

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

PHA Name: Mt. Pleasant Housing Authority

PHA Number: TN047

PHA Fiscal Year Beginning: 01/2000

TN047v02 Revised January 19, 2000

**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: Mt. Pleasant Housing Authority

PHA Number: TN-047

PHA Fiscal Year Beginning: (mm/yyyy): 01/01/2000

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
- 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 2000 - 2004

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs for low-income, very low-income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: (state mission here)

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-Year.** (Quantifiable measures would include targets such as: numbers of families served or PHAs scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

PHA Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers:
- 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)

Mt. Pleasant Housing Authority shall achieve a level of customer satisfaction that gives the Agency the highest score possible in this element of the Public Housing Assessment System.

Deliver timely and high quality maintenance services to the residents of the Mt. Pleasant Housing Authority.

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)

Other PHA Goal/s and Objectives: (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)

Other PHA Goal/s and Objectives: (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)

Other PHA Goal/s and objectives: (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: (List below)

Other PHA Goals and Objectives: List below)

Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

I. 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

II. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Mt. Pleasant Housing Authority has completed this Agency Plan in consultation with MPHA residents and the local community. The plan was reviewed by the Resident Advisory Board on July 19, 1999, and August 3, 1999. The public was afforded an opportunity to review the plan and offer comments at a public hearing held on September 23, 1999. The Annual Agency Plan is summarized as follows:

1. Housing Needs

Although our current waiting list is not excessive, the demand for public housing is evident. Our greatest demand is for small bedroom units (1 and 2 bedroom units). The average length of time to receive housing is approximately six months for one bedroom units, and three months for all other bedroom units.

2. Financial Resources

Although the MPHA is not financially troubled at this time, the continued under-funding of public housing subsidy by Congress has caused us to rely on our reserves to meet our ongoing operational and capital improvements needs.

The MPHA expects to expend approximately \$350,000 in the year 2000 for operations, capital improvements and administrative costs.

3. Eligibility, Selection and Admission Policies
The MPHA has revised its standard operating policies to comply with the requirements of the QHWRA through regulations published in the Federal Register on April 30, 1999. These policies will be updated as HUD issues further guidance.

As required under this section of the plan the MPHA has reviewed its developments and the census tracts in which they are located relative to income. We have determined that we do not have a problem with concentration of high or low income families. Further, we have revised our admission policy to assure that a concentration does not occur in the future.
4. Rent Determination - Discretionary Policies
The MPHA has no discretionary rent policies.
\$25.00 minimum rent
5. Operations and Management
The MPHA has developed policies relating to public housing administration, management, maintenance, leasing and occupancy. These policies have been revised to comply with the recently mandated requirements for the QHWRA.
6. Grievance Procedure
We have revised our Grievance Procedure to comply with the QHWRA and we will continue to make revisions as additional issues are addressed by HUD regulations.
7. Capital Improvements
Our projected funding under the CIAP program is \$199,477. Our focus for the 2000 program year is to renovate Development TN047-003. Improvements will include bathroom, kitchen, and exterior renovations.
8. Demolition and/or Disposition
The MPHA has no current plans for demolition or disposition.
9. Designation
The MPHA has no current plans to designate units in the future.
10. Conversion of Public Housing
The MPHA has no current plans to designate any development or buildings to tenant-based assistance.
11. Homeownership
The MPHA has no current plans to develop a Homwownership Program. However, the MPHA does provide programs, information and referrals for our residents.

12. Community Services and Self-Sufficiency Programs
We have adopted the policy revisions required by the QHWRA related to income changes for welfare recipients. We will develop a community services program following the publication of the final rules by HUD.
13. Safety and Crime Prevention
This component is not required. The MPHA is not participating in PHDEP.
14. Ownership of Pets
The MPHA has had a policy related to tenant-owned pets for many years. This policy only permits MPHA elderly residents to own pets at elderly sites. This is subject to compliance with specific requirements of our pet lease. All other residents are not permitted to keep or allow pets on any part of the premises.

We intend to revise our pet policy, if necessary, to comply with the requirements of the QHWRA upon publication of the final rule.
15. Civil Rights Certification
We have included the required certification regarding Fair Housing and Civil Rights in this plan.
16. Annual Audit
Our most recent annual audit for fiscal year 1998 is on file at our local HUD office in Nashville, Tennessee, and is available for review at our main office during normal business hours.
17. Asset Management
It is the goals of the MPHA to manage our assets (physical property, financial resources and manpower) as efficiently as possible to meet the intent of our Mission Statement.

III. 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:

+	Admissions Policy for Deconcentration
+	Capital Fund Program Annual Statement
NA	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
+	Capital Fund Program 5 Year Action Plan
NA	Public Housing Drug Elimination Program (PHDEP) Plan
+	Comments of Resident Advisory Board or Boards
NA	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 AApplicable & On Display@ column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
☑	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
☑	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
☑	<u>Fair Housing Documentation:</u> 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
☑	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
☑	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
☑	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
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
☑	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (Section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
☑	Public housing rent determination policies, including the methodology for setting public housing flat rents ____☑____ check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
☑	Schedule of flat rents offered at each public housing development ____☑____ check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies _____ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
☑	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
☑	Public housing grievance procedures _____ check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures _____ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
☑	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
NA	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
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program _____ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plans for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
†	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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Component 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 AOverall@ 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 Ano impact@ and 5 being Asevere impact@. Use NA to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <=30% of AMI	NA	2	2	2	1	NA	NA
Income >30% but <=50% of AMI	NA	1	1	1	1	NA	NA
Income >50% but <80% of AMI	NA	1	1	1	1	NA	NA
Elderly	NA	1	1	1	1	NA	NA
Families with Disabilities	NA	NA	NA	1	1	NA	NA
Race/Ethnicity - White	NA	NA	NA	1	1	NA	NA
Race/Ethnicity - Black	NA	NA	NA	1	1	NA	NA
Race/Ethnicity -Hispanic	NA	NA	NA	1	1	NA	NA
Race/Ethnicity - Other	NA	NA	NA	NA	NA	NA	NA

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)

B. 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-jurisdiction 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). If used, identify which development/subjurisdiction:			
	No. of Families	% of Total Families	Annual Turnover
Waiting List Total	16		28
Extremely low income (<=30% AMI)	10	62.5	
Very low income (>30% but <=50% AMI)	5	31.3	
Low income (>50% but <80% AMI)	1	6.2	
Families with Children	9	56.3	
Elderly Families	2	13%	
Families with Disabilities	4	25%	
Race/Ethnicity - White	10	62.5%	
Race/Ethnicity - Black	6	37.5%	
Race/Ethnicity - Hispanic	0	0	
Race/Ethnicity - Other	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	7	43.7%	7
2 BR	6	37.5%	7
3 BR	2	12.5%	11
4 BR	1	6.3%	2
5 BR	0	0	1
5+ BR	NA	NA	NA
Is the waiting list closed? (Select one) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (no. of months)? <input type="text"/> Not Applicable			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="text"/> No <input type="text"/> Yes Not Applicable			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
No <input type="text"/> Yes Not Applicable			

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.

Although the State Consolidated Plan indicates that housing affordability and quality are a problem in Tennessee our waiting list does not reflect this need. Our current waiting time for an applicant to receive housing is approximately six months for one bedroom units and three months for all other bedroom units.

(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 app

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: Not Applicable

Select all 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 Not Applicable

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

Not Applicable

Strategy 1: Target available assistance to families at or below 50% of AMI Not Applicable

Select all that apply

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

NEED: SPECIFIC FAMILY TYPES: THE ELDERLY Not Applicable

Strategy 1: Target available assistance to the elderly

Select all that apply

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

NEED: SPECIFIC FAMILY TYPES: FAMILIES WITH DISABILITIES Not Applicable

Strategy 1: Target available assistance to families with disabilities

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the Section 504 Needs Assessment for Public Housing
- 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)

SPECIFIC FAMILY TYPES: RACES OR ETHNICITIES WITH DISPROPORTIONATE HOUSING NEEDS Not Applicable

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)

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) Not Applicable

(2) Reasons for Selecting Strategies **Not Applicable**

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)

Component 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:

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	152,975	
b) Public Housing Capital Fund	199,477	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	-0-	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grant	-0-	
h) Community Development Block Grant	-0-	NA
i) HOME	-0-	NA
Other Federal Grants (list below)	-0-	NA
2. Prior Year Federal Grants (unobligated funds only)		
1998 CIAP	10,000	Capital Improvements
1999 CIAP	216,823	Capital Improvements
3. Public Housing Dwelling Rental Income	200,016	Operations

4. Other Income		
Interest Income	6,000	Supportive Services
5. Non-Federal Sources	-0-	NA
TOTAL RESOURCES	\$785,291	

Component 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 3A.

(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) **Three (3)**
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

Criminal or drug-related activity

Rental history

Housekeeping

Other (describe)

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

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

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

(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**

Not Applicable

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

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

c. Preferences:

1. Yes No Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to Subsection (5) Occupancy)
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) **Not Applicable**

Former federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the 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.

Not Applicable

Date and Time

Former federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences: (select 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)

4. Relationship of preferences to income targeting requirements: **Not Applicable**

The PHA applies preferences within income tiers

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

a. _____ Yes No: 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)
Not Applicable

- Adoption of site-based waiting lists
- The PHA will employ waiting list "skipping" to achieve income mixing goals at targeted developments
- The PHA will employ new admission preferences at targeted developments
- Other (list below)

d. _____ Yes No: Did the PHA adopt any changes to other policies based on the results

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

Not Applicable

- 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 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 Not Applicable

Exemptions: PHAs that do not administer Section 8 are not required to complete Subcomponent 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 Not Applicable

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)

- 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)

(2) Waiting List Organization Not Applicable

- 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)

(3) Search Time Not Applicable

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

If yes, state circumstances below:

(4) Admissions Preferences Not Applicable

a. Income targeting:

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

b. Preferences:

1. _____ Yes _____ No: Has the PHA established preferences for admission to Section 8 tenant-based assistance? (other than date and time of application) (if no, skip to Subcomponent (5) Special Purpose Section 8 Assistance Programs)

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

Former federal preferences

- Involuntary displacement (disaster, government action, action of housing owner, inaccessibility, property disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

Date and Time

Former federal preferences

Involuntary displacement (disaster, government action, action of housing owner, inaccessibility, property disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

Veterans and veterans' families

Residents who live and/or work in your jurisdiction

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

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

Households that contribute to meeting income requirements (targeting)

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

Victims of reprisals or hate crimes

Other preference(s) (list below)

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

Date and time of application

Drawing (lottery) or other random choice technique

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

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

(5) Special Purpose Section 8 Assistance Programs

Not Applicable

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)

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

Through published notices

Other (list below)

Component 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 Subcomponent 4A.

(1) Income Based Rent Policies

Describe the PHA=s income based rent setting policy/ies for public housing using, including discretionary 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 Subcomponent (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 to \$25

\$26 to \$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: **Not Applicable**

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

1. _____ Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **Not Applicable**

For the earned income of a previously unemployed household member
For increases in earned income
Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

For household heads
For other family members
For transportation expenses
For the non-reimbursed medical expenses of non-disabled or non-elderly families
Other (describe below)

e. Ceiling rents:

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

Yes for all developments
Yes but only for some developments

No

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

Not Applicable

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) **Not Applicable**

Market comparability study
Fair market rents (FMR)
95th 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 redeterminations:

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

Never
At family option
 Any time the family experiences an income increase
Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)

Other (list below)

Any time there is a change in family composition/income change (increase or decrease).

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

(2) Flat Rents Not Applicable

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

The area's Section 8 rent reasonableness study of comparable developments
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 Not Applicable

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete Subcomponent 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 Not Applicable

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)

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

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

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

Annually
Other list below)

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

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

(2) Minimum Rent Not Applicable

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

\$0
\$1 to \$25
\$26 to \$50

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

Component 5. Operations and Management Not Required, PHA is a High Performer

[24 CFR Part 903.7 9 (e)]

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.

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)

Component 6. - PHA Grievance Procedures

Not Required, PHA is a High Performer

[24 CFR Part 903.7 9 (f)]

Exemptions from Component 6: High performing PHAs are not required to complete Component 6. Section 8-Only PHAs are exempt from Subcomponent 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)

Component 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 Subcomponent 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 as 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)

(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 Subcomponent 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 as 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)

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

Applicability of Subcomponent 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.

(1) 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:
2. Development (project) number:
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

(2) 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:

(3) 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:

(4) 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:

Component 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 **Not Applicable**

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.)

Demolition/Disposition Activity Description		Not Applicable
1a.	Development name: _____	
1b.	Development (project) number: _____	
2.	Activity type: Demolition _____ Disposition _____	
3.	Application status (select one) Approved _____ Submitted, pending approval _____ Planned application _____	
4.	Date application approved, submitted or planned for submission: (DD/MM/YYYY) _____	
5.	Number of units affected: _____	
6.	Coverage of action (select one) Part of the development _____ Total development _____	
7.	Timeline for activity: a. Actual or projected start date of activity: _____ b. Projected end date of activity: _____	

Component 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

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 **Not Applicable**

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.

--

Designation of Public Housing Activity Description	
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: <u>(DD/MM/YYYY)</u>
5.	If approved, will this designation constitute a (select one) New designation plan _____ Revision of a previously-approved designation plan? _____
6.	Number of units affected: _____
7.	Coverage of action (select one) Part of the development _____ Total development _____

Component 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 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 **Not Applicable**

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.

Conversion of Public Housing Activity Description	
1a.	Development name:
1b.	Development (project) number:
2.	What is the status of the required assessment? Assessment underway _____ Assessment results submitted to HUD _____ Assessment results approved by HUD (if marked, proceed to next question) _____ Other (explain below) _____

3.	Is a Conversion Plan required? _____ Yes _____ No (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) Conversion Plan in development Conversion Plan submitted to HUD on : (DD/MM/YYYY) Conversion Plan approved by HUD on: (DD/MM/YYYY) 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) Units addressed in a pending or approved demolition application (date submitted or approved: _____) Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) Units addressed in a pending or approved HOPE VI revitalization plan (date submitted or approved: _____) Requirements no longer applicable: vacancy rates are less than 10 percent. Requirements no longer applicable: site now has less than 300 units 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

Component 11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

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 Not Applicable

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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a.	Development name:
1b.	Development (project) number:
2.	Federal program authority:

HOPE I _____ 5(h) _____ Turnkey III _____ Section 32 of the USHA of 1937 (effective 10/1/99) _____
3. Application status (select one) Approved; included in the PHA=s Homeownership Plan/Program ___ Submitted, pending approval _____ 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) Part of the development _____ Total development _____

B. Section 8 Tenant Based Assistance Not Applicable

(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:

Component 12. PHA Community Service and Self-Sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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 Subcomponent C.

**A. PHA Coordination with the Welfare (TANF) Agency
Not Required, PHA is a high performer**

(1) Cooperative Agreements:

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

If yes, what was the date that agreement was signed? dd/mm/yyyy

(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

Not Required

(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

(2) Family Self Sufficiency Program(s)

a. Participation description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)

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 training 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 Requirements

Component 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 Subcomponent D.

Not Required, PHA is a High Performer that is not participating in PHDEP

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)
- Not applicable

(2) What information or data did the PHA use 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 anti-crime/anti-drug programs
- Other (describe below)
- Not applicable

(3) If applicable, 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

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)
- Not applicable

C. Coordination Between PHA and the Police

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)
- Not applicable

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: _____)

Component 14. Reserved for Pet Policy - Not Required

[24 CFR Part 903.7 9 (n)]

Component 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.

Component 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. 143 7c(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? **Not Applicable**
- (5) Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due? **Not Applicable**

Component 17. PHA Asset Management Not Required, PH is a High Performer

[24 CFR Part 903.7 9 (q)]

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?

Component 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: (select one) **Not Applicable**

Attached as attachment (File name: _____)
Provided below

(3) In what manner did the PHA address those comments? (select all that apply) **Not Applicable**
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)

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 Subcomponent 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 Subcomponent C.) **Not Applicable at this time.**

(3) Description of Resident Election Process **Not Applicable at this time.**

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)

State of Tennessee Housing and Development Agency

(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)

(3) The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) **Not Applicable**

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.

**PHA Plan
Table Library**

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

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

Capital Fund Grant Number: _____ FFY of Grant Approval: 2000

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	34,237
3	1408 Management Improvements	
4	1410 Administration	2,145
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	32,395
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	120,200
11	1465.1 Dwelling Equipment - Nonexpendable	6,500
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	4,000
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of Lines 2-19)	199,477
21	Amount of Line 20 related to LBP activities	-0-
22	Amount of Line 20 related to Section 504 compliance	-0-
23	Amount of Line 20 related to Security	-0-
24	Amount of Line 20 related to Energy Conservation Measures	18,500

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
PHA-Wide	Operations	1406	34,237.00
PHA-Wide	Administration	1410	2,145.00
PHA-Wide	Fees and Costs	1430	32,395.00
TN047003	Bathroom Renovations	1460	20,750.00
TN047003	Building Exterior	1460	35,000.00
TN047003	Electrical	1460	2,600.00
TN047003	Finishes	1460	33,000.00
TN047003	Kitchen Renovation	1460	23,850.00
TN047003	Mechancial	1460	5,000.00
TN047003	Dwelling Equipment	1465.1	6,500.00
TN047003	Relocation	1495.1	4,000.00

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)
TN047-003	03/31/2002	9/30/2003

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 PRA 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 of Vacant Units	% Vacancies in Development
TN047-003	Harris House Apts. Walton Heights Annex		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Building Renovations		83,000.00	2001
Building Exterior		140,000.00	2001
Electrical		10,400.00	2001
Finishes		129,600.00	2001
Kitchen Renovations		95,400.00	2001
Mechanical		20,000.00	2001
Dwelling Equipment		26,000.00	2001
Relocation		16,000.00	2001
Total Estimated Cost over next 5 years		520,400.00	

Optional Public Housing Asset Management Table

