

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

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# Crossville Housing Authority

## TN042V02

## PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

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

**PHA Plan  
Agency Identification**

**PHA Name:** CROSSVILLE HOUSING AUTHORITY

**PHA Number:** TN042V02

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2001

**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)

The mission of the Crossville Housing Authority is to serve low-income families within the Authority's jurisdiction. The Crossville Housing Authority will strive to provide safe and sanitary housing that is affordable, and to promote the economic well being of our clients by providing stable housing without discrimination.

**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) 88.5
- 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)**

**Annual 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.

The Crossville Housing Authority has completed this Agency Plan in consultation with CHA residents and the local communities. The Plan was discussed with the Resident Advisory Board on July 28, 2000, August 14, 2000, August 17, 2000, August 21, 2000, August 22, 2000, and August 25, 2000. The public was afforded an opportunity to review the plan and offer comments at a public hearing held on October 16, 2000. The Annual Agency Plan is summarized as follows:

1. Housing Needs  
The CHA current waiting list is excessive and the demand for public housing and Section 8 assistance is evident. Our greatest demand is for small bedroom units (1 and 2 bedroom units).
2. Financial Resources  
The CHA expects to expend approximately \$3,284,000 in the year 2001 for operations, capital improvements and administrative costs.
3. Eligibility, Selection and Admission Policies  
The CHA has revised its standard operating policies and Section 8 policies to comply with the requirements of the QHWRA through

regulations published in the Federal Register on March 29, 2000. These policies will be updated as HUD issues further guidance.

As required under this section of the plan, the CHA has reviewed its developments and the census tracts in which they are located relative to income. We have determined that we do not have a problem with concentration of high or low-income families. Further, we have revised our admission policies to assure that a concentration does not occur in the future.

4. Rent Determination-Discretionary Policies

Our discretionary rent policies include:

- ✓ Ceiling Rents
- ✓ \$50.00 minimum rent for Public Housing and Section 8

5. Operations and Management

The CHA has developed a Practice and Procedures Manual which includes all of our policies relating to public housing and Section 8 administration, management, maintenance, leasing and occupancy. These policies have been revised to comply with the recently mandated requirements of the QHWRA.

6. Grievance Procedure

The CHA has revised its Grievance Procedure to comply with the QHWRA and will continue to make revisions as additional issues are addressed by HUD regulations.

7. Capital Improvements

Our projected funding under the Capital Funds Program is \$514,555. Our focus for the 2001 program year is to install sewer cleanouts, reconfigure floor plans, expand MMC building and perform mechanical renovations at Development TN042-001; perform plumbing renovations, interior painting, refinish kitchen cabinets, and perform mechanical renovations at Development TN042-004; and expand MMC Building at Development TN042-006. Additional improvements include: purchase of ranges and refrigerators, purchase of a maintenance truck and various administration and management improvements.

8. Demolition and/or Disposition  
The CHA has no current plans for demolition or disposition.
9. Designation  
The CHA plans to maintain the current elderly/disabled designation that applies to a portion of its units. The CHA has no plans to designate additional units in the future.
10. Conversion of Public Housing  
The CHA has no current plans to designate any developments or buildings to tenant-based assistance.
11. Homeownership  
The CHA currently has a Section 5(h) Homeownership Program to provide the working low and moderate income public housing families the opportunity to purchase their own homes.
12. Community Services and Self-Sufficiency Programs  
The CHA offers and provides a variety of services to their residents. These services include educational programs such as GED classes, learning works, stay-in-school program and TNT program as well as daycare services and homeownership opportunities. The CHA also administers a Family Self-Sufficiency Program. This program combines housing assistance with career planning, training and support services to help families toward their own goal of self-sufficiency. Services offered through the FSS program include career exploration, small business training and development, life skills training and budget and money management counseling. Additionally, the CHA has adopted a policy relative to the community service requirement mandated by the QHWRA through regulations published in the Federal Register on March 29, 2000. A description of the CHA's community service requirement is shown in Attachment D: "Implementation of Public Housing Resident Community Service Requirement".
13. Safety and Crime Prevention  
The CHA has addressed and will continue to address the problems with security and crime in their developments as well as the

surrounding neighborhoods through the Public Housing Drug Elimination Program (PHDEP). The CHA will work in cooperation with the police department, residents and private security services to address safety and crime. In addition to the current anti-crime and security activities CHA has presently on going such as a "one strike" policy, strict applicant screening and partnerships with law enforcement agencies, the CHA has identified additional goals and objectives to further combat criminal activities. These goals and objectives include applying and receiving additional PHDEP funds, implementing a parking permit program and improving security patrols and surveillance in their developments.

14. Ownership of Pets

The CHA has a policy related to tenant-owned pets. This policy permits all CHA residents to own pets subject to compliance with specific requirements of our pet lease.

15. Civil Rights Certification

We have included the required certification regarding Fair Housing and Civil Rights in this plan.

16. Annual Audit

Our most recent annual audit for fiscal year 1999 is on file at our local HUD office in Knoxville, Tennessee and is available for review at our main office during normal business hours.

17. Asset Management

It is the goal of the CHA to manage our assets (physical properties, financial resources and manpower) as efficiently as possible to meet the intent of our Mission Statement.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

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#### **Attachments**

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

#### Required Attachments:

- A** Admissions Policy for Deconcentration (**Attachment A**)
- FY 2001 Capital Fund Program Annual Statement (**See Table Library**)
- 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 (**Attachment B**)
- FY 2001 Capital Fund Program 5 Year Action Plan (**See Table Library**)
- Public Housing Drug Elimination Program (PHDEP) Plan (**Attachment C**)

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (**Attachment D**)
- Other (List below, providing each attachment name)

**Attachment E: “Implementation of Public Housing Resident Community Service Requirements”**

**Attachment F: “Pet Policy”**

**Attachment G: “Statement of Progress in Meeting the 5-Year Plan Mission and Goals”**

**Attachment H: “Resident Membership of the PHA Governing Board”**

**Attachment I: “Membership of the Resident Advisory Board”**

**Attachment J: “Resident Survey Action Plan”**

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	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
✓	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public Housing Deconcentration and Income Mixing	Annual Plan: Eligibility,

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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	Selection, and Admissions Policies
✓	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
✓	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
✓	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
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
✓	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
✓	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
✓	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 his assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	4	5	5	3	1	NA	NA
Income >30% but <=50% of AMI	3	4	4	3	1	NA	NA
Income >50% but	3	3	3	3	1	NA	NA

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
<80% of AMI							
Elderly	3	4	4	3	1	NA	NA
Families with Disabilities	2	NA	NA	3	1	NA	NA
Race/Ethnicity	2	NA	NA	3	1	NA	NA
Race/Ethnicity	2	NA	NA	3	1	NA	NA
Race/Ethnicity	2	NA	NA	3	1	NA	NA
Race/Ethnicity	2	NA	NA	3	1	NA	NA

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year: 1998
- 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 01/01/99-12/31/99
Waiting list total	63		145

<b>Housing Needs of Families on the Waiting List</b>			
Extremely low income <=30% AMI	48	76%	
Very low income (>30% but <=50% AMI)	11	18%	
Low income (>50% but <80% AMI)	4	6%	
Families with children	28	44%	
Elderly families	8	13%	
Families with Disabilities	11	18%	
Race/ethnicity(w)	63	100%	
Race/ethnicity(b)	0	0%	
Race/ethnicity(h)	0	0%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0%	16
1 BR	34	54%	22
2 BR	26	41%	51
3 BR	3	5%	48
4 BR	0	0%	7
5 BR	0	0%	1
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? <b>NA</b></p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover 01/01/99-12/31/99
Waiting list total	90		114
Extremely low income <=30% AMI	71	79%	
Very low income (>30% but <=50% AMI)	19	21%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	59	66%	
Elderly families	6	7%	
Families with Disabilities	10	11%	
Race/ethnicity(w)	90	100%	
Race/ethnicity(b)	0	0%	
Race/ethnicity(h)	0	0%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	NA	NA	NA
1 BR	NA	NA	NA
2 BR	NA	NA	NA
3 BR	NA	NA	NA
4 BR	NA	NA	NA
5 BR	NA	NA	NA

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  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?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  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 903.79 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	\$399,735	
b) Public Housing Capital Fund	\$514,155	
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$757,188	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$76,561	
g) Resident Opportunity and Self-Sufficiency Grants	\$27,125	
h) Community Development Block Grant	\$0	
i) HOME	\$0	
Other Federal Grants (list below)	\$0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
FFY 2000 CFP	\$514,155	Capital Improvements
FFY 2000 Drug Elimination	\$76,561	Crime Prevention
Cumberland Co. School Board	\$12,369	Education
<b>3. Public Housing Dwelling Rental Income</b>	\$677,280	Operations
<b>4. Other income</b> (list below)		
CHA-Owned Housing Rental Income	\$172,248	Operations
Excess Utilities	\$23,900	Operations
Interest Income	\$16,930	Operations
Late Fees, Nondwelling Rentals	\$15,940	Operations
<b>5. Non-federal sources</b> (list below)		
<b>Total resources</b>	\$3,284,147	

### **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)      **Credit References**

- 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? **NA**

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

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

- 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: **NA**

**(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)

If no applicants are on the priority waiting list

- 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)

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

1      Date and Time

Former Federal preferences:

- 1      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1      Victims of domestic violence
- 1      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)
- (2) Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

Tenant Handbook

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

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

**(6) Deconcentration and Income Mixing**

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

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to

promote deconcentration of poverty or to assure income mixing?

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

Adoption of site based waiting lists  
If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:  
All of CHA’s developments.

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

e. If the answer to d was yes, how would you describe these changes? (select all that apply) **Not Applicable**

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

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

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

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

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

## B. Section 8

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

**(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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)

If requested, the information in CHA's files relative to the suitability of the tenant

**(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:

Extensions granted based on special needs and handicap

**(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.

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 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)
- (2) 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) **Not Applicable**

- 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)

Through government and non-profit organizations

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 4A.

**(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (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:

The CHA uses HUD's minimum rent hardship exemptions which are as follows:

1. The family has lost eligibility or is awaiting an eligibility determination for a Federal, State or Local assistance program;
2. The family would be evicted as a result of the imposition of the minimum rent requirement;
3. The income of the family has decreased because of changed circumstance, including loss of employment;
4. A death in the family has occurred, and;
5. Other circumstances determined by the CHA or HUD.

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:

The CHA utilizes ceiling rents and flat rents as identified in other sections of this component.

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

- For household heads  
 For other family members

- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase

- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) Increase of \$100
- 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)

The CHA has adopted its ceiling rents as flat rents for the plan year. However, the CHA is in the process of conducting a flat rent analysis to comply with the October 1, 2001 deadline for offering flat rents to residents.

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

Exemptions: PHAs that do not administer Section 8 tenantbased 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) **Not Applicable**
- 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 (\$50.00)

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

The CHA uses HUD's required minimum rent hardship exemptions which are as follows:

1. The family has lost eligibility or is awaiting an eligibility determination for a Federal, State or Local assistance program;
2. The family would be evicted as a result of the imposition of the minimum rent requirement;
3. The income of the family has decreased because of changed circumstances, including loss of employment;
4. A death in the family has occurred; and
5. Other circumstances determined by the CHA or HUD.

## **5. Operations and Management**

[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. **(See Attachment B)**
- 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	334	145
Section 8 Vouchers	184	NA
Section 8 Certificates	0	NA
Section 8 Mod Rehab	0	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	62	NA
Public Housing Drug Elimination Program (PHDEP)	334	NA
Other Federal Programs (list individually)		
Homes	42	NA
ROSS	12	NA

### 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)

Check cashing policy, Capitalization, Maintenance uniform policy, Check signing policy, Disposition policy, Drug free policy, Grievance Procedure, General depository, Insurance register, Personnel policy, Pet policy, Petty cash, Procurement policy, Rent collection policy, Employee retirement plan, Sexual harassment policy, Travel policy, Admissions and Continued Occupancy Policy, Deconcentration, Community Service

(2) Section 8 Management: (list below)  
Section 8 Administrative Plan

### 6. PHA Grievance Procedures

[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: **Not Applicable**

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 longterm 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) **(See Table Library)**

-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) (See Table Library)

-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:

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description **Not Applicable**

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

<b>Demolition/Disposition Activity Description</b>
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: <u>(DD/MM/YY)</u>
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 **Not Applicable**

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

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

Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description **Not Applicable**

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <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)

Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

**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.)



<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	TN042-01, TN042-02, TN042-04, TN42-14, TN42-16
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the UCHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" 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:	(01/18/1999)
5. Number of units affected:	54
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

**Not Applicable**

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

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

Department of Human Services

If yes, what was the date that agreement was signed? 05/26/97

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

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

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

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

a. Self-Sufficiency Policies

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

Public housing rent determination policies

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
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)
Teens Need Training	5	First Come	Main Office	Both
Learning Works	25	First Come	Main Office	Both
Gateway Ed. Center	20	First Come	Gateway	Both
Stars for Computers	5	Random	Main Office	Both
Neighborhood Watch	15	Random	Main Office	Both
Young Marines	20	Random	Main Office	Both
Resident Service Trainee	1	Specific Criteria	Main Office	Public
Meals on Wheels	20	Random	Main Office	Public
Senior Companion	20	Random	Main Office	Public
Summer Youth Program	30	Random	Main Office	Both

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 09/20/2000)
Public Housing	31	33
Section 8	25	23

- 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:

**Not Applicable**

**C. Welfare Benefit Reductions**

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

**All of CHA's developments**

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

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

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

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

**All of CHA's developments**

**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)

**All of CHA's developments**

**D. Additional information as required by PHDEP/PHDEP Plan**

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: TN042C01)

**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? **NA**
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? **NA**  
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 PHAMUST select one)

Attached at Attachment (File name) (**See Attachment D**)

Provided below:

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.)

The resident who serves on CHA's Board of Commissioners was appointed by the Mayor of the Town of Crossville.

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)

State of Tennessee, 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)
  
- Other: (list below)

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

**D. Other Information Required by HUD**

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

**19. Definition of “Substantial Deviation and Significant Amendment or Modification” [903.7(r)]:**

The CHA and HUD will consider the following actions to be significant amendments or modifications.

- Significant changes to rent or admission policies or organization of waiting list;
- additions of non-emergency work items exceeding 25% of the current year funding (items not included in the current Annual Statement or Five Year Plan) or change in use of replacement reserve funds under the Capital Fund;
- additions of new activities exceeding 25% of the current year funding not included in the current PHDEP Plan;
- and
- any change with the regard to demolition or disposition, designation, homeownership programs or conversion activities.

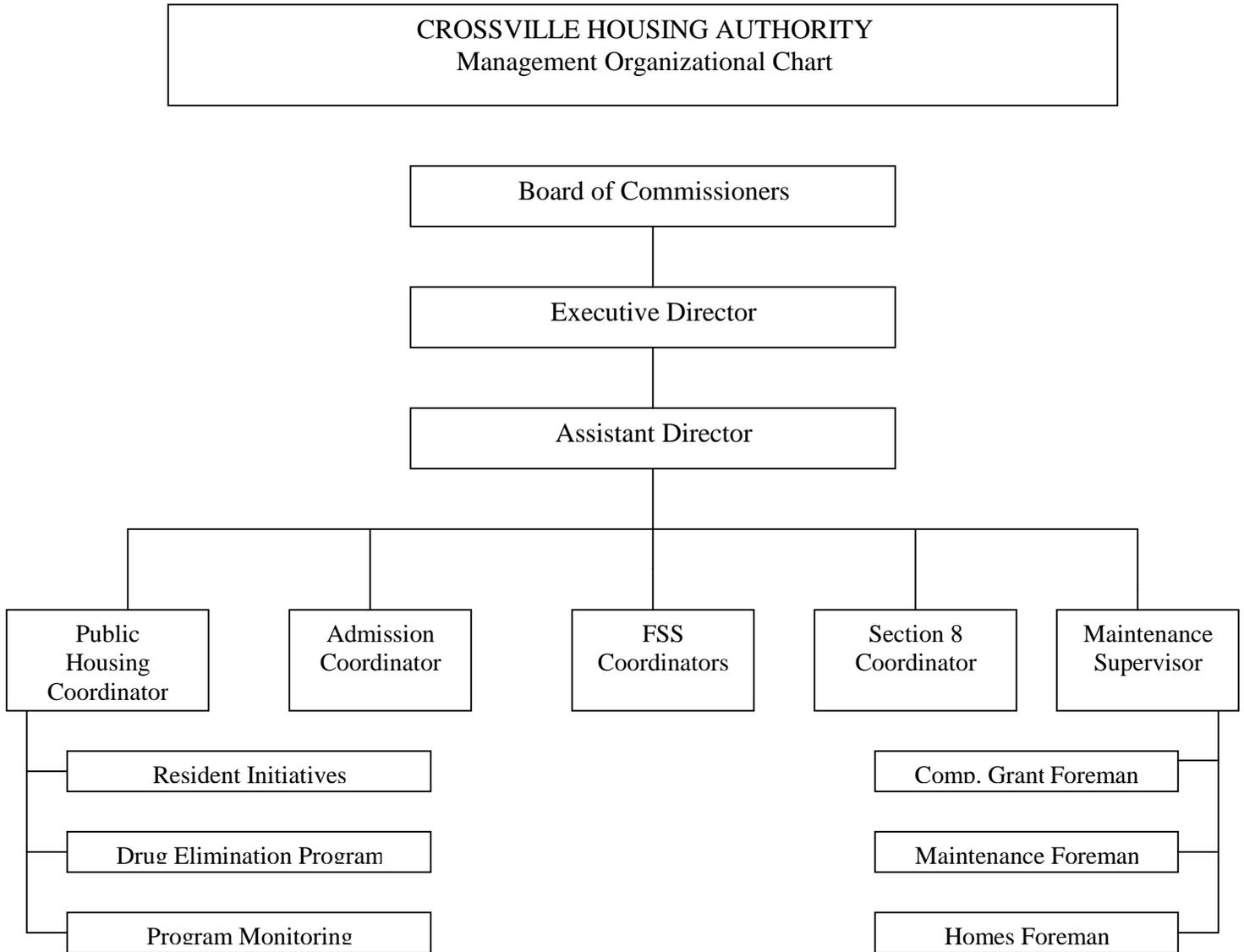
An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

**Attachments**

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

**Attachment B**

**“Crossville Housing Authority Management Organizational Chart”**



## **Attachment D**

### **“Comments of Resident Advisory Board”**

A general meeting was held with the residents on July 28, 2000. The meeting reviewed the 5 year plan and last year's goals and objectives. All were in agreement of the 5 year plan and the goals. Maintenance Supervisor, Harold Christopher, discussed the modernization issues. Residents had many ideas on what they would like to see in the modernization plan. More parking spaces, back doors on the 0 bedrooms, lights over kitchen sinks, dishwashers, installation of A/C, and carpet were some of the residents suggestions. The Director, Don Alexander, told them all the ideas were eligible, however, there was only so much money to go around. He went on to say that it was important to satisfy basic needs of all the developments before you can add luxury items to a specific development. The residents were told that carpeting and A/C for the elderly was on our 5-year plan goals and hoped to be met. All were in agreement that basic needs were needed first. The discussion went on to address the expansion on housing opportunities. The Director discussed the waiting list, and the current number of 147 people on that waiting list. He explained that every effort to expand the waiting list was a constant goal of the housing authority. The Director went on to discuss REAC resident survey and the appearance of neighborhoods, the housing authority is budgeting site improvements to help address this issue. All were in agreement with the discussion and the meeting was adjourned.

At a RAB Resident Service Committee meeting held August 21, 2000, residents reviewed CHA Resident Service information and recommended some corrections due to changes in the information since the last update. The ROSS Grant was discussed and the new programs which would be provided by these funds. All members agreed on the need for the programs. Committee felt continuing to increase the number and types of services targeted to elderly residents was warranted.

At a RAB Management Committee meeting held August 14, 2000, residents review last year's plan and residents made suggestions on what they felt would benefit the residents for the coming year. There was discussion of the Modernization Program and how that would affect the residents. All members felt the work currently being done was of good quality and were in agreement with the work items listed on the tentative annual statement.

At a RAB Security Committee meeting held August 25, 2000 residents met with the Security Services Company. He explained the procedures of the company and its services for the residents. Many residents gave suggestions on what they would like to see happen with the security services.

At a RAB Maintenance Committee meeting held August 22, 2000 members discussed the 5 year plan. The members had a lot of input on what type of renovation work they would like to see done on future renovation projects. All members agreed on the need for renovation in the older developments.

At the annual Resident Council meeting held August 17, 2000 the 5 Year Plan and Modernization Program was reviewed with the Resident Council Members. Suggestions were made on some programs that the residents would like to see happen with the modernization, but all were in agreement with the 5-Year Plan.

## **Attachment E “Implementation of Public Housing Resident Community Service Requirements”**

### INTRODUCTION

#### A. REQUIREMENT

Each adult resident of the PHA shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self sufficiency program)

#### B. EXEMPTIONS

The PHA shall provide an exemption from the community service requirement for any individual who:

Is 62 years of age or older;

Is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity as defined in section 407[d] of the Social Security Act;

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

Has pre-school children at home.

The PHA will re-verify exemption status annually except in the case of an individual who is 62 years of age or older.

The PHA will permit residents to change exemption status during the year if status changes

#### C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

For purposes of satisfying the community service requirement, participating in an economic self sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

In addition to the HUD definition above, the PHA definition may include any of the following:

Participating in the Family Self-Sufficiency Program and being current in the steps outlined in the Individual Training and Services Plan.

Other activities as approved by the PHA on a case-by-case basis.

The PHA will give residents the greatest choice possible in identifying community service opportunities.

The PHA will consider a broad range of self-sufficiency opportunities.

#### D. ANNUAL DETERMINATIONS

Requirement – For each public housing resident subject to the requirement of community service, the PHA shall, 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

The PHA will verify compliance annually. If qualifying activities are administered by an organization other than the PHA, the PHA will obtain verification of family compliance from such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

#### E. NONCOMPLIANCE

If the PHA determines that a resident subject to the community service requirement has not complied with the requirement, the PHA shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the PHA's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The PHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the PHA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

#### **Ineligibility for Occupancy for Noncompliance**

The PHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

F. PHA RESPONSIBILITY

The PHA will ensure that all community service programs are accessible for persons with disabilities.

The PHA will ensure that:

The conditions under which the work is to be performed are not hazardous;

The work is not labor that would be performed by the PHA's employees responsible for essential maintenance and property services; or

The work is not otherwise unacceptable.

G. PHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

The PHA will administer its own community service program.

The PHA will provide to residents a list of community service and volunteer opportunities available throughout the community.

**Attachment F  
“Pet Policy”**

LEASE ADDENDUM

TO ALLOW FOR PETS

Lessee: \_\_\_\_\_ Unit No. \_\_\_\_\_

Address: \_\_\_\_\_ Pet Deposit \_\_\_\_\_

I, \_\_\_\_\_, agree to the following rules and statements made in this Lease Addendum as set by the Crossville Housing Authority.

When the Crossville Housing Authority refers to pets, that means only dogs, cats, birds, and fish are included. This Lease Addendum tells me what I am responsible for and what the Crossville Housing Authority is responsible for concerning my dog or cat.

Only one pet is allowed per family.

I also understand that my pet cannot be larger than:

- (a) Dog - 15 inches tall when full grown.
- (b) Cat - 10 inches tall when full grown.

I agree to pay a damage deposit of \$100.00 (subject to increase) for cats or dogs, none for birds or fish. This deposit shall be paid in advance. This deposit is refundable if no damage is done, by or as a result of the pet, as verified by Management, after tenant disposes of the pet or moves.

WHAT I MUST DO:

1. I must provide the Crossville Housing Authority with all verifications of my pet’s inoculations, neutering, license, etc. before I can have my pet and I must bring verification of inoculations each year at the annual reexamination time.
2. I must make sure my pet receives the medical care necessary for my pet to maintain good health.
3. I must have my dog or cat on a leash any time it is out of my own unit.
4. My dog or cat will remain inside my unit except for short periods of time while being walked or exercised by a responsible person. No animal shall be permitted in the Community Room. NO DOG HOUSES, animal runs, etc., will be permitted.
5. I must accept complete responsibility for any damages to property caused by my pet. This includes other residents’ property as well as all Crossville Housing Authority property.
6. I will hold harmless the Crossville Housing Authority for any injuries or damages caused by my pet.
7. I must accept complete responsibility for the behavior and conduct of my pet at all times.
8. I will be responsible for promptly cleaning up pet droppings on the grounds by placing in a plastic bag with closure and properly disposing of said droppings.
9. I will take adequate precautions to eliminate any pet odors within or around my unit and maintain sanitary conditions at all times.
10. I will provide litter boxes for cat waste which will be kept in the unit. I will not let waste accumulate. I will be responsible for properly disposing of cat waste by placing it in a plastic bag with closure and placing it in a trash container.
11. I will not alter my unit or grounds to create an enclosure for any pet.
12. I understand that tenants are prohibited from harboring and feeding stray animals. The feeding of stray animals shall constitute having a pet without permission of Management.

13. I understand that no pet may be kept in violation of state humane or health laws, or local ordinances.
14. In the event of my pet's death, I must dispose of the remains according to local health regulations.

WHAT THE CROSSVILLE HOUSING AUTHORITY WILL NOT DO:

1. The CHA will not be responsible for my pet at any time regardless of the circumstances.
2. The CHA will not be responsible for any damages or injuries caused by my pet
3. The CHA will not permit my pet to become a nuisance to management or any residents.

WHAT THE CROSSVILLE HOUSING AUTHORITY WILL DO:

1. When it is necessary for the CHA to spray for fleas and ticks or other insects caused by my pet other than at the regular appointed time, the CHA will charge me for the cost of spraying.
2. The CHA will dispose of my pet in any way necessary, if at any time I leave my pet unattended or abandoned.
3. The CHA will take appropriate actions if my pet is causing the living or working conditions in my project to be unsafe, unsanitary or indecent.

Tenants who violate these rules are subject to: (a) being required to permanently remove the pet within fourteen (14) days of notice by Management; and/or (b) eviction.

DO I UNDERSTAND THIS LEASE ADDENDUM?

By signing this Lease Addendum, I am saying that the CHA has gone over it with me. I am also saying that I understand all of it. I understand that this is an agreement between me and the Housing Authority and that it is a legally binding contract between me and the Crossville Housing Authority.

We signed this Lease Addendum on \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Housing Authority

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

## **Attachment G**

### **“Statement of Progress in Meeting the 5-Year Plan Mission”**

**Goal – Apply for additional rental vouchers:** The Crossville Housing Authority is currently applying for additional Section 8 vouchers to expand the supply of housing within its jurisdiction. To date, the Authority has received an additional 27 vouchers.

**Goal – Leverage private or other public funds to create additional housing opportunities:** The CHA is currently and will continue to leverage private or other public funds to create additional housing opportunities for its residents.

**Goal – Acquire or build units or developments:** The CHA is currently in the process of building one (1) 24-unit development in Cumberland County, Tennessee and one (1) 25-unit development in Roane County, Tennessee. By utilizing Low Income Housing Tax Credits and below market loans through the Federal Home Loan Bank’s Affordable Housing Program, the CHA is expanding the supply of affordable housing throughout the area without traditional HUD assistance.

**Goal – Improve public housing management:** The CHA continues to work towards improving overall management. The CHA staff attends as many training programs related to public housing and Section 8 management as is possible throughout the year to stay abreast of changing regulations.

**Goal – Renovate or modernize public housing units:** The CHA has continually upgraded its public housing units through the Comprehensive Grant Program and will continue to do so through the Capital Funds Program. All modernization activities are addressed in accordance with need as well as through resident’s requests in all developments.

**Goal – Conduct outreach efforts to potential voucher landlords:** The CHA is currently conducting outreach efforts to potential voucher landlords through their Section 8 Program. The outreach effort consists of contacting the potential landlords by telephone and/or mailings notifying them of the availability of voucher recipients. Arrangements are then made for a meeting between the landlords and voucher holders so lease agreements may be executed. This outreach effort has been successful in increasing the lease up of the Authority’s Section 8 Program.

**Goal – Increase voucher payment standards:** The CHA has recently increased the voucher payment standards of the Authority’s Section 8 Program. The new payment standard as identified in the Section 8 Administrative Plan is at 110% of FMR. This payment standard was chosen since FMR’s are not adequate to ensure success among assisted families in CHA’s segment of the FMR area and to increase housing options for families.

**Goal – Implement public housing or other homeownership programs:** The CHA currently has an approved Section 5(h) Homeownership program to provide the working low and moderate income public housing families the opportunity to purchase their homes. Through the program, the CHA has 54 units located within 5 developments which are available for purchase.

**Goal – Implement public housing security improvements:** The CHA has addressed and will continue to address the problems with security and crime in their developments as well as the surrounding neighborhoods through the Public Housing Drug Elimination Program (PHDEP). The CHA will work in cooperation with the police department, residents and private security services to address safety and crime. In addition to the current anti-crime and security activities CHA has presently on going such as a “one strike” policy, strict applicant screening and partnerships with law enforcement agencies, the CHA has identified additional goals and objectives to further combat criminal activities. These goals and objectives include applying and receiving additional PHDEP funds, implementing a parking permit program and improving security patrols and surveillance in their developments.

**Goal – Increase the number and percentage of employed persons in assisted families:** Under the Authority’s revised ACOP, the CHA has adopted rent policies to support and encourage work. These rent policies include “ceiling rents” which are an incentive for families to work without the burden of paying high rents.

**Goal – Provide and attract supportive services to improve assistance recipients’ employability:** The CHA offers and provides a variety of services to their residents. These services include educational programs such as GED classes, learning works, stay-in-school program and TNT program as well as daycare services and homeownership opportunities. The CHA also administers a Family Self-Sufficiency Program. This program combines housing assistance with career planning, training and support services to help families toward their own goal of self-sufficiency. Services offered through the FSS program include career exploration, small business training and development, life skills training and budget and money management counseling.

**Goal – Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:** The CHA continues to operate its public housing program and Section 8 programs to ensure equal access to all regardless of race, color, religion, national origin, sex, familial status, and disability.

**Goal – 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:** The CHA’s operations and management, inspections, maintenance and modernization programs are spread equally among all developments.

**Goal – Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:** The CHA provides accessible units where needed by our residents. To date the CHA has more resources than necessary to meet the current needs.

**Attachment H**  
**“Resident Membership of PHA Governing Board”**

As required by the QHWRA through regulations published in the October 21, 1999 Federal Register, the CHA has a resident serving on the Board of Commissioners. The resident was appointed by the Mayor of Crossville, Tennessee and is identified as Ms. Audrey Spriggs, 102 Pinewood Drive, Crossville, Tennessee 38555.

**Attachment I**  
**“Membership of Resident Advisory Board”**

**RESIDENT ADVISORY BOARD**

Rosemary Reagan  
121 Rose Street  
Crossville, TN 38555  
931-484-4062

Bobby Lemons  
45 Rose Street  
Crossville, TN 38555  
931-707-1374

Gladys McNeal  
220 W. First Street  
Crossville, TN 38555  
931-484-6618

Fay Lucus  
250 W. First Street  
Crossville, TN 38555  
931-456-8734

Joy Watson  
27 Rose Street  
Crossville, TN 38555  
931-456-2417

Wilma Dyal  
291 Goodwin Court  
Crossville, TN 38555  
931-484-1282

Carol King  
93 Braun Hill Circle  
Crossville, TN 38555  
931-707-9436

Loretta Wells  
46 Primrose Street  
Crossville, TN 38555  
931-707-5537

Linda Sisco  
66 Pinewood Drive  
Crossville, TN 38555  
931-456-4341

Harold Hawn  
45 Clear View, Apt. 1  
Crossville, TN 38555  
931-277-5141

Florence Randolph  
66 Goodwin Court  
Crossville, TN 38555  
931-456-4426

Ollie Holmes  
245 W. First  
Crossville, TN 38555  
931-484-6046

Joyce Trent  
30 Walker Street  
Crossville, TN 38555  
931-456-4689

Sheila Boggs  
257 West First  
Crossville, TN 38555  
931-456-2536

Lora Webster  
210 West First  
Crossville, TN 38555  
931-456-5768

Terry Mumpower  
160 Grandview  
Crossville, TN 38555

**RESIDENT COUNCIL**

Diane Walker – President  
15 Meadowview Lane  
Crossville, TN 38555  
931-456-0516

Connie Lawson  
30 Rose Avenue  
Crossville, TN 38555  
931-707-5233

Carolyn Barnes – Vice President  
67 Goodwin Court  
Crossville, TN 38555  
931-484-6568

Michelle Lewis  
60 Rose Avenue  
Crossville, TN 38555  
931-707-9157

Carol King  
93 Braun Hill Circle  
Crossville, TN 38555  
931-707-9346

Audrey Spriggs  
102 Pinewood Drive  
Crossville, TN 38555  
931-456-2578

Linda Ashburn – Secretary  
71 Pinewood Drive  
Crossville, TN 38555  
931-456-2788

Lora Webster – Treasurer  
210 W. First Street  
Crossville, TN 38555  
931-456-5768

Dawn Caird – Historian  
228 W. First Street  
Crossville, TN 38555  
931-456-7073

Lisa Davis  
101 Irwin Avenue  
Crossville, TN 38555  
931-456-2231

Patricia Hall  
111 Obed Street  
Crossville, TN 38555  
931-456-4463

Ollie Holmes  
245 W. First Street  
Crossville, TN 38555  
931-484-6046

Tiffany Howser  
134-B Ivey Avenue  
Crossville, TN 38555  
931-484-4642

**Attachment J**  
**“Resident Survey Action Plan”**

Safety (70%)

CHA’s plan to address issues related to safety in our developments is being addressed in a committee formed of residents, community members and our contract security provider. The committee is investigating, among other suggestions, a Neighborhood Watch program. Several suggestions have come out of a series of resident meetings.

Neighborhood Appearance (81%)

CHA is holding resident meetings to gather input from residents in order to set priorities for capital funding projects. With the resident’s input into this work, the residents are able to advise CHA on what they prefer and gain a feeling of working toward these improvements.

# PHA Plan Table Library

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

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

Capital Fund Grant Number TN37P04250201      FFY of Grant Approval: (01/2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	20,000
3	1408 Management Improvements	30,000
4	1410 Administration	25,000
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	0
8	1440 Site Acquisition	0
9	1450 Site Improvement	0
10	1460 Dwelling Structures	205,000
11	1465.1 Dwelling Equipment-Nonexpendable	17,000
12	1470 Nondwelling Structures	135,000
13	1475 Nondwelling Equipment	17,000
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	2,000
18	1499 Mod Used for Development	63,155
19	1502 Contingency	0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>514,155</b>
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
TN042-001 Rosewood Terrace	Sewer Cleanouts	1460	5,000
	Reconfigure Floor Plan	1460	80,000
	Expand MMC	1470	75,000
	Mechanical	1460	7,000
	Relocation	1495.1	2,000
TN042-004 Goodwin Court	Plumbing	1460	35,000
	Paint Units	1460	43,000
	Refinish Cabinets	1460	20,000
	Mechanical	1460	15,000
TN042-006 Oak Grove Homes	Expand MMC	1470	60,000
PHA-WIDE Management Improvements	Staff training	1408	2,000
	Office automation	1408	5,000
	Resident employment	1408	6,000
	Summer youth work program	1408	5,000
	Drug elimination program	1408	12,000
	Speed up unit turnaround	1408	0
	Speed up unit inspection	1408	0
	Improve rent collection policy	1408	0
PHA-WIDE Administration	Clerk of Works	1410.1	25,000
PHA-WIDE Dwelling Equipment	Replace Appliances	1465.1	17,000
PHA-WIDE Non-Dwelling Equipment	Purchase Truck	1475	17,000
PHA-WIDE Development	Funds used for development	1499	63,155

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
TN042-001 Rosewood	06/30/03	12/31/04
TN043-004 Goodwin Court	06/30/03	12/31/04
TN042-006 Oak Grove	06/30/03	12/31/04
PHA-WIDE Management Improvements	06/30/03	12/31/04
PHA-WIDE Administration	06/30/03	12/31/04
PHA-WIDE Dwelling Equipment	06/30/03	12/31/04
PHA-WIDE Non-Dwelling Equipment	06/30/03	12/31/04
PHA-WIDE Development	06/30/03	12/31/04

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>TN042-001</b>	<b>Rosewood Terrace</b>	<b>3</b>	<b>6%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Parking</b>			<b>22,500</b>	<b>2003</b>
<b>Floor covering</b>			<b>20,000</b>	<b>2003</b>
<b>Electric</b>			<b>24,000</b>	<b>2003</b>
<b>Range hoods</b>			<b>17,000</b>	<b>2003</b>
<b>Exterior enhancement</b>			<b>15,000</b>	<b>2003</b>
<b>Gutters &amp; down spouts</b>			<b>15,500</b>	<b>2003</b>
<b>Concrete work</b>			<b>25,000</b>	<b>2003</b>
<b>Interior wall covering</b>			<b>80,955</b>	<b>2003</b>
<b>Carbon monoxide detectors</b>			<b>2,700</b>	<b>2003</b>
<b>Improve tot lot</b>			<b>2,500</b>	<b>2003</b>
<b>Reconfigure interior floor plans on 4 units</b>			<b>100,000</b>	<b>2003</b>
<b>Total estimated cost over next 5 years</b>			<b>325,155</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>TN042-002</b>	<b>Spring City Homes</b>	<b>0</b>	<b>0%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Floor covering</b>			<b>25,000</b>	<b>2004</b>
<b>Air conditioning</b>			<b>5,000</b>	<b>2004</b>
<b>Exterior enhancements</b>			<b>6,500</b>	<b>2004</b>
<b>Range hoods</b>			<b>7,500</b>	<b>2004</b>
<b>Concrete work</b>			<b>20,000</b>	<b>2004</b>
<b>Parking</b>			<b>5,000</b>	<b>2004</b>
<b>Roofing</b>			<b>31,500</b>	<b>2004</b>
<b>Install water meters</b>			<b>19,500</b>	<b>2004</b>
<b>Total estimated cost over next 5 years</b>			<b>120,000</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>TN042-003</b>	<b>Pikeville Homes</b>	<b>0</b>	<b>0%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Exterior enhancements			6,000	2004
Range hoods			5,000	2004
Install gutters & downspouts			10,000	2004
Air conditioners			3,000	2004
Floor covering			12,000	2004
Roofing			15,000	2004
Install water meters			12,000	2004
New unit development			100,000	2004
<b>Total estimated cost over next 5 years</b>			<b>163,000</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>TN042-004</b>	<b>Goodwin Court</b>	<b>3</b>	<b>8%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Floor covering			75,155	2002
Reconfigure (5) 3plex units			150,000	2002
Exterior enhancements			18,344	2002
Electrical			11,100	2002
Install gutters & downspouts			13,516	2002
Concrete work			10,200	2002
Parking			28,340	2002
Install air conditioners			18,500	2002
New unit development			100,000	2002
<b>Total estimated cost over next 5 years</b>			<b>425,155</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>TN042-005</b>	<b>Pleasant Hill Homes</b>	<b>0</b>	<b>0%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Exterior enhancements			10,000	2005
Floor covering			25,000	2005
Install air conditioners			6,000	2005
Electric			25,000	2005
Range hood			10,000	2005
Install water meters			20,000	2005
Parking			10,000	2005
Roofing			17,500	2005
New unit development			100,000	2005
<b>Total estimated cost over next 5 years</b>			<b>223,500</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>TN042-006</b>	<b>Oak Grove Homes</b>	<b>1</b>	<b>2%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Concrete work			25,000	2004
Install air conditioners			7,500	2004
Electrical			29,155	2004
Range hoods			25,500	2004
<b>Total estimated cost over next 5 years</b>			<b>87,155</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>TN042-014</b>	<b>Netherton/Story</b>	<b>1</b>	<b>7%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Install carbon monoxide detectors			1,500	2005
Install fire extinguishers in range hoods			7,500	2005
Floor covering			25,000	2005
Air conditioning			27,000	2005
<b>Total estimated cost over next 5 years</b>			<b>61,000</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>TN042-016</b>	<b>Braun Hill/Woody Court</b>	<b>0</b>	<b>0%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Install carbon monoxide detectors			2,500	2005
Fire extinguishers in range hoods			5,000	2005
Floor covering			21,500	2005
<b>Total estimated cost over next 5 years</b>			<b>29,000</b>	

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

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>PHA-WIDE</b>	<b>Management Improvements</b>	<b>NA</b>	<b>NA</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Staff training			80,000	2002-2005
Office automation			20,000	2002-2005
Resident employment			24,000	2002-2005
Summer Youth Work Program			20,000	2002-2005
Drug Elimination Program			48,000	2002-2005
Speed up unit turnaround			0	2002-2005
Speed up unit inspection			0	2002-2005
Improve rent collection policy			0	2002-2005
<b>Total estimated cost over next 5 years</b>			<b>120,000</b>	



## **RESOLUTION # 635**

### **CROSSVILLE HOUSING AUTHORITY DECONCENTRATION POLICY**

It is Crossville Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. The specific objective of the Crossville Housing Authority is to house no less than 40 percent of its public housing inventory with families that have incomes at or below 30 percent of area median income by public housing development. The Authority will also take action to insure that no individual development has a concentration of higher income families. To meet this objective, the Authority will skip families on the waiting list to reach other families with a lower or higher income. This will be accomplished in a uniform and non-discriminatory manner.

The Crossville Housing Authority will affirmatively market public housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments. The Authority will not house families with incomes that exceed 30 percent of area median income in developments that already have 60 percent or more households with incomes that exceed 30 percent of the area median income.

Prior to the beginning of each fiscal year, the Authority will analyze the income levels of families residing in each development, the income levels of census tracts in which the developments are located, and the income levels of the families on the waiting list. Based on this analysis, the Authority will establish a numerical goal for housing 40 percent of new admissions to families whose incomes are at or below 30 percent of the area median income. The annual goal will be calculated by taking 40 percent of the total number of move-ins from the previous fiscal year. If necessary, the Authority will determine the level of additional marketing strategies and deconcentration incentives to implement to meet the objective of this policy.

# 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 \$ 76,561**

**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

The Crossville Housing Authority's plan continues to address the problems associated with drug related crime and utilizes a multi-faceted approach through a combination of: increased security in developments; promoting resident education, self-sufficiency and involvement; and prevention measures such as: addressing youth needs including boosting education, self esteem, and belonging. Children are also taught ways to deal with peer pressure. Community support for his collective effort to battle drugs and crime remains a critical factor for CHA's efforts to be successful. The cooperation of CHA staff, residents, law enforcement personnel, service providers and the community continues to be a strong component of CHA's drug elimination plan.

### **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)
Rosewood Homes 42-1	54	150
Spring City Homes 42-2	26	44
Pikeville Homes 42-3	12	24
Goodwin Court 42-4	75	155
Pleasant Hill Homes 42-5	20	31
Oak Grove Homes 42-6	51	96
Whispering Pines Homes 42-7	56	89
Scattered Site 42-14	15	62
Scattered Site 42-16	25	67

### **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.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1997	165,500	TN37DEP0420197	22,061		12-02-2000
FY 1998	99,300	TN37DEP0420198	15,324		12-02-2000
FY 1999	73,460	TN37DEP0420199	49,893		6-16-2001
FY 2000	76,561	TN37DEP0420100	76,561		9-25-2001

## 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.

Crossville Housing Authority’s 2001 PHDEP grant program takes a multi-faceted approach that includes increased security patrols and contract investigator services along with programs to promote education and increased self-sufficiency for residents and youth. The Security component increases the amount of evening and night security patrols and additional funds for investigations into complaints such as unauthorized tenants, disturbances and suspected drug activities. Activities targeted to youth include both education strengthening and alternatives to gang and drug activities. Youth programs include a partnership with a community anti-drug activity center and a varied Youth Recreation Activity Program. Activities targeted at Adults, families and community include funds for one VISTA volunteer providing resident services and funds to upgrade the Gateway Education center computer lab. Programs target all developments of the Crossville Housing Authority. Monitoring and evaluation will include resident survey results, crime statistics, security reports, review of PHA’s survey and results, participants counts, and review of participating youth’s educational progress and grades.

### B. PHDEP Budget Summary

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

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	\$15,000
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$61,561
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>\$76,561</b>

## 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.

<b>9110 - Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$ 15,000</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
To maintain the peace and security of CHA's developments							
To increase the feeling of safety by residents							
1. Security Patrols & complaint inquiry			9-2001	9-2003	\$15,000		PHDEP Survey results & number of evictions
2.							
3.							

<b>9130 - Employment of Investigators</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
Keep drugs and unauthorized live-ins out of CHA's developments							
Reduce evictions due to drugs and unauthorized residents							
1.							
2.							

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

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

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$61,561</b>		
Goal(s)							
Provide a wide variety of educational and social activities as an alternative to drugs, gangs & violence							
Objectives							
Increase grades of school children, increase education levels of adult residents							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Youth Education Prog. Learning Works/TNT	35	Age 7-18	9-2001	9-2003	14,077	\$5,000 Comp Grant	Student Report cards & instructor evaluation
2. Youth Anti-Drug and Gang Alternative Prog.	60	Age 7-18	9-2001	9-2003	23,693	\$5,000 Comp Grant	# of Juvenile Crimes, instructor evaluation
3. Resident Service/VISTA	250	All Ages	9-2001	9-2003	12,500	Americorp	Resident Survey
4. Gateway Education and Computer Ctr.	150	All Ages	9-2001	9-2003	11,291		Instructor evaluation of skills mastered # of GED awarded.

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

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$</b>		
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Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$</b>		
Goal(s)	Program evaluation						
Objectives	Look at effectiveness of program with goal of improving activities						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

**Section 3: Expenditure/Obligation Milestones**

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

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	\$3,750	Activity 1	\$15,000
9130				
9140				
9150				
9160	Activities 1,3,4,5	\$14,615	Activities 1,2,3,4,5	\$61,561
9170				
9180				
9190				
<b>TOTAL</b>		\$18,365		\$ 76,561

#### **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.”