensation (excludes SS & SSI)

g. \_\_\_ Yes X 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. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

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)

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)

**(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)

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

**Exempted as a High Performing PHA**

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(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:

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use NA to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		

Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. 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)

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

**Exempted as a High Performing PHA**

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8- Only PHAs are exempt from sub-component 6A.

**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)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

\_\_\_\_\_ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**Component 7  
Capital Fund Program Annual Statement  
Parts I, II, and II**

**Annual Statement  
Capital Fund Program (CFP) Part I: Summary**

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$100,000.00
4	1410 Administration	\$548,000.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$100,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	\$3,254,345.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$957,000.00
12	1470 Nondwelling Structures	\$173,000.00
13	1475 Nondwelling Equipment	\$247,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$5,379,345.00</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
TN3-1 Western Hghts	Replace Floor Covering (FA)	1460	152,000.00
	Re-Model Kitchens (FA)	1460	400,000.00

	Paint & Patch Walls (FA)	1460	120,000.00
	Replace Bath Plumbing (FA)	1460	30,000.00
	Replace Closet Doors (FA)	1460	150,000.00
	Replace Water Heaters (FA)	1460	60,000.00
	Install Wood Base (FA)	1460	120,000.00
	Paint Exterior (FA)	1460	132,000.00
	Replace Ranges (C)	1465-1	70,000.00
	Replace Refrigerators (C)	1465-1	91,000.00
TN3-4 Western Add.	Install Wood Base (FA)	1460	160,000.00
	Replace Floor Covering (FA)	1460	250,000.00
	Re-Model Kitchens (FA)	1460	874,345.00
	Replace Bath Plumbing (FA)	1460	80,000.00
	Replace Ranges (C)	1465-1	144,000.00
	Replace Refrigerators (C)	1465-1	168,000.00
TN3-3 Austin Homes	Replace Ranges (C)	1465-1	8,000.00
	Replace Refrigerators (C)	1465-1	19,000.00
TN3-5 Lonsdale Hom	Seal Buildings (FA)	1460	76,000.00
	Replace Ranges (C)	1465-1	97,500.00
	Replace Refrigerators (C)	1465-1	114,000.00
	Re-Work 4-5 Bedroom Kitchens	1460	40,000.00
	Replace Closet Doors (FA)	1460	210,000.00
TN3-6Austin Add.	Replace Ranges (C)	1465-1	8,000.00
	Replace Refrigerators (C)	1465-1	19,000.00
TN3-7 Love Towers	Replace HVAC in Halls (FA)	1475	24,000.00
	Install Lighting in Halls (C)	1470	84,000.00
TN3-8 Taylor Homes	Replace Ranges (C)	1465-1	8,000.00
	Replace Refrigerators (C)	1465-1	19,000.00
TN3-9 Dr. Lee Wms.	Replace Ranges (C)	1465-1	8,000.00
	Replace Refrigerators (C)	1465-1	19,000.00
TN3-10 Cagle Terr.	Replace Hall Lighting (C)	1460	12,000.00
TN3-11 Northgate	Replace Ranges (C)	1465-1	6,500.00
	Replace Refrigerators (C)	1465-1	104,000.00
TN3-12 Christenberry	Re-Work Office Space	1470	42,000.00
	Replace Ranges (C)	1465-1	8,000.00
	Replace Refrigerators (C)	1465-1	19,000.00
	Replace Siding on Office Building	1470	22,000.00
	Replace Windows in Office/Gym	1470	25,000.00
	Install A/C Unit in Central Heating	1460	352,000.00
TN3-14 Montgomery	Replace Ranges	1465-1	8,000.00
	Replace Refrigerators	1465-1	19,000.00
TN3-21 Mechanicsvil	Replace Water Lines	1460	36,000.00
Agency Wide	Architectural Service to Evaluate Space Needs, Traffic Flow and Development Accessibility	1430	100,000.00
	Equipment to Handle Materials at Central Stores	1475	23,000.00
Non-Tech Salaries	Const Supervisor (3) for MOD	1410-2	160,000.00
	Maintenance Analvst (2) for MOD	1410-1	90,000.00
	Plumbing Supervisor	1410-2	78,000.00
	Computer Analvst to Generate and Housing Reports	1410-1	90,000.00

Fringe Benefits	Benefits for 3 Supervisors, 2	1410-9	130,000.00
Hardware/Software	Purchase Computer Hardware	1475	200,000.00
	Purchase Computer Software	1408	100,000.00

## Annual Statement

### Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
TN3-1 Western Hts.	6/30/2002	9/30/2003
TN3-3 Austin Homes	6/30/2002	9/30/2003
TN3-4 West. Add.	6/30/2002	9/30/2003
TN3-5 Lonsdale Hom	6/30/2002	9/30/2003
TN3-6 Austin Add.	6/30/2002	9/30/2003
TN3-7 Love Towers	6/30/2002	9/30/2003
TN3-8 Taylor Homes	6/30/2002	9/30/2003
TN3-9 Dr. Lee Wms.	6/30/2002	9/30/2003
TN3-10 Cagle Terr.	6/30/2002	9/30/2003
TN3-11 Northgate	6/30/2002	9/30/2003
TN3-12 Christenberry	6/30/2002	9/30/2003
TN3-14 Montgomery	6/30/2002	9/30/2003
TN3-21 Mechanicsvil	6/30/2002	9/30/2003
HA Wide	6/30/2002	9/30/2003

## (2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TN3-1	Western Heights	-----	-----	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Install HVAC in Apartments			1,300,000.00	2004
<b>Total estimated cost over next 5 years</b>			1,300,000.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TN3-3	Austin Homes	-----	-----	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace Kitchen Cabinets / Tops / Plumbing			675,000.00	2002
Replace Wood Flooring with Tile			800,000.00	2004
<b>Total estimated cost over next 5 years</b>			1,475,000.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
TN3-4	Western Heights Addition	-----	-----	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace Porch Roofs			1,800,000.00	2002

Replace Apartment Roofs	610,000.00	2002
Install HVAC in Apartments	2,525,000.00	2003
<b>Total estimated cost over next 5 years</b>	<b>4,935,000.00</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TN3-5	Lonsdale Homes	-----	-----
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace Bathtubs and Tub Walls / Plumbing		625,000.00	2001
Replace Kitchen Tops / Cabinets / Plumbing		1,320,000.00	2003
Install HVAC in Apartments		1,500,000.00	2004
<b>Total estimated cost over next 5 years</b>		<b>3,445,000.00</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TN3-8	Taylor Homes	-----	-----
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace Kitchen Tops / Plumbing / Cabinets		1,500,000.00	2003
<b>Total estimated cost over next 5 years</b>		<b>1,500,000.00</b>	

**B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes \_\_\_ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: College Homes

2. Development (project) number: TN37003002

3. Status of grant: (select the statement that best describes the current status)

\_\_\_ Revitalization Plan under development

\_\_\_ Revitalization Plan submitted, pending approval

Revitalization Plan approved

\_\_\_ Activities pursuant to an approved Revitalization Plan underway

Yes \_\_\_ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

KCDC is contemplating applying for a HOPE VI Revitalization grant. The decision to apply is contingent upon support for a HOPE VI project by public housing residents and the communities surrounding public housing developments, and commitment of matching/leverage funds. A development has not been selected at this time.

Yes \_\_\_ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Hope VI replacement housing.

\_\_\_ Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. \_\_\_ Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If No, skip to component 9; if yes, complete one activity description for each development.)

**2. Activity Description**

Yes  No: **Has the PHA provided the activities description information in the optional Public Housing Asset Management Table?** (If yes, skip to component 9. If No, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

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 ___ Occupancy by families with disabilities ___ Occupancy by only elderly families and families with disabilities
3. Application status (select one) ___ Approved; included in the PHA's Designation Plan ___ Submitted, pending approval ___ Planned application
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) ___ New Designation Plan ___ Revision of a previously-approved Designation Plan?
1. Number of units affected: 7. Coverage of action (select one) ___ Part of the development ___ Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. \_\_\_ Yes X No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If No, skip to component 11; if yes, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 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 11. If No, complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. ___ Yes ___ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If No, skip to component 11B; if yes, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to small PHA or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

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 12. If No, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: 1b. Development (project) number:	
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	

<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If No, skip to component 12; if yes, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.79 (l)]

**Exempted as a High Performing PHA**

Exemptions from Component 12: **High performing and small PHAs are not required to complete this component.** Section 8-Only PHAs are not required to complete sub-component C.

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

1. Cooperative agreements:

\_\_\_\_\_ Yes \_\_\_\_\_ No: Has the PHA 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? DD/MM/YY

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. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b. \_\_\_\_ Yes \_\_\_\_ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

**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)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[ 24 CFR Part 903.7 9 (m) ]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. **High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.**

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)

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

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)

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)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: B)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. 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.

## **16. Fiscal 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? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

### **Exempted as a High Performing PHA**

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.  
**High performing and small PHAs are not required to complete this component.**

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)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached as Attachment  
 Provided below:

The Resident Advisory Board comments were supportive of the Agency Plan. No comments were received that required changes or additions to the Plan. Public Housing resident were supportive of the move to site-based waiting lists and the availability of flat rents. Section 8 residents were supportive of the possibility of using vouchers toward homeownership.

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

The Resident Advisory Board comments were supportive of the Agency Plan. No comments were received that required changes or additions to the Plan.

**B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

### C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here: Knoxville, Tennessee)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan includes input from KCDC staff who are placed as participants in the various subcommittees that gather information and help draft the plan to address housing needs. In response to KCDC's receipt of a HOPE VI grant, the City's amended the Consolidate Plan (7-1-98) included the HOPE VI site as a Neighborhood Strategy Area and give priority to housing and land acquisition programs in the HOPE VI area.

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

### **Attachment File TN003a01**

#### **Attachment A: Admission Policy for Deconcentration**

##### **Admission and Continued Occupancy Policy, Section VII:**

In accordance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA), KCDC will encourage deconcentration of poverty and mixed-incomes in public housing developments by promoting occupancy of higher income tenants in lower income developments and lower income tenants in higher income developments. The plan for deconcentration of poverty will be maintained and updated regularly based on a comparison of the relative tenant incomes of each development and the incomes of census tracts in which the developments are located. Deconcentration of poverty and the processes used to achieve it will not impose or require any specific income or racial quotas for any project or development. The plan will be applied to developments as a whole with no disparities between areas or buildings within developments. Implementation of the deconcentration plan will include the following as appropriate:

- (A) Skip over families on the waiting list to reach another family with a lower or higher income. The process of skipping names on the waiting list will be applied uniformly and will be consistent with site-based waiting lists.
- (B) Establish local preferences that promote deconcentration of poverty and income mixing such as a preference for working families.
- (C) Provide supportive services such as child care, job training and placement programs, and case management.
- (D) Offer rent incentives for eligible families who will have the sole discretion in determining whether to accept the incentive. KCDC will not take any adverse action toward any eligible family for choosing not to accept an incentive and occupancy of a development.

#### **Attachment B: Public Housing Drug Elimination Program Plan**

##### **Public Housing Drug Elimination Program Plan**

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

**Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

**Section 1: General Information/History**

- A. Amount of PHDEP Grant **\$ 803,003**
- B. Eligibility type (Indicate with an ) N1 \_\_\_\_\_ N2 \_\_\_\_\_ R
- C. FFY in which funding is requested **2000**
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

KCDC's Comprehensive Drug Prevention and Enforcement Program is a multi-faceted attack on the problem of drug-related crime in public housing. The program is composed of several components including additional law enforcement and treatment and preventive-based services. Funding from the FFY 2000 PHDEP will be used for the following: KCDC's Security Patrol program; the Truancy Center; My Place (a unique center which provides activities for inner-city youth); the SISTER treatment program; and an evaluation component.

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Western Heights	688	1365
Austin Homes	329	497
Lonsdale Homes	300	592
Walter P. Taylor Homes	500	771
Christenberry Homes	326	916
Montgomery Village	452	1076
Mechanicsville	26	59

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an ~~X~~ to indicate the length of program by # of months. For ~~Other~~, identify the # of months).

- 6 Months \_\_\_\_\_ 12 Months \_\_\_\_\_ 18 Months \_\_\_\_\_ 24 Months
- Other \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an 'x' by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place 'GE' in column or 'W' for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this	Grant Extensions or Waivers	Anticipate Comp. Completion Date
FY 1989 x	\$250,000	TN37DEP0030189	\$ -0-		N/A
FY 1990 x	\$371,400	TN37DEP0030190	\$ -0-		N/A
FY 1991 x	\$742,400	TN37DEP0030191	\$ -0-		N/A
FY 1992 x	\$806,200	TN37DEP0030192	\$ -0-		N/A
FY 1993 x	\$799,000	TN37DEP0030193	\$ -0-		N/A
FY 1994 x	\$993,500	TN37DEP0030194	\$ -0-		N/A
FY 1995 x	\$981,500	TN37DEP0030195	\$ -0-		N/A
FY 1996 x	\$977,750	TN37DEP0030196	\$ -0-		N/A
FY 1997 x	\$1,015,560	TN37DEP0030197	\$ -0-		N/A
FY 1998 x	\$1,018,420	TN37DEP0030198	\$399,474		12/00
FY 1999 x	\$808,265	TN37DEP0030199	\$728,136		12/01

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

KCDC proposes to continue three components of its Comprehensive Drug Prevention and Enforcement Program: additional law enforcement, treatment, and prevention. KCDC's program provides a continuum of services aimed at eliminating drug-related crime and improving the well-being of families living in public housing. The law enforcement component consists of contracted off-duty Knoxville Police Department officers who provide above baseline services. The prevention component includes My Place (a unique center that provides activities for inner-city youth 5 to 12 years of age) which has partnered with the Knoxville Police Department (for teaching kids bike safety and bike repair); the University of Tennessee College of Social Work and College of Education (for the help of students serving their internship); and the Volunteer Ministry Center (for intensive case management and therapy for the children and their parents). The Truancy Center is also included in the prevention component. The treatment component includes a program (SISTER) designed for women in public housing. For monitoring and evaluating the program, KCDC utilizes the following: police reports on calls for service, arrest rates and crime statistics; pre-test and

post-test scores for the children at My Place; number of kids served at the Truancy Center; number of participants completing the SISTERs program; and results of the resident survey.

## B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

<b>FY PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	\$618,003
9120 - Security Personnel	\$ -0-
9130 - Employment of Investigators	\$ -0-
9140 - Voluntary Tenant Patrol	\$ -0-
9150 - Physical Improvements	\$ -0-
9160 - Drug Prevention	\$150,000
9170 - Drug Intervention	\$ -0-
9180 - Drug Treatment	\$10,000
9190 - Other Program Costs	\$25,000
<b>TOTAL PHDEP FUNDING</b>	<b>\$803,003</b>

## A. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise and not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 - Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$ 618,003</b>			
<u>Goal(s)</u>		Reduce number of reported drug-related crimes in public housing						
Objectives								
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators	
1. Additional Services			10/00	10/02	\$618,003	\$93,815	Index Crime Report	
2.								
3.								

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$ -0-</b>			
<u>Goal(s)</u>								
Objectives								
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators	
1.								

2.							
3.							

<b>9130 – Employment of Investigators</b>					<b>Total PHDEP Funding: \$ -0-</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 – Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$ -0-</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 – Physical Improvements</b>					<b>Total PHDEP Funding: \$ -0-</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 – Drug Prevention</b>					<b>Total PHDEP Funding: \$ 150,000</b>		
Goal(s)		Decrease school drop-out rate. Prevent onset of violent behavior; teach problem-solving skills.					
Objectives		Provide safe, alternative and nurturing environment. Increase future employment opportunities					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Truancy Center	75	Truant Youth	10/00	10/01	\$ 20,000		Number served monthly
2. My Place	50	Youth (5-12)	10/00	10/01	\$130,000	\$ 1,800	Test Scores
3.							

<b>9170 – Drug Intervention</b>					<b>Total PHDEP Funding: \$ -0-</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 – Drug Treatment</b>					<b>Total PHDEP Funding: \$ 10,000</b>		
Goal(s)		Obtain and maintain abstinence; establish and maintain recovery support.					
Objectives		Obtain employable skills.					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. SISTER	14	Women in PH	10/00	10/01	\$ 10,000	\$149,265	Number of participants
2.							
3.							

<b>9190 – Other Program Costs</b>					<b>Total PHDEP Funds: \$ 25,000</b>		
Goal(s)							
Objectives		To evaluate the effectiveness of KCDC's strategies for reducing drug-related crime.					
Proposed Activities	# of	Target	Start	Expected	PHEDEP	Other	Performance Indicators

	Persons Served	Population	Date	Complete Date	Funding	Funding (Amount /Source)	
1. Evaluation			10/00	10/01	\$ 25,000		Resident survey results
2.							
3.							

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
9110	<i>Activity 1</i>	15,750	<i>Activity 1</i>	216,500
9120				
9130				
9140				
9150				
9160	<i>Activities 1, 2</i>	150,000	<i>Activities 1, 2</i>	150,000
9170				
9180	<i>Activity 1</i>	10,000	<i>Activity 1</i>	10,000
9190	<i>Activity 1</i>	25,000	<i>Activity 1</i>	25,000
<b>TOTAL</b>		\$ 200,750		\$ 401,500

### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the PHA Certifications of Compliance with the PHA Plan and Related Regulations.