

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

FINAL

PHA Plans

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

**Cookeville Housing Authority
837 South Willow Avenue
Cookeville, TN 38503**

TN033v02

**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: Cookeville Housing Authority

PHA Number: TN033

PHA Fiscal Year Beginning: (mm/yyyy) 10/2001

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 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.
- The PHA's mission is: (state mission here)
Provide safe, decent and affordable housing; create opportunities for resident's self-sufficiency and economic independence, and assure fiscal integrity by all program participants.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - 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)

Goal 1 - Maximize the effectiveness and efficiency of the Cookeville Housing Authority

- Objectives:
- ✓ Maintain an adequate computer system meeting CHA needs.
 - ✓ Review and maintain competitive compensation system for all CHA employees.
 - ✓ Conduct on-going Board work sessions.
 - ✓ Reduce turnover of dwelling units.
 - ✓ Reduce turnaround time periods from stop rent dates to lease up dates.
 - ✓ Reduce Tenants Accounts Receivables
 - ✓ Increase applicant waiting list for all areas.

- ✓ Prepare conversion plan for 32 existing “0” elderly units with marketing problems to be designed and renovated into 16 marketable 1BR and/or 2BR elderly units in the following developments:
TN033-006 – Hugh Hargis Homes, TN033-007 – Lou Ray Walker Homes
TN033-010 – Sid Jenkins Homes, TN033-012 – Unnamed Development
TN033-013 – Unnamed Development, TN033-014 – J. Mack Draper Homes
- ✓ Develop and implement a new file management system for corporate and area management offices.
- ✓ Monitor and track Area Management Implementation with Public Housing Assessment Systems (PHAS) site based tracking system.
- ✓ Continue Semi Annual Workorder Elimination (SWEP) preventative maintenance program.
- ✓ Continue project GREEN (Grounds Maintenance) complete grounds maintenance operations PHA-wide.
- ✓ Continue CHA Quality Assurance program for monitoring the work order process.
- ✓ Complete construction of new corporate office, community facilities, and warehouse for inventory in 2001.

Goal 2 - Change the image of public housing

Objectives:

- ✓ Expand resident program in accordance with CHA 5-Year Resident Services Program Plan.
- ✓ Enhance landscaping and overall curb appeal of three sites per year
- ✓ Plan for and organize area based Resident Councils
- ✓ Seek funding under the ROSS program and establish the FSS program
- ✓ Apply for funding under the Youthbuild Program in 2003
- ✓ Implement PHDEP five year plan
- ✓ Enhance HELP program and homeownership opportunity with ROSS and its FSS program
- ✓ Continue to serve on and with the Tennessee Nutrition and Consumer Education (TNCEP) coalition
- ✓ Provide area based managers coordination with PHDEP for site specific resident services programs within the next five years subject to funding availability. Requires five full time positions from current one part-time position.

Goal 3 - Provide additional low-income housing

Objectives:

- ✓ Expand housing opportunities over the next five years.
We plan to pursue the development of 12 new LIHTC units in Gainesboro and Celina during this program year for a total of 24 new unit. A LIHTC application was submitted to THDA in March 2001.

PHA Plan
PHA Fiscal Year 2001
[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.

Not Applicable

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.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	6
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	12
4. Rent Determination Policies	22
5. Operations and Management Policies	26
6. Grievance Procedures	27
7. Capital Improvement Needs	28
8. Demolition and Disposition	30
9. Designation of Housing	31
10. Conversions of Public Housing	32
11. Homeownership	33
12. Community Service Programs	35
13. Crime and Safety	38
14. Pets (Inactive for January 1 PHAs)	39
15. Civil Rights Certifications (included with PHA Plan Certifications)	40
16. Audit	40
17. Asset Management	40
18. Other Information	41

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 (**Attachment A**)
- FY 2001 Capital Fund Program Annual Statement (**Attachment K**)
- 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 **NA**
- FY 2001 Capital Fund Program 5 Year Action Plan (**Attachment K**)
- Public Housing Drug Elimination Program (PHDEP) Plan (**Attachment B**)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Platext)
- Other (List below, providing each attachment name)
 - Attachment C – Definition of Substantial Deviation**
 - Attachment D – Community Service Program Description**
 - Attachment E – Pet Policy**
 - Attachment F – Membership of the Resident Advisory Board**
 - Attachment G– Resident Membership of the PHA Board of Commissioners**
 - Attachment H – Progress in Meeting the 5-Year Plan Mission and Goals**
 - Attachment I – Police substations**
 - Attachment J – Performance and Evaluation Report**
 - Attachment K – CFP Program Annual Statement**
 - Attachment L – CFP Five-Year Action Plan**
 - Attachment M - Replacement Housing Factor Grant Annual Statement**

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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;

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X X X	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
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	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
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
NA	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year (<i>In Annual Plan</i>)	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) (<i>In Agency Plan</i>)	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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 <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s 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
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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	*Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,420	3	3	NA	NA	NA	NA
Income >30% but <=50% of AMI	991	3	2	NA	NA	NA	NA
Income >50% but <80% of AMI	1,466	3	1	NA	NA	NA	NA
Elderly	873	3	3	NA	NA	NA	NA
Families with Disabilities	NA	3	0	NA	NA	NA	NA
Race/Ethnicity/W	3,723	3	2	NA	NA	NA	NA
Race/Ethnicity/B	60	3	2	NA	NA	NA	NA
Race/Ethnicity/H	27	3	2	NA	NA	NA	NA
Race/Ethnicity							

* Putnam County Jurisdictional Area Renters Data, CHAS Tables, 1990 Census

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: **2000**
- 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-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)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	65		221
Extremely low income <=30% AMI	54	83%	
Very low income (>30% but <=50% AMI)	9	14%	
Low income (>50% but <80% AMI)	2	3%	
Families with children	40	62%	
Elderly families	7	11%	
Families with Disabilities	13	20%	
Race/ethnicity1/2	65	100%	
Race/ethnicity	0	0	
Race/ethnicity	0	0	
Race/ethnicity	0	0	
1/2 = White/Non-Hispanic			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	32	49%	94
2 BR	14	22%	85
3 BR	19	29%	34
4 BR	0	0	8
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? NA			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes NA			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

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)

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
- 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
- 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)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

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)

(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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)	\$872,890.00	
a) Public Housing Operating Fund	\$922,772.00	
b) Public Housing Capital Fund	\$0.00	
c) HOPE VI Revitalization	\$0.00	
d) HOPE VI Demolition	\$0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$0.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$135,013.00	
g) Resident Opportunity and Self-Sufficiency Grants	\$0.00	
h) Community Development Block Grant	\$0.00	
i) HOME	\$0.00	
Other Federal Grants (list below)		
Replacement Housing Factor Grant	\$48,052.00	Replacement Units
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY 2000 CFP	\$200,000.00	Capital Improvements
3. Public Housing Dwelling Rental Income	\$591,276.00	Operations
4. Other income (list below)		
Investments	\$41,850.00	Operations
Other	\$26,400.00	Operations
5. Non-federal sources (list below)		
Total resources	\$2,838,253.00	

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

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**

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)

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)

At least one (1) family member who is fully employed, (must include family head and spouse, or sole member who is sixty-two (62) years old or who receives social security disability, supplemental security income disability benefits or any other payments based on the individuals' inability to work).

At least one adult family member has successfully completed or is currently enrolled, and in good standing, in a job market training program.

A family head or spouse who was honorably discharged from active military service with the U.S. Government.

Family member composition and present housing exceeds HUD's occupancy standards by fifty (50) percent.

A family who lives within the jurisdiction of the Cookeville Housing Authority.

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 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 **At least one (1) family member who is fully employed, (must include family head and spouse, or sole member who is sixty-two (62) years old or who receives social security disability, supplemental security income disability benefits or any other payments based on the individual's inability to work).**
- 2 **At least one adult family member has successfully completed or is currently enrolled, and in good standing, in a job market training program.**
- 3 **A family head or spouse who was honorably discharged from active military service with the U.S. Government.**
- 4 **Family member composition and present housing exceeds HUD's occupancy standards by fifty (50) percent.**
- 5 **A family who lives within the jurisdiction of the Cookeville Housing Authority.**

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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)

Component 3, (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

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

B. Section 8 Not Applicable

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)

- 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

- 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

- a. 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

- 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

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)

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 4A.

(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 (**\$50.00**)

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

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

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: **Not Applicable**

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

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

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

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

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 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 re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance Not Applicable

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)

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

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 Not Applicable

[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.

(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 Not Required

[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 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) **(Attachment K)**

-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 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) **(Attachment L)**

-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 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:
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

- 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:

- 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:
- Mixed-Finance for 30 new units at TN033-10(3) is underway.**

- 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:
- The PHA is proposing to develop a total of 24 new units in Celina and Gainesboro utilizing LIHTC.**

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.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. 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.

Designation of Public Housing Activity Description	
1a. Development name:	Willow Heights
1b. Development (project) number:	Not yet assigned
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(09/30/01)</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	30
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.79 (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

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?	
<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. <input type="checkbox"/> Yes <input type="checkbox"/> 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

[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

- 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:	<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 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:

12. PHA Community Service and Self-sufficiency Programs

Not Required

[24 CFR Part 903.7 9 (l)]

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 2001 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 Not Applicable

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 **Not Applicable**

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 2001 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 2001 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. **(Attachment 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)]

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 at Attachment (File name)
 Provided below: **The Resident Advisory Board comments were in support of the PHA Agency Plan. General comments were made regarding proposed capital improvements.**

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)

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 **Not Applicable**
 - 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)

Tennessee Housing 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)
Not Applicable
- Other: (list below)

4. 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.

ATTACHMENT A - DECONCENTRATION POLICY FOR THE COOKEVILLE HOUSING AUTHORITY

1. DECONCENTRATION POLICY

- a. The objective of the Deconcentration Policy for the Cookeville Housing Authority (CHA) is to achieve the goal that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development or census tract. The CHA will take actions as necessary to achieve the goal that no individual development has a concentration of higher income or lower income families. To ensure that the CHA does not concentrate families with higher or lower income levels in any one development, the CHA will track the status of family income, by development, on a monthly basis utilizing income reports generated by the CHA's computer system.
- b. The CHA will periodically compare the relative incomes of its developments to the relative incomes of the census tracts in which they are located. Where significant differences are identified, income targeting will be applied.

2. INCOME TARGETING

- a. To accomplish the deconcentration goals, the Cookeville Housing Authority will take the following actions:
 - i. At the beginning of each fiscal year the Cookeville Housing Authority will establish a numerical goal for admission of families whose incomes are at or below 30 percent of the area median income. The target annual goal will be calculated by taking 40 percent of the total number of move-ins from the previous CHA fiscal year.
 - ii. The CHA will limit the number of admissions to ensure that not less than 40 percent of admissions are families with incomes at or below 30 percent of the area median income.
 - iii. The CHA will skip families on the waiting list or skip developments to accomplish these goals.
- b. The Cookeville Housing Authority will not hold units vacant to accomplish these goals.

ATTACHMENT B – PHDEP

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 \$ 135,130.00**
- B. Eligibility type (Indicate with an “x”) N1 _____ N2 _____ R X**
- C. FFY in which funding is requested 2001**
- 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

Executive Summary

The success of this years PHDEP grant will include security patrols, the Teens Need Training (T.N.T.) after school program for ages 11-17, the Teenie Weenies Need Training (T.W.N.T.) after-school program for ages 5-10, the P.A.L./T.N.T. (Police Athletic League) Performers and the T.N.T. summer program for ages 9-13. Weekly security patrols will contribute to the safety of Cookeville Housing Authority's residents. The goals of our after-school will be to reduce truancy by 10% in 50% of participants, increase academics by 5 points in 50% of participants, build character and participate in community projects. The summer program goals are to teach life skills, etiquette, cooking, enrichment, participate in community projects and increase self-esteem through the P.A.L./T.N.T. Performers. The security patrols will benefits our Cookeville, Algood, Monterey and Baxter residents.

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 sponsored 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)
001 Perry Morgan Homes	58	132
002 Claude Darwin Apartments	60	139
003 Standing Stone Homes	24	45
005 CE Reeves Homes	24	49
006(1) Hugh Hargis #1 Homes	30	30
006(2) Hugh Hargis #2 Homes	52	103
007 Lou Ray Walker Homes	26	48

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)
008 W.T. Sewell	30	66
009 Eperson-Swallows	20	34
010(1) Judge B.C. Huddleston	38	83
010(2) Sid Jenkins	40	41
010(3) Judge O.K. Holladay	42	42
011 Woodland Homes	34	66
012(1) Monterey	6	8
012(2) Monterey	8	8
012(3) Monterey	16	16
013 Baxter	20	40
014(1) J. Mack Draper Homes	16	23
014(2) J. Mack Draper Homes	6	6

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 X 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.

	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Fiscal Year of Funding
FY 1995					
FY 1996					
FY 1997					
FY 1998	\$174,000.00	TN43DEP0330198	\$71,448.00	NA	09/30/00
FY 1999	\$127,600.00	TN43DEP0330199	\$127,600.00	NA	09/30/01
FY 2000	\$132,949.00	TN43DEP0330100		NA	09/30/02

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.

Our strategies and objectives to address the needs of the target areas are as follows:

- To provide security patrols 80 hours per week in Cookeville and Algood sites. Partnerships will be with the Cookeville Police Department and the Algood Police Department and the Putnam County Sheriffs Department.
- To provide after-school programs for 180 at-risk youth ages 5-17, living in and around public housing that will emphasize improving academics, reducing truancy, teaching computer skills and building character. Partnerships for these activities will be with the Sigma Phi Epsilon Fraternity, Kappa Delta Sorority, Phi Gamma Delta Fraternity, Putnam County Health Department, local merchants, the school system.
- To provide summer programs for 50 at-risk youth ages 9-13 living in and around public housing that emphasize basic life skills, community projects, cooking classes, etiquette training and enrichment activities. Partnerships for these activities will be with the Sigma Phi Epsilon Fraternity, Kappa Delta Sorority, Putnam County Health Department, local merchants, Police Athletic League, and TNCEP (Tennessee Nutrition Consumer Education Program) and Cookeville Leisure Services.

B. PHDEP Budget Summary

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

FY 00 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	NA
9120 – Security Personnel	\$53,930.00
9130 – Employment of Investigators	NA
9140 – Voluntary Tenant Patrol	NA
9150 – Physical Improvements	NA
9160 - Drug Prevention	\$80,000.00
9170 - Drug Intervention	NA
9180 - Drug Treatment	NA
9190 – Other Program Costs	\$1,200.00
TOTAL PHDEP FUNDING	\$135,130.00

C. 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—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.

9120 – Security Personnel					Total PHDEP Funding: \$53,930.00		
Goal(s) - To reduce criminal activity in and around public housing developments in Cookeville, Algood, Monterey and Baxter							
Objectives - Implement security patrols 80 hours per week in these developments. Work in conjunction with Cookeville and Algood Police Departments and Putnam County Sheriffs Department to track calls and reports from public housing. Track calls and reports in crime analysis database.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
Security Patrols 80 hrs per wk	865	Residents in Cookeville, Algood, Baxter and Monterey	01/01/01	01/01/03	\$53,930	NA	Reduction in police calls and crime; Favorable response in Resident Survey

9160 - Drug Prevention					Total PHDEP Funding: \$80,000.00		
Goal(s) - To provide after-school programs for 210 at-risk youth ages 5-17 living in and around public housing To provide summer programs for 50 at-risk youth ages 9-13 living in and around public housing.							
Objectives - Implement TNT (Teens Need Training) after-school program for youth ages 11-17. Implement Teenie Weenies Need Training after-school program for youth ages 5-10. Implement summer program for youth ages 9-13.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
TNT after-school program	90	Resident youth ages 11-17	01/01/01	01/01/03	\$42,000.00	NA	Students participants shall maintain "c" average or better.
Teenie Weenies after-school program	90	Resident youth ages 5-10	01/01/01	01/01/03	\$27,000.00	NA	Students participants shall maintain "c" average or better.
Summer program	50	Resident youth ages 9-13	01/01/01	01/01/03	\$11,000.00	NA	Students participants shall maintain "c" average or better.

9190 – Other Program Costs						Total PHDEP Funding: \$1,200.00	
Goal(s) - To provide field trips for after-school and summer program participants. To purchase needed supplies to implement after school and summer programs.							
Objectives - To conduct fields trips for after-school and summer program participants. To purchase supplies to be used for homework and community projects.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
Field Trips	180	Resident youth ages 5-17	01/01/01	01/01/03	\$600.00	NA	Students participants shall maintain "c" average or better.
Supplies	180	Resident youth ages 5-17	01/01/01	01/01/03	\$600.00	NA	Students participants shall maintain "c" average or better.

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.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120	Activity 1	NA	Activity 1	\$53,930.00
9130				
9140				
9150	Activity 1	NA	Activity 1	
9160	Activity 1, 2, 3	NA	Activity 1, 2, 3	\$80,000.00
9170				
9180				
9190	Activity 1, 2	NA	Activity 1, 2	\$1,200.00
TOTAL		\$		\$135,130.00

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."

ATTACHMENT C – DEFINITION OF SUBSTANTIAL DEVIATION

PHA's definition of "Significant Amendment or Substantial Deviation" from its 5-Year and Annual Plans:

1. Changes to rent or admissions policies or organization of the waiting list.
2. Addition of non-emergency work, items (items not included in the Annual Statement or 5-Year Action Plan) or a change in the use of replacement reserve funds under the Capital Fund.
3. Any change with regard to demolition or disposition, designation, or homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements.

ATTACHMENT D – COMMUNITY SERVICE

All families will be given a written description of the service requirement, and of the process for claiming status as an exempt person. This will include the CHAs determination identifying the family members who are subject to the service requirement, and the family members who are exempt persons. The CHA will provide a form to any family members requesting exemption from the service and will advise the member what documentation is required to support the exemption. The CHA will approve or deny the request for exemption within 30 days from receipt of a request that includes required documentation. A family member may request an exempt status at anytime.

The CHA will provide a listing of qualifying community service or self-sufficiency activities that will meet this requirement. The CHA may update this list at anytime. Each nonexempt family member will be given a community service time sheet to track the monthly volunteer hours. A supervisor must sign and date each period of work. If qualifying activities are administered by an organization other than the CHA, a family member who is required to fulfill a service requirement must provide signed community service time sheets certifying to the CHA by such other organization that the family member has performed such qualifying activities.

The CHA must review family compliance with service requirements, and must verify such compliance annually at least thirty days before the end of the twelve-month lease term. The CHA must retain reasonable documentation of service requirement performance in tenant files.

If the CHA determines that there is a family member who is required to fulfill a service requirement, but who has violated this family obligation (noncompliant resident), the CHA must notify the tenant of this determination.

If the tenant or another family member has violated the service requirement, the CHA may not renew the lease upon expiration of the term with exceptions.

In implementing the service requirement, the CHA may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by CHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

ATTACHMENT E – PET POLICY

This Statement of Pet Policy is established for the Cookeville Housing Authority (CHA) on April 19, 2001.

1. Application for Pet Permit
Prior to housing any pet on the premises, the resident shall apply to CHA for a pet permit which shall be accompanied by the following:
 - 1.1. A current license issued by the appropriate authority, if applicable, and
 - 1.2. Evidence that the pet has been spayed or neutered, as applicable; and
 - 1.3. Evidence that the pet has received current rabies and distemper inoculations or boosters, as applicable, and
 - 1.4. A photo of the pet, and
 - 1.5. Evidence of payment of a \$200 non-refundable pet damage deposit. This deposit must be paid in addition to CHA's standard security deposit.
 - 1.6. The \$200 non-refundable pet damage deposit is waived in cases where a therapeutic pet as a reasonable accommodation is required and evidenced by a physician's statement.
2. All residents with pets shall comply with the following rules:
 - 2.1. Permitted pets are domesticated dogs, cats, birds, and fish aquariums of 50-gallon size or less. The weight of the dog or cat may not exceed fifteen (15) pounds (adult size).
 - 2.2. Only one pet per household will be permitted. Specifically, one dog, one cat, one bird and/or one fish aquarium of 50-gallon size or less.
 - 2.3. Dogs and cats must be licensed yearly and residents must show proof of annual rabies and distemper booster inoculations required by state or local law.
 - 2.4. Vicious and/or intimidating dogs will not be allowed.
 - 2.5. All dogs and cats must be spayed or neutered, as applicable.
 - 2.6. Dogs and cats shall remain inside the resident's unit. No animal shall be permitted to be loose in lobby areas, community rooms, yards or other common areas of the facility.
 - 2.7. When taken outside the unit, dogs and cats must be kept on a leash, controlled by an adult.
 - 2.8. Birds must be confined to a cage at all times.
 - 2.9. Residents shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities.
 - 2.10. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
 - 2.11. Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in a refuse container outside the building.
 - 2.12. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
 - 2.13. If pets are left unattended for a period of eight (8) hours or more, CHA may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provision of state law and pertinent local ordinances. CHA accepts no responsibility for the animal under such circumstances.
 - 2.14. Residents shall not alter their unit, patio or unit area in order to create an enclosure for any pet.
 - 2.15. Residents are responsible for all damages caused by their pets, including the cost of cleaning of carpets and/or fumigation of units.
 - 2.16. Residents are prohibited from feeding or harboring stray animals. The feeding of any stray animals shall constitute having a pet without written permission of the Authority.
 - 2.17. Should any pet housed in an Authority facility give birth to a litter, the resident shall remove from the premises all of said pets except one within thirty (30) days.
 - 2.18. Residents must identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. The identification of an alternate custodian must occur prior to the Authority issuing a pet registration permit.
 - 2.19. Visitors are not allowed to bring pets and the residents shall not engage in "petsitting".
 - 2.20. No animals shall be tied upon the outside or left unattended. No dog houses, animal runs, etc. will be permitted.

2.21. These rules may be amended from time to time, as necessary, by CHA and such amendments shall be binding on the residents upon notice thereof.

3. Residents who violate these rules are subject to:
 - 3.1. Being required to get rid of the pet within 10 days of written notice by CHA; and/or
 - 3.2. Eviction
4. The privilege of maintaining a pet in a facility owned and/or operated by CHA shall be subject to the rules set forth above. This privilege may be revoked at any time, subject to CHA's Hearing Procedures, if the animal should become destructive, create a nuisance, represent a threat to the safety, health and security of other residents, or create a problem in the area of cleanliness and sanitation.
5. A breach of any of the foregoing rules constitutes a breach of the resident's lease and can result in not only in the revocation of the privilege of keeping a pet, but may result in any of the sanctions set forth in the resident's lease for breach thereof, including forfeiture of further leasehold rights and termination of the lease. The election of a remedy by CHA for a resident's breach of the forgoing rules is not exclusive and CHA may thereafter pursue any of the various remedies set forth in the lease as CHA may, in its discretion, decide.

Resident's Signature

Date

Housing Manager's Signature

Date

Executive Director's Signature

Date

PET PERMIT APPLICATION

Name: _____ Date: _____

Address: _____

Phone No: _____ Pet Name _____

Type: () Bird () Fish () Dog () Cat

In Case of Emergency Contact: _____ Description: _____

Address: _____ Photo: _____ Weight: _____ Color: _____

_____ Spayed: _____ Neutered: _____

Phone No.: _____

Veterinarian: _____ Deposit: \$200.00 (if applicable)

_____ Payment Date: _____

Phone No: _____ Permit Expiration Date: _____

() Initial () Renewed
Reason if not renewed: _____

I, _____
have received the Pet Policy, have
Read and fully understand all rules that
Govern my keeping a pet. By my signature
Below, I will abide by all the rules set forth in
The Policy. I understand any violation of the
Pet Policy could result in the termination of my
lease.

Tenant's Signature

Date

Cookeville Housing Authority Representative

(Attach photo)

Date

ATTACHMENT F – MEMBERSHIP OF RESIDENT ADVISORY BOARD

Dora Ruth McCloud

Cookeville/Algood Resident Council President
425 Hargis Dr.
Cookeville, TN 38501

David Wells

Cookeville/Algood Resident Council Treasurer
133 Boatman Street
Cookeville, TN 38501

Robert Webb

Monterey Resident Council President
701 Standing Stone Drive
Monterey, TN 38574

Sammie Worthington

Baxter Resident Council President
304 Alexander Drive
Baxter, TN 38544

Kenneth Spivey

Gainesboro/Celina Resident Council President
518 North Murray Street
Gainesboro, TN 38562

Attachment I – Resident Membership on PHA Board

Board Chairman – Leon DeLozier
Vice Chair – Harry Leonard
Resident Commissioner – Judy Sparkman
Commissioner – Frank Medley
Commissioner – Henry Malliet

ATTACHMENT H – PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS

Goal: Expand the supply of assisted housing

Objectives:

- ✓ Reduce public housing vacancies:
We have been successful in meeting this goal by reducing overall vacancies from 6.16% in 1999 to 5.5% in 2000.

Goal: Improve the quality of assisted housing

Objectives:

- ✓ Increase customer satisfaction:
Our overall score on the resident satisfaction survey increased by 0.2 from 1999 to 2000.
- ✓ Renovate or modernize public housing units:
We have continued our ongoing process of renovating our public housing stock. In FY 2000 we allocated funds for additional parking at development TN033-007 in Monterey.

Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ✓ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
We are continually looking for ways to improve the lives of our elderly residents. During the 2000 year we worked on developing an Elderly Mentoring Program.

Goal: Maximize the effectiveness and efficiency of the Cookeville Housing Authority

Objectives:

- ✓ Diversify operations over the next five years so that the Authority is not solely dependent upon HUD's public housing. This will include:
Establishment of the Cookeville Housing Service Corporation, Inc., by December 2001. This corporation will be utilized to seek alternative sources of funds to develop low income housing.
We have completed our goals for diversification which includes developments of the Cookeville Housing Services Corporation which will seek alternative sources of funding for new low-income housing.
- ✓ An adequate computer system meeting CHA needs.
During FY 2000 we completed the installation of a wide area computer network to link all of our office to the main office.

- ✓ Review and maintain competitive compensation system for all CHA employees.
We review our compensation on an annual basis to ensure that our salaries are competitive.
- ✓ Conduct on-going Board work sessions.
We are conducting work sessions for our board members to keep them informed of the continuing changes in public housing.
- ✓ Reduce turnover of dwelling units.
We have reduced our dwelling unit turnover rate from 281 units in 1999 to 271 in 2000.
- ✓ Reduce turnaround time periods from stop rent dates to lease up dates.
Our average unit turnaround days have actually increased from 17 to 22 days between 1999 to 2000, however, we are completing a higher degree of renovation work to reduce future repair needs.
- ✓ Reduce Tenants Accounts Receivables
We have reduced overall TARs from 1999 to 2000.
- ✓ Increase applicant waiting list for all areas.
Waiting lists has decreased from 56 to 46 applicants.
- ✓ Prepare conversion plan for 32 existing "0" elderly units with marketing problems to be designed and renovated into 16 marketable 1BR and/or 2BR elderly units.
We have not yet completed our conversion plan.
- ✓ Develop and implement a new file management system for corporate and area management offices.
The implementation of a new file management system has been rescheduled for FY 2001 to tie into our move to new office space.
- ✓ Monitor and track Area Management Implementation with Public Housing Assessment Systems (PHAS) site based tracking system.
We have established a process to track PHAs indicators on an site based system.
- ✓ Continue Semi Annual Workorder Elimination (SWEP) preventative maintenance program.
Our Semi-Annual Workorder Elimination program is in full force and has been very successful.

- ✓ Continue project GREEN (Grounds Maintenance) complete grounds maintenance operations PHA-wide.
Our project GREEN is on going.
- ✓ Continue CHA Quality Assurance program for monitoring the work order process.
Our work order quality assurance program is ongoing.
- ✓ Begin construction of new corporate office, community facilities, and warehouse for inventory in 2001.
Our new corporate office is schedules for completion in July 2001.

Goal: Change the image of public housing

Objectives:

- ✓ Develop and implement Public Relations and Marketing Program that is customer focused to improve the public perception of public housing.
We are developing a brochure for our residents.
- ✓ Expand resident program in accordance with CHA 5-Year Resident Services Program Plan.
We have expanded our security office program to include dev 3 7, 8 12 and 13. We have also expanded our community partnerships to cover all developments.
- ✓ Develop an Elderly Allocation Plan.
Our Elderly Allocation Plan was completed and approved by HUD during FY 2000.
- ✓ Enhance landscaping and overall curb appeal of three sites per year
We postponed our landscaping program for FY 2000.
- ✓ Plan for and organize area based Resident Councils
We now have four resident councils in place representing all of our developments.
- ✓ Seek funding under the ROSS program and establish the FSS program
We were unsuccessful in receiving funding under the FY 2000 Ross program although our application scored 91 out of a possible 100 points.
- ✓ Apply for funding under the Youthbuild Program in 2003
Not applicable at this time.

- ✓ Implement PHDEP five year plan
Our five year PHDEP program is ongoing.
- ✓ Complete Tennessee Commission on Children and Youth (TCCY) program grant.
We have completed our TCCY grant
- ✓ Enhance HELP program and homeownership opportunity with ROSS and its FSS program
We were unsuccessful in receiving funding under the FY 2000 Ross program although our application scored 91 out of a possible 100 points
- ✓ Continue to serve on and with the Tennessee Nutrition and Consumer Education (TNCEP) coalition
The CHA continues to serve on the board of the TNCE.
- ✓ Provide area based managers coordination with PHDEP for site specific resident services programs within the next five years subject to funding availability. Requires seven full time positions from current six part-time positions.
We currently have five full-time and one part-time staff persons hired for site based resident services program.

Goal: Provide additional low-income housing

Objectives:

- ✓ Expand housing opportunities over the next five years.
 - Converting 32 zero bedroom units to 20 1- and 2-bedroom units
 - Construct 30 replacement units at Development 33-10(3)
 - Develop 30 new elderly housing units***We are programming our proposed conversions into the current 5-Year Capital Fund Plan. The proposed 30 new units are under construction. We have applied for 24 units of new elderly housing under the LIHTC program.***
- ✓ Begin construction of 30 units of elderly housing Tax Credit LP 10(3) in year 2000.
Units are under construction.
- ✓ Develop an Elderly Allocation Plan and submit application to HUD for approval.
Our elderly allocation plan has been submitted to and approved by HUD.

ATTACHMENT I – POLICE SUBSTATIONS

The Cookeville Housing Authority plans to establish a police substation or house a police officer in each PHA development, Plans include:

1. TN033-01 – Existing Police substation at 706 Pine Ave., Cookeville, TN
1. TN33-01 – Police officer currently housed at 561 W. 8th Street
2. TN33-02 – Police substation or officer living in unit proposed
3. TN33-03 – Police substation or officer living in unit proposed
4. TN33-05 - Police substation or officer living in unit proposed
5. TN33-06(1) - Police substation or officer living in unit proposed
6. TN33-06(2) – Police substation or officer living in unit proposed
7. TN33-07 – Existing Sheriff's Substation at 410 Crossville Street, Monterey, TN
8. TN33-08 – Existing Sheriff's/Police Dept s and city substation at 404 N. 3rd., Baxter, TN
9. TN33-09 - Police substation or officer living in unit proposed
10. TN33-10(1) – Police Substation or officer living in unit proposed
11. TN33-10(2) – Police Substation or officer living in unit proposed
12. TN33-10(3) – Police Substation or officer living in unit proposed
13. TN33-11 – Sheriffs Department substation or police officer living in unit proposed.
14. TN33-12(1) – Police Officer currently housed at Elm Street
15. TN33-12(3) – Existing Police Substation at 202-D Railroad Drive, Monterey, TN
16. TN33-13 – Police Substation or police officer living in a unit proposed.
17. TN33-14(1) – Police Substation or police officer living in a unit proposed.
18. TN33-14(2) – Police Substation or police officer living in a unit proposed.

ATTACHMENT J – PERFORMANCE AND EVALUATION REPORT

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P03350100 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	\$0.00	\$0.00
2	1406 Operations	\$1,273.00	\$21,918.00	\$0.00	\$0.00
3	1408 Management Improvements	\$24,500.00	\$80,000.00	\$0.00	\$34,994.10
4	1410 Administration	\$35,000.00	\$55,000.00	\$0.00	\$30,020.63
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$50,000.00	\$14,401.00	\$0.00	\$11,315.22
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$125,297.00	\$92,000.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$421,096.00	\$261,972.00	\$0.00	\$222,848.47
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$277,200.00	\$423,000.00	\$0.00	\$423,000.00
13	1475 Nondwelling Equipment	\$9,000.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$8,000.00	\$3,075.00	\$0.00	\$3,074.63
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$951,366.00	\$951,366.00	\$0.00	\$725,253.05
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Cookeville Housing Authority	Grant Type and Number Capital Fund Program Grant No: TN43P03350100 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 2000
---	---	---

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P03350100 Replacement Housing Factor Grant No:				Federal FY of Grant: FY 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
501-OH	Dwelling structures – plumbing	1460		\$34,219.00	\$0.00	\$0.00	\$0.00	
501-OH	Dwelling structures – interior	1460		\$34,219.00	\$0.00	\$0.00	\$0.00	
501-OH	Dwelling structures – exterior	1460		\$34,219.00	\$0.00	\$0.00	\$0.00	
501-OH	Dwelling structures – doors and windows	1460		\$34,219.00	\$0.00	\$0.00	\$3,011.38	
501-OH	Relocation costs	1495		\$8,000.00	\$3,075.00	\$0.00	\$3,074.63	
501	Operating	1406		\$1,273.00	\$21,918.00	\$0.00	\$0.00	
501	Management Improvements – Res. Ser.	1408		\$24,500.00	\$40,000.00	\$0.00	\$13,290.81	
501	Management improvements – Sal Mod Co	1410		\$35,000.00	\$55,000.00	\$0.00	\$30,020.63	
501	Fees and Costs – A/E Plans/Specifications	1430		\$35,000.00	\$0.00	\$0.00	\$9,624.18	
501	Fees and Cost – A/E Inspection	1430		\$15,000.00	\$14,401.00	\$0.00	\$1,691.04	
501	Dwelling structures – F/L	1460		\$250,000.00	\$261,972.00	\$0.00	\$175,510.63	
501	Nondwelling equipment – miscellaneous	1475		\$9,000.00	\$0.00	\$0.00	\$0.00	
501-H2	Nondwelling structures office building	1470		\$277,200.00	\$423,000.00	\$0.00	\$423,000.00	
501-LW	Site improvements – parking spaces	1450		\$66,000.00	\$92,000.00	\$0.00	\$0.00	
501-OH	Miscellaneous site improvements	1450		\$59,297.00	\$0.00	\$0.00	\$0.00	
501-OH	Dwelling structures – electric	1460		\$34,220.00	\$34,220.00	\$0.00	\$44,326.46	
501	Management Improvements – Pur. Asst.	1408		\$0.00	\$40,000.00	\$0.00	\$21,703.29	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program No: TN43P03350100 Replacement Housing Factor No:				Federal FY of Grant: FY 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	03/31/02			10/01/03			
TN37P033010-3	03/31/02			10/01/03			
TN37P033007	03/31/02			10/01/03			

ATTACHMENT K: CFP ANNUAL STATEMENT

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P03350101 Replacement Housing Factor Grant No:		Federal FY of Grant: FY 2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$184,500.00			
3	1408 Management Improvements	\$24,500.00			
4	1410 Administration	\$35,000.00			
5	1411 Audit	\$0.00			
6	1415 Liquidated Damages	\$0.00			
7	1430 Fees and Costs	\$50,000.00			
8	1440 Site Acquisition	\$0.00			
9	1450 Site Improvement	\$59,297.00			
10	1460 Dwelling Structures	\$483,221.00			
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00			
12	1470 Nondwelling Structures	\$0.00			
13	1475 Nondwelling Equipment	\$9,000.00			
14	1485 Demolition	\$0.00			
15	1490 Replacement Reserve	\$0.00			
16	1492 Moving to Work Demonstration	\$0.00			
17	1495.1 Relocation Costs	\$8,000.00			
18	1499 Development Activities	\$0.00			
19	1501 Collateralization or Debt Service	\$0.00			
20	1502 Contingency	\$69,254.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$922,772.00			

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P03350101 Replacement Housing Factor Grant No:		Federal FY of Grant: FY 2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities	\$0.00			
23	Amount of line 21 Related to Section 504 compliance	\$420.00			
24	Amount of line 21 Related to Security – Soft Costs	\$49,980.00			
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00			
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P03350101 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Transfer of modernization funds to pay operating expenses	1406	1	\$184,500.00				
PHA Wide	Pay the salary of a Resident Services Coordinator	1408	1	\$24,500.00				
PHA Wide	Energy conservation	1408	1	\$0.00				
PHA Wide	Pay the salary for a full-time Modernization Coordinator	1410	1	\$35,000.00				
PHA Wide	Pay the cost of A/E preparation modernization plans and specifications	1430	1	\$35,000.00				
PHA Wide	Pay the cost of A/E inspection of modernization activities	1430	1	\$15,000.00				
PHA Wide	Force account labor for modernization activities	1460	1	\$150,000.00				
PHA Wide	Purchase new computer hardware	1475	1	\$5,000.00				
PHA Wide	Purchase tools and equipment for maintenance department	1475	1	\$2,000.00				
PHA Wide	Purchase tools and equipment for force account modernization	1475	1	\$2,000.00				
PHA Wide	Pay the cost of relocating residents for modernization activities	1495.1	20	\$8,000.00				
PHA Wide	Contingencies	1502	1	\$69,254.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P03350101 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN37P033010-3	Replace concrete steps	1450	130	\$1,092.00				
TN37P033010-3	Install new vandal proof garbage cans and racks	1450	42	\$5,880.00				
TN37P033010-3	Restripe handicap parking spaces	1450	4	\$0.00				
TN37P033010-3	Plant trees and shrubs	1450	1	\$1,400.00				
TN37P033010-3	Scarify, seed and straw bare areas	1450	1	\$1,155.00				
TN37P033010-3	Install isolation valves on natural gas distribution system	1450	12	\$2,940.00				
TN37P033010-3	Install handrails at all porches	1450	84	\$6,720.00				
TN37P033010-3	Install double wye and single cleanout on sewer service lines	1450	42	\$10,290.00				
TN37P033010-3	Pressure wash inside existing manholes and apply waterproof sealer (by City)	1450	15	\$0.00				
TN37P033010-3	Replace sunken sidewalks	1450	7000	\$29,400.00				
TN37P033010-3	Clean debris from concrete swales (by City)	1450	900	\$0.00				
TN37P033010-3	Install new bath accessories including towel bars, paper holder, toothbrush holder and tumbler	1460	42	\$3,675.00				
TN37P033010-3	Replace medicine cabinet	1460	42	\$3,969.00				
TN37P033010-3	Install new combination heat, light, vent in bathroom	1460	42	\$4,410.00				
TN37P033010-3	Replace GFI protected outlet in bathrooms	1460	42	\$735.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P03350101 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN37P033010-3	Clean ceramic tile bathroom floor	1460	42	\$588.00				
TN37P033010-3	Install new cultured marble base in bathroom	1460	700	\$1,960.00				
TN37P033010-3	Install new lavatory	1460	42	\$3,675.00				
TN37P033010-3	Install new lavatory drain lines to tee in wall	1460	42	\$2,058.00				
TN37P033010-3	Install new lavatory faucet	1460	42	\$2,940.00				
TN37P033010-3	Install new lavatory supplies and stops	1460	42	\$882.00				
TN37P033010-3	Install new tub valves and showerheads	1460	42	\$7,350.00				
TN37P033010-3	Replace existing bathtub	1460	42	\$19,845.00				
TN37P033010-3	Replace water closet and seat with water saving type	1460	42	\$5,145.00				
TN37P033010-3	Replace water closet flange	1460	42	\$735.00				
TN37P033010-3	Remove existing and install new cementitious backer board and ceramic tile at tub	1460	42	\$13,230.00				
TN37P033010-3	Install new gutters and downspouts	1460	5000	\$17,500.00				
TN37P033010-3	Replace broken and setting porch slabs	1460	850	\$7,140.00				
TN37P033010-3	Install new insulated steel entrance doors and frames	1460	84	\$32,340.00				
TN37P033010-3	Install new interior doors, frame and hardware	1460	30	\$3,675.00				
TN37P033010-3	Remove existing and install new heavy-duty security screen door	1460	84	\$17,640.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P03350101 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN37P033010-3	Install new hardwired carbon monoxide detector	1460	42	\$4,410.00				
TN37P033010-3	Install new dryer outlet and vent in all units	1460	42	\$4,410.00				
TN37P033010-3	Install new meter base, riser, weatherhead and entrance cable	1460	42	\$23,520.00				
TN37P033010-3	Replace all outlets, switches and branch circuits	1460	472	\$29,400.00				
TN37P033010-3	Install new backsplash at range	1460	42	\$2,499.00				
TN37P033010-3	Install new ducted range hood	1460	42	\$6,909.00				
TN37P033010-3	Replace base cabinets	1460	675	\$28,350.00				
TN37P033010-3	Replace countertops	1460	675	\$9,450.00				
TN37P033010-3	Replace wall cabinets	1460	675	\$23,625.00				
TN37P033010-3	Install new plywood access panel at washing machine box	1460	42	\$2,205.00				
TN37P033010-3	Convert electrical outlet at refrigerator to single receptacle	1460	42	\$735.00				
TN37P033010-3	Install 110v electrical outlet at range for electronic ignition range	1460	42	\$1,764.00				
TN37P033010-3	Install additional GFI outlet at kitchen countertop	1460	84	\$3,528.00				
TN37P033010-3	Replace GFI protected outlet at countertops	1460	42	\$2,205.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P03350101 Replacement Housing Factor Grant No:				Federal FY of Grant: FY 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN37P033010-3	Install new kitchen sink drain lines to tee in wall	1460	42	\$2,205.00				
TN37P033010-3	Install new kitchen sink faucet	1460	42	\$4,410.00				
TN37P033010-3	Install new kitchen sink stops and supply lines	1460	42	\$1,029.00				
TN37P033010-3	Install new double bowl kitchen sink	1460	42	\$5,880.00				
TN37P033010-3	Replace washing machine box, supplies and drain line to stack	1460	42	\$4,410.00				
TN37P033010-3	Construct new mechanical closet for water heater	1460	42	\$10,290.00				
TN37P033010-3	Replace light fixture and switch for water heater closet	1460	42	\$2,205.00				
TN37P033010-3	Replace existing gas water heater with new gas water heater	1460	42	\$10,290.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program No: TN4303350101 Replacement Housing Factor No:					Federal FY of Grant: FY 2001
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN37P033010-3 Holiday Homes Cookeville	09/30/03			09/30/05			

ATTACHMENT L: CFP FIVE-YEAR ACTION PLAN

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Cookeville Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
TN37P033010-2 Jenkins Homes	Annual Statement				
TN37P033010-3 Holliday Homes		\$382,321.00	\$352,475.00	\$184,387.00	\$25,200.00
TN37P033011 Woodland Homes					
TN37P033012-1 Unnamed Development					
TN37P033012-2 Unnamed Development					
TN37P033012-3 Unnamed Development					
TN37P033013 Unnamed Development					
TN37P033014-1 J. Mack Draper Homes					
TN37P033014-2 Unnamed Development					
PHA-Wide		\$240,451.00	\$241,297.00	\$239,982.00	\$240,463.00
TN37P033001 Perry Morgan Homes					
TN37P033002 Claude Dawrin Apts.					
TN37P033003 Standing Stone Homes					

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Cookeville Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
TN37P033005 Dr. C.E. Reeves Homes					
TN37P033006-1 Hugh Hargis Homes					
TN37P033006-2 Hugh Hargis Home					
TN37P033007 Lou Ray Walker Homes					
TN37P033008 Dr. W.T. Sewell Homes					
TN37P033009 Epperson Swallows Homes					
TN37P033010-1 Huddleston Homes					
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds		\$48,052.00	\$48,052.00	\$48,052.00	\$48,052.00

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year : <u>4</u> FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: 2005		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
TN37P033010-3 Holliday Home	Building exterior	\$7,000.00	TN37P033010-3 Holliday Home	Ranges	\$10,500.00
	Site improvements	\$128,037.00		Refrigerators	\$14,700.00
	Windows	\$3,150.00	TN37P033014-1 J. Mack Draper Homes	Building exterior	\$50,960.00
TN37P033014-1 J. Mack Draper Homes	Bathroom Renovations	\$33,292.00		Carpentry	\$3,920.00
	Carpentry	\$3,465.00		Doors	\$17,010.00
	Doors	\$20,440.00		Handicap accessibility	\$10,150.00
	Electrical	\$31,276.00		HVAC	\$19,040.00
	Finishes	\$21,266.00		Insulation	\$700.00
	Kitchen Renovations	\$29,869.00		Plumbing	\$1,400.00
	Mechanical	\$3,360.00		Site Improvements	\$63,574.00
	Paint	\$9,375.00		Windows	\$36,498.00
	Plumbing	\$560.00		TN37P033014-2 J. Mack Draper Homes	Bathroom renovations
		Building exterior	\$19,362.00		
		Carpentry	\$6,755.00		
		Doors	\$13,510.00		
		Electrical	\$10,857.00		
		Finishes	\$21,889.00		
		Handicap accessibility	\$3,150.00		
		HVAC	\$2,688.00		
		Insulation	\$175.00		
		Kitchen Renovations	\$7,868.00		
		Mechanical	\$1,260.00		
		Paint	\$2,750.00		
		Plumbing	\$735.00		
		Windows	\$9,954.00		
Total CFP Estimated Cost		\$291,090.00			\$341,809.00

ATTACHMENT M – REPLACEMENT HOUSING FACTOR GRANT

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN43R03350101		Federal FY of Grant: FY 2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00			
2	1406 Operations	\$0.00			
3	1408 Management Improvements	\$0.00			
4	1410 Administration	\$0.00			
5	1411 Audit	\$0.00			
6	1415 Liquidated Damages	\$0.00			
7	1430 Fees and Costs	\$0.00			
8	1440 Site Acquisition	\$0.00			
9	1450 Site Improvement	\$0.00			
10	1460 Dwelling Structures	\$0.00			
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00			
12	1470 Nondwelling Structures	\$0.00			
13	1475 Nondwelling Equipment	\$0.00			
14	1485 Demolition	\$0.00			
15	1490 Replacement Reserve	\$0.00			
16	1492 Moving to Work Demonstration	\$0.00			
17	1495.1 Relocation Costs	\$0.00			
18	1499 Development Activities	\$48,052.00			
19	1501 Collateralization or Debt Service	\$0.00			
20	1502 Contingency	\$0.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$48,052.00			
22	Amount of line 21 Related to LBP Activities	\$0.00			

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN43R03350101		Federal FY of Grant: FY 2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance	\$0.00			
24	Amount of line 21 Related to Security – Soft Costs	\$0.00			
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00			
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: TN43R03350101					Federal FY of Grant: FY 2001
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Proposed new development	09/30/03			09/30/05			