

# Bristol Tennessee Housing and Redevelopment Authority TN066V02 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:** Bristol Tennessee Housing and Redevelopment Authority

**PHA Number:** TN066V02

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

**Public Access to Information**

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

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

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

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

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

Fort Shelby Towers

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 Bristol Tennessee Housing and Redevelopment Authority is to provide affordable, decent, safe and sanitary housing or housing assistance with quality environments and opportunities to low-income people of Bristol, Tennessee.

**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) 80.3%
  - Improve voucher management: (SEMAP score) 94%

- 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 Bristol, Tennessee Housing and Redevelopment Authority has completed this Agency Plan in consultation with BTHRA residents and the local community. The Plan was discussed with the Resident Advisory Board on April 5, 2001 and April 19, 2001. The public was afforded an opportunity to review the Plan and offer comments at a public hearing held on June 21, 2001. The Annual Agency Plan is summarized as follows:

1. Housing Needs

The BTHRA current waiting list is excessive and the demand for public housing and Section 8 is evident. Our greatest demand is for small bedroom units (1 and 2 bedroom units).

2. Financial Resources

The BTHRA expects to expend approximately \$2,874,000 in the year 2001 for operations, capital improvements and administrative costs.

3. Eligibility, Selection and Admission Policies

The BTHRA is in the process of revising 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 continue to be updated as HUD issues further guidance.

As required under this section of the Plan and by regulations published in PIH Notice 2001-4, the BTHRA has reviewed its developments relative to income. We have determined that we do not have a problem with concentration of high or low-income families. Further, the BTHRA is in the process of revising its admissions policies to assure that a concentration does not occur in the future.

4. Rent Determination-Discretionary Policy

Our discretionary rent policies include:

- ✓ Ceiling/Flat Rents
- ✓ \$0.00 minimum rent for Public Housing and Section 8.

5. Operations and Management

The BTHRA 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 are currently being revised to comply with the recently mandated requirements of the QHWRA.

6. Grievance Procedure

The BTHRA is revising 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 \$493,985. Our focus for the 2001 program year is to replace elevators, upgrade fire alarm system and convert efficiency units to 1 bedroom units at Development TN066-003.

8. Demolition and/or Disposition  
The BTHRA has no current plans for demolition or disposition.
9. Designation  
The BTHRA plans to maintain the current elderly/disabled designation that applies to a portion of its units. The BTHRA has no plans to designate additional units in the future.
10. Conversion of Public Housing  
The BTHRA has no current plans to designate any developments or buildings to tenant-based assistance.
11. Homeownership  
The BTHRA has no current plans to develop a Homeownership Program. However, the BTHRA is studying the feasibility of initiating a Section 8 Homeownership Program.
12. Community Service and Self-Sufficiency Programs  
The BTHRA offers and provides a variety of program and services to their residents to achieve self-sufficiency. These services and programs include the Welfare-to-Work Program and the TNCEP Program which provides the elderly and disabled families with the tools they need to eat healthy, stay safe, personal hygiene, etc. Additionally, the BTHRA 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 and as shown in Attachment C: "Implementation of Public Housing Resident Community Service Requirements".
13. Safety and Crime Prevention  
The BTHRA currently has police officers residing in each development and will continue to make various site and physical improvements to the developments to alleviate the safety concerns of our residents. Additionally, the BTHRA has a "one strike" and "zero tolerance" policy and performs strict screening of applicants.

14. Ownership of Pets  
The BTHRA is in the process of preparing a policy related to tenant-owned pets. This policy will permit all BTHRA residents to own pets as recently mandated by the QHWRA through regulations published in the Federal Register on July 10, 2000 and will be subject to compliance with specific requirements of BTHRA's 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 audit 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 BTHRA 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 903.79 (r)]

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

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### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration **(See 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 **(See Attachment B)**
- FY 2001 Capital Fund Program 5 Year Action Plan **(See Table Library)**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Platext)
- Other (List below, providing each attachment name)

**Attachment C: "Implementation of Public Housing Resident Community Service Requirements"**

**Attachment D: "Pet Policy"**

**Attachment E: "Resident Survey Action Plan"**

**Attachment F: "Statement of Progress in Meeting the 5-Year Plan Mission and Goals"**

**Attachment G: "Resident Membership of the PHA Governing Board"**

**Attachment H: "Membership of the Resident Advisory Board"**

### 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>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	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
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction 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	597	3	3	2	1	NA	NA
Income >30% but <=50% of AMI	580	3	2	2	1	NA	NA
Income >50% but <80% of AMI	757	1	2	2	1	NA	NA
Elderly	678	1	2	2	1	NA	NA
Families with Disabilities	NA	NA	NA	2	1	NA	NA
Race/Ethnicity(w)	1,821	NA	NA	2	1	NA	NA
Race/Ethnicity (b)	92	NA	NA	2	1	NA	NA
Race/Ethnicity (h)	0	NA	NA	2	1	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (City of Bristol, TN Jurisdictional Area)
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
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 01/01/00 – 12/31/00
Waiting list total	50		156
Extremely low income <=30% AMI	43	86%	
Very low income (>30% but <=50% AMI)	7	14%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	27	54%	
Elderly families	6	12%	
Families with Disabilities	8	16%	
Race/ethnicity (w)	44	88%	
Race/ethnicity (b)	6	12%	

<b>Housing Needs of Families on the Waiting List</b>			
Race/ethnicity (h)	0	0%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	7	14%	92
1 BR	17	34%	24
2 BR	14	28%	15
3 BR	7	14%	13
4 BR	5	10%	8
5 BR	0	0%	4
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? NA			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input 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 01/01/00 – 12/31/00
Waiting list total	122		33
Extremely low income <=30% AMI	80	66%	
Very low income (>30% but <=50% AMI)	31	25%	
Low income (>50% but <80% AMI)	11	9%	
Families with children	65	53%	

<b>Housing Needs of Families on the Waiting List</b>			
Elderly families	10	8%	
Families with Disabilities	32	26%	
Race/ethnicity (w)	116	95%	
Race/ethnicity (b)	5	4%	
Race/ethnicity (h)	1	1%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	N/A	N/A	N/A
1 BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? NA			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

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

#### **(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

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

Select all that apply

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

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<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	\$624,576	
a) Public Housing Capital Fund	\$493,985	
b) HOPE VI Revitalization	\$0	
c) HOPE VI Demolition	\$0	
d) Annual Contributions for Section 8 Tenant-Based Assistance	\$568,136	
e) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0	
f) Resident Opportunity and Self-Sufficiency Grants	\$0	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
b) Community Development Block Grant	\$0	
c) HOME	\$0	
Other Federal Grants (list below)	\$0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
FFY 2000 CFP	\$484,193	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	\$608,097	PH Operations
<b>4. Other income (list below)</b>		
Excess Utilities	\$1,500	PH Operations
Tenant Charges	\$15,000	PH Operations
Nondwelling Rent	\$1,200	PH Operations
<b>5. Non-federal sources (list below)</b>		
Section 8 Reserves	\$63,180	Section 8 Operations
PH Investment Income	\$14,010	PH Operations
<b>Total resources</b>	<b>\$2,873,877</b>	

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

[24 CFR Part 903.7 9 (c)]

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

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 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) 10

- When families are within a certain time of being offered a unit: (state time)  
2 months
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)      Credit Report

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?    NA

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: **Not Applicable**

**(4) Admissions Preferences**

- a. Income targeting:
- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
  - Overhoused
  - Underhoused
  - Medical justification
  - Administrative reasons determined by the PHA (e.g., to permit modernization work)

- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
  
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences) **Not Applicable**

Former Federal preferences:

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

Other preferences: (select below)

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

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

1      Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing

Homelessness  
High rent burden

Other preferences (select all that apply)

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

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) Resident Orientation

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: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows: **Not Applicable**

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

**B. Section 8**

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)      Previous participation and/or back balances
- 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 BTHRA's files relative to the suitability of the tenant if a Release of Information form has been signed by 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) PHA Site Management Office

**(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:

An extension is granted based on special needs and handicap as well as additional time to find a suitable unit.

**(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) **Not Applicable**

Former Federal preferences

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

Other preferences (select 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

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

- Date and time of application
- Drawing (lottery) or other random choice technique

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

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

[24 CFR Part 903.7 9 (d)]

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

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

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

- \$0
- \$1-\$25
- \$26-\$50

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

The BTHRA uses HUD's required minimum rent hardship exemptions.

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

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

The families are required to report all income changes and changes in family composition. In the case of income, the rent will only be changed if the new income amount results in a rent decrease. In the case of change in family composition, the rent will only be changed if the new household member receives income and then the rent would be increased.

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR

- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply) **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

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

The BTHRA uses HUD's required minimum rent hardship exemptions.

## **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	372	156
Section 8 Vouchers	55	NA
Section 8 Certificates	107	33
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	NA
Public Housing Drug Elimination Program (PHDEP)	0	NA
Other Federal Programs(list individually)	0	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)

Admissions and Continued Occupancy Policy  
Pet Policy  
Community Service Policy  
Personnel Policy  
Travel Policy  
Disposition Policy  
Investment Policy  
Procurement Policy  
Capitalization Policy  
Deconcentration Policy  
Grievance Policy  
One Strike and You're Out  
Zero Tolerance Policy

(2) Section 8 Management: (list below)

### Section 8 Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.79 (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:

**Not Applicable**

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) PHA Site Management Office

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **(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: (DD/MM/YY)
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 <input type="checkbox"/> 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)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent	

<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)
--

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description **Not Applicable**

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name:
1b. Development (project) number:
2. Federal Program authority:
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)

<p>3. Application status: (select one)</p> <p><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program</p> <p><input type="checkbox"/> Submitted, pending approval</p> <p><input type="checkbox"/> Planned application</p>
<p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)</p>
<p>5. Number of units affected:</p> <p>6. Coverage of action: (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

**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 (l)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-

sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<b>Not Applicable</b>				

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

a. Participation Description **Not Applicable**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

**Not Applicable**

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

All of BTHRA'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)

Bristol Tennessee Police Department Captain is stationed at Fort Shelby Towers. Reserve officers patrol the facilities at Fort Shelby and Edgemont Towers.

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

Fort Shelby and Edgemont Towers

**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 BTHRA's developments

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

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

**Not Applicable**

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: \_\_\_)

#### **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? 2

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

Upon receipt of HUD's request for response to findings. Audit just recently completed.

#### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:

The BTHRA conducted its Resident Advisory Board meetings on April 5, 2001 and April 19, 2001 at Edgemont Towers. The meetings were held to explain the QHWRA, to discuss the draft FFY 2001 PHA Plan with the Board and receive their comments and recommendations relative to the contents of both the Five Year Plan and Annual Plan. A thorough explanation of the Contents of the PHA Plan was discussed with the Board as well as how the Authority arrived with the information. The Board was also notified that the BTHRA is in the process of preparing and/or updating all policies governing the Authority as required by the QHWRA. The Board showed favorable consideration to the PHA Plan and only had minor comments relative to the Capital Improvements items and pets in the family units.

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 which currently serves on the Board of Commissioners of BTHRA was appointed by the Mayor of Bristol, Tennessee.

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: City of Bristol, Tennessee
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - Other: (list below)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**Not Applicable**

**D. Other Information Required by HUD**

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

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

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

- changes to rent or admission policies or organization of waiting list;
- additions of non-emergency work items (items not included in the current Annual Statement or Five Year Plan) or change in use of replacement reserve funds under the Capital Fund;
- 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 A “Deconcentration Policy”**

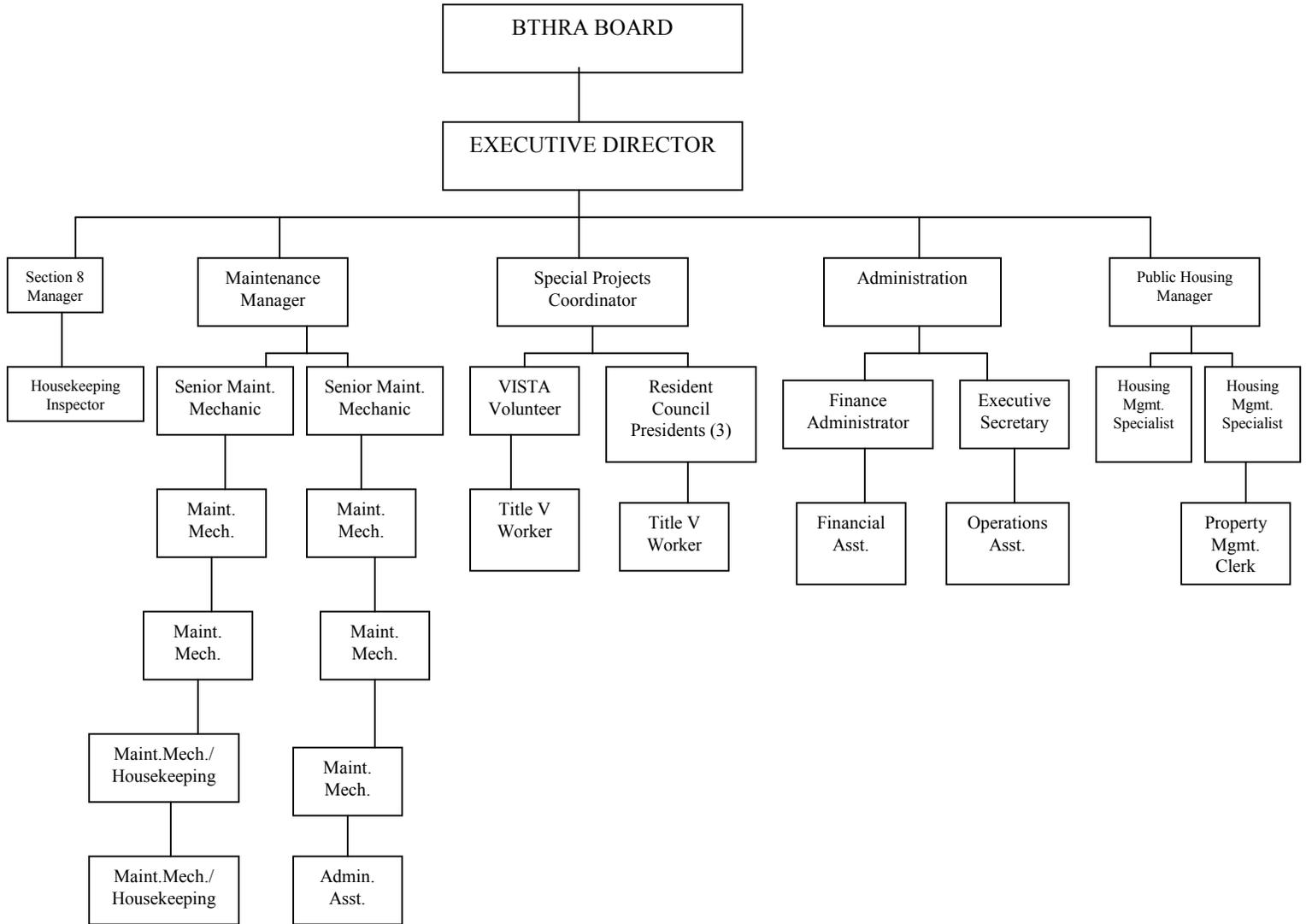
#### Deconcentration Policy

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

#### Income Targeting

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

**Attachment B**  
**“Bristol Tennessee Housing and Redevelopment Authority Management**  
**Organizational Chart”**



## Attachment C “Implementation of Public Housing Resident Community Service Requirement”

### I. GENERAL INFORMATION

New Community Service Requirements

#### A. Background

**The Quality Housing and Work Responsibility Act of 1998 (QHWRA) was signed into law by President Clinton on October 21, 1998. This ACT is sometimes called the Public Housing Reform Act and the final rules required by QHWRA were published in the Federal Register on March 29, 2000. 24 CFR-Subpart F, 960.00 lists the statutory requirements, which must be incorporated by local PHA/PHC, etc. into policy to meet Community Service activities.**

#### B. What is Community Service?

Community Service is defined as the performance of work, or duties that are of public benefit and serve to improve the quality of life, to enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community Service is not employment and may not include political activities.

#### C. Who must comply?

The final rule requires **all** adult family members who do not qualify for a statutory exemption.

#### D. Who is exempt?

An **exempt** person is an adult family member who:

- (1) Is **62** years of age or older;
- (2) Is blind or disabled as defined under the current Social Security Act. Existing documentation will be acceptable as evidence of a disability and disabled persons will be permitted to **self-certify** as to whether they **cannot** perform community service provisions; or is a primary care giver to such above defined individual;
- (3) Is engaged in work activities;
- (4) Meets the requirements for being exempted under a State program funded under Part A of the Title IV of the Social Security Act (42 U.S.C. 601) or any other State Administered welfare program of the State in which the PHA is located, including a welfare-to-work program.
- (5) Is a family member receiving assistance, benefits of services under a State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601, et seq.) or under any other welfare program of the State in which the Housing Authority is located.

**E. What is the Annual Obligation?**

Each adult family member who is not exempt must:

- (1) Contribute **8 hours per month (96 hours per year)** of Community Service.

**F. What happens when someone does not comply?**

The lease specifies that it shall be renewed automatically unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of the 12-month lease term, but not for the termination of tenancy during the course of the 12-month lease term prior to the re-certification process.

In addition, each family member who fails to complete their entire obligation shall be given the opportunity to develop a plan with PHA approval to perform these non-compliant hours in addition to their regularly obligated 96 hours in the second year of residency. At the end of the second year, if all outstanding obligated hours of Community Service are not met, the PHA may commence eviction proceedings.

**G. When does the Community Service Requirements start?**

All PHAs and residents must comply with the requirements of Subpart F beginning with a PHAs fiscal year that begins on or after October 1, 2000.

**H. How does the PHA administer the program?**

The PHA may administer qualifying Community Service activities directly through its own staff or through a third party community entity that has an agreement with the PHA.

**I. PHA Responsibilities to its residents.**

- (1) The PHA must develop a policy that describes how it will determine which family members are subject to or exempt from performing the service requirement and the process for verifying changes to existing status.
- (2) The PHA must provide every family a written description of the service requirement and the process for claiming status. The PHA must also notify each adult family member of its initial determination of exempt and non-exempt status.
- (3) The PHA must review family compliance with the service requirements and must verify such compliance annually at least thirty (30) days before the renewal of the lease (Annual Re-Certification).
- (4) The PHA must retain reasonable documentation of service requirement performance or exemption in the resident's file.

## II. PROGRAM ADMINISTRATION

The Bristol Tennessee Housing and Redevelopment Authority's policy is designed to identify which adult family members are subject to or exempt from the service requirements; to explain how the PHA will administer the program; to identify PHA and/or third party certification opportunities available to eligible work activities with fair and equitable actions.

### A. PHA Responsibilities

#### (1) Eligibility Determination

The PHA will review every existing resident file to determine each adult member's status regarding Community Service per the following guidelines:

- a. An **exempt** person is an adult family member who:
  1. Is **62** years of age or older;
  2. Is blind or disabled as defined under the current Social Security Act. Existing documentation will be acceptable as evidence of a disability and disabled person will be permitted to **self-certify** as to whether they **cannot** perform Community Service provisions; or is a primary care giver to such above defined individual;
  3. Is engaged in work activities;
  4. Meets the requirements for being exempted under a State Program funded under Part A of the Title IV Social Security Act (42 U.S.C. 601) or any other State administered welfare program of the State in which the PHA is located, including a welfare-to-work program.
  5. Us a family member receiving assistance benefits or services under a State Program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the Housing Authority is located.
- b. As family status is determined, a letter or other certifiable document of receipt will be sent to each adult member of that family notifying them of their status (exempt or non-exempt) and explaining the steps they should immediately proceed with through their housing representative.
- c. Verification of Compliance.

The Authority is required to review family compliance with service requirement, and must verify such compliance annually at least thirty (30) days before the end of the twelve (12) month lease term (annual re-certification time). Evidence of service performance and/or exemption must be maintained in each participant file.

d. Notice of Non-compliance.

If the Authority determines that, a family member who is subject to fulfilling a service requirement, but has violated the family's obligation (a non-compliant resident) the Authority must notify the specific family member of this determination.

The Notice of Non-compliance must:

1. Briefly describe the non compliance (inadequate number of hours).
2. State that the Authority will not renew the lease at the end of the twelve (12) month lease term unless:

The resident or any other non-compliant adult family member enters into a written agreement with the Authority to cure the non-compliance and in fact performs the exact terms of the agreement.

Or

The family provides written assurance satisfactory to the PHA that the resident or other non-compliant adult family member no longer resides in the unit.

This Notice of Non-compliance must also state the resident may request a grievance hearing and that the resident may exercise any available judicial remedy to seek timely redress for the Authority's non-renewal of the lease because of a non-compliance determination.

e. Resident agreement to comply with the service requirement.

The written agreement entered into with the Authority to cure the service requirement non-compliance by the resident and any other adult family member must:

1. Agree to complete additional service hours needed to make up the total number of hours required over the twelve (12) month term of the new lease.
2. State that all other members of the family subject to the service requirement are in current compliance with the service requirement or are no longer residing in the unit.

f. The Bristol Tennessee Housing and Redevelopment Authority has developed the following list of agencies certifiable and/or third party work activities of which each non-exempt adult family member can select to perform their individual service requirement.

The Authority has identified the following PHA certifiable activities, which are available to meet the requirements:

Neighborhood Watch  
Playground Monitor

Bus Stop Monitor  
Clothes Closet Worker  
Or other certifiable activities

The following third party entities have entered into an agreement with the Authority to provide activities available to satisfy the Community Service activities:

Volunteer Bristol  
1606 W. State Street  
Bristol, TN 37620  
(423) 968-9017

**III. DOCUMENTATION**

- A. Resident Notification Letter**
- B. PHA Certification Form**
- C. Third Party Certification Form**

**Attachment D**  
**“Pet Policy”**

The Bristol Tennessee Housing and Redevelopment Authority (BTHRA) is currently in the process of preparing a policy related to tenant-owned pets. This policy will permit all BTHRA residents to own pets as mandated by the QHWRA through regulations published in the Federal Register on July 10, 2000 and will be subject to compliance with specific requirements of BTHRA’s pet lease. The BTHRA Board of Commissioners proposes to approve and adopt the pet policy during their regular scheduled meeting in November, 2000.

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

**COMMUNICATION (72%)**

The Bristol Tennessee Housing and Redevelopment Authority has restructured the Property Management Department to incorporate Case Managers. In the past, all of our re-certification process was conducted by mail. The present re-certification process includes an interview with each resident (at the office or at their home if circumstances warrant) in order to complete the re-certification process. This interview will allow plenty of opportunity for communication as well as allowing the staff to get to know our families. This contact is especially important for our family unit residents because they are in our scattered site location and most of our communication with them is through written memos. Both of our ten-story high-rises allow the BTHRA to make announcements that can be heard on all floors. Some of our residents who have sustained hearing losses complain that they are unable to understand the announcements. This problem has been discussed thoroughly within management and we are currently researching several avenues in order to resolve this issue. The BTHRA installed wall pockets on each apartment door in the high-rises so that everyone would have ready access to any written information that needed to be shared with all our residents. Unfortunately, we cannot make the residents read our memos or answer any of their questions unless they contact us. All of our staff members have put forth additional effort to talk with all of the residents they may see and invite them to attend the monthly resident meetings that are held at both of our high-rises.

**SAFETY (76%)**

The BTHRA has installed additional security cameras and lobby security booths in both of our high-rises. The security booths are manned by resident volunteers. From comments we have received from several residents, the presence of the security personnel deters strangers from loitering which had been one of their greatest concerns. The additional cameras have also reduced the number of BTHRA property damage incidents as well as incidents of vandalism. The BTHRA has a police officer in residence in both of our high-rises. We have two police officers in residence in our family unit project. We feel that the presence of the police officers is a positive addition that reinforces the resident’s feeling of being “safe” in their home. The police officers that live in our family community frequently walk, jog or patrol their neighborhood and are active participants in our good neighbor policy. We feel that their presence has helped and will continue to help fight the gang and drug activity in our community. Additionally, the BTHRA has installed additional outside lighting in all developments.

## Attachment F

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

**Goal – Apply for additional rental vouchers:** The Bristol Tennessee Housing and Redevelopment Authority, (BTHRA) has currently applied for additional Section 8 vouchers to expand the supply of housing within its jurisdiction. To date, the Authority has just recently received an additional 40 vouchers.

**Goal – Reduce public housing vacancies:** The BTHRA is currently working on reducing the turnover time for vacated public housing units to lower the vacancy rate of the units as well as improve the PHA’s Management Indicator.

**Goal – Leverage private or other public funds to create additional housing opportunities:** The BTHRA is studying the feasibility to leverage private or other public funds to create additional housing opportunities for its residents.

**Goal – Acquire or build units or development:** The BTHRA is studying the feasibility of acquiring or building additional units of low income housing. By utilizing Low Income Housing Tax Credits and below market loans through the Federal Home Loan Bank’s Affordable Housing Program, the BTHRA may expand the supply of affordable housing throughout the area without traditional HUD assistance.

**Goal – Improve public housing management:** The BTHRA is currently in the process of improving various operational, management and maintenance functions in an effort to improve their overall PHAS score.

**Goal – Improve voucher management:** The BTHRA is currently in the process of improving voucher management functions such as lease up of Section 8 units to improve their SEMAP score and to alleviate any future audit findings.

**Goal – Increase customer satisfaction:** The BTHRA is attempting to keep residents better informed of BTHRA policies and programs as well as overall Authority information through their active VISTA program and monthly meetings for the residents. Additionally, the BTHRA is in the process of establishing Resident Councils at Fort Shelby and the Family Units to further increase customer satisfaction.

**Goal – Concentrate on efforts to improve specific management functions:** The BTHRA is currently in the process of improving vacant unit turn around time and annual inspections of the dwelling units and system as recommended by HUD.

**Goal – Renovate or modernize public housing units:** The BTHRA 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 residents’ requests in all developments.

**Goal – Provide voucher mobility and counseling:** The BTHRA is currently providing voucher mobility counseling by conducting briefings with potential landlords and tenants as to the location of units outside areas of poverty or minority concentration.

**Goal – Conduct outreach efforts to potential voucher landlords:** The BTHRA is currently conducting outreach efforts to potential voucher landlords through their Section 8 Program. The outreach efforts consists of contacting the potential landlords by telephone and/or mailings notifying them of the availability of voucher recipients.

**Goal – Increase voucher payment standards:** The BTHRA 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 BTHRA’s segment of the FMR area and to increase housing options for families.

**Goal – Implement public housing security improvements:** The BTHRA currently has police officers residing in each development and will continue to make various site and physical improvements to the developments to alleviate the safety concerns of our residents. Additionally, the BTHRA has a “one strike” and “zero tolerance” policy and performs strict screening of applicants.

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

**Goal – Provide or attract supportive services to improve assistance recipients’ employability:** The BTHRA offers and provides a variety of services and programs to their residents to achieve self-sufficiency and improve assistance recipients’ employability. These services and programs include the Welfare to Work Program, the VISTA Program as well as to referrals to local non-profit agencies providing supportive services.

**Goal – Provide or attract supportive services to increase independence for the elderly or families with disabilities:** The BTHRA currently has a TNCEP Program which provides the elderly and disabled families with the tools they need to eat healthy, stay safe, personal hygiene, etc.

**Goal – Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:** The BTHRA 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 BTHRA's operations and management, inspections, maintenance and modernization programs are spread equally among all developments.

**Attachment G**  
**“Resident Membership of the PHA Governing Board”**

As required by the QHWRA through regulations published in the October 21, 1999 Federal Register, the BTHRA currently has a resident serving on the Board of Commissioners. The resident was appointed by the Mayor of Bristol, Tennessee and is identified as Mr. Bobby Moore, Bristol, Tennessee 37620. Mr. Moore was appointed to the Board of Commissioners in March, 2000 to complete a five year term.

**Attachment H**  
**“Membership of the Resident Advisory Board”**

**Public Housing Residents**

Reba Vaughn	400 Shelby St., Apt. #305	Bristol, TN	423-968-4559
Evelyn Mallory	400 Shelby St., Apt. #413	Bristol, TN	423-768-8646
Elsie Silcox	1011 Oakland Drive	Bristol, TN	423-764-6310
Lelia White	100 Ash Street, Apt. #4J	Bristol, TN	423-968-5448
Dorothy Pruett	100 Ash Street, Apt. #6M	Bristol, TN	423-237-6414
Doris Henry	100 Ash Street, Apt. #6E	Bristol, TN	423-764-5301
Susan Jones	703 Edgmont Avenue	Bristol, TN	423-274-8495
Diane Wolfe	1653 Virginia Avenue	Bristol, TN	423-968-5822

**Section 8 Residents**

Donnie McClellan	2344 Hwy. 126, Lot #3	Bristol, TN	423-323-7279
Jodi Ledbeter	128 Bellebrook Rd, Apt. #1	Bristol, TN	423-844-0477

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

<b>PHA Name:</b> Bristol Tennessee Housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P06650101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement   
 Reserve for Disasters/ Emergencies   
 Revised Annual Statement (revision no:    )   
 Final Performance and Evaluation Report  
 Performance and Evaluation Report for Period Ending:

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	49,000			
3	1408 Management Improvements	16,500			
4	1410 Administration	10,000			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	56,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	362,485			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	493,985			

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

<b>PHA Name:</b> Bristol Tennessee Housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P06650101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement   
  Reserve for Disasters/ Emergencies   
  Revised Annual Statement (revision no:    )   
  Final Performance and Evaluation Report  
 Performance and Evaluation Report for Period Ending:

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

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

PHA Name: <b>Bristol Tennessee Housing and Redevelopment Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>TN37P06650101</b> Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> <b>2001</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN066-003	Replace Elevators	1460	2	200,000				
Fort Shelby	Fire Alarm System	1460	1	100,000				
	Convert Eff. Units to 1 Bedroom Units	1460	8	62,485				
PHA-WIDE	Operating Expense	1406	1	49,000				
Operations								
PHA-WIDE	VISTA Program	1408	1	12,500				
Management	VISTA Supplies	1408	1	1,000				
Improvements	Staff Training	1408	1	3,000				
PHA-WIDE	Technical/Non-Technical Salaries	1410	1	5,000				
Administration	Travel Expense	1410	1	3,000				
	Advertising	1410	1	2,000				

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

PHA Name: <b>Bristol Tennessee Housing and Redevelopment Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P06650101</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2001</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	A/E Fees	1430	1	24,000				
Fees & Costs	PHA Agency Plan Update	1430	1	2,500				
	Consultant Fees for Environ. Review	1430	1	1,500				
	Management Fees	1430	1	10,000				
	Clerk-of-the-Works	1430	1	18,000				

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

PHA Name: <b>Bristol Tennessee Housing and Redevelopment Authority</b>		Grant Type and Number Capital Fund Program No: <b>TN37P06650101</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2001</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TN066-003 Fort Shelby	03/31/03			09/30/03				
PHA-WIDE Operations	03/31/03			09/30/03				
PHA-WIDE Management Improvements	03/31/03			09/30/03				
PHA-WIDE Administration	03/31/03			09/30/03				
PHA-WIDE Fees & Costs	03/31/03			09/30/03				

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name <b>Bristol Tennessee Housing and Redevelopment Authority</b>						<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 10/2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 10/2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 10/2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 10/2005	
	Annual Statement					
TN066-001		100,000	90,800	160,800	262,485	
TN066-002		87,485	146,685	75,000	0	
TN066-003		175,000	125,000	126,685	100,000	
PHA-WIDE		131,500	131,500	131,500	131,500	
CFP Funds Listed for 5-year planning		493,985	493,985	493,985	493,985	
Replacement Housing Factor Funds		0	0	0	0	

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2002 PHA FY: 10/2002			Activities for Year: <u>3</u> FFY Grant: 2003 PHA FY: 10/2003		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	TN066-001	Waterlines	100,000	TN066-001	Appliances	40,800
Annual	Family Units			Family Units	Playground Equipment	50,000
Statement						
	TN066-002	Carpeting	87,485	TN066-002	Sewerlines	146,685
	Edgemont Towers			Edgemont Towers		
	TN066-003	Fire Alarm System	100,000	TN066-003	Waterlines	125,000
	Fort Shelby Towers	Balconies	75,000	Fort Shelby Towers		
	PHA-WIDE	Operating Expense	49,000	PHA-WIDE	Operating Expense	49,000
	Operations			Operations		
	PHA-WIDE	VISTA Program	12,500	PHA-WIDE	VISTA Program	12,500
	Management	VISTA Supplies	1,000	Management	VISTA Supplies	1,000
	Improvements	Staff Training	3,000	Improvements	Staff Training	3,000
	PHA-WIDE	Tech/Non-Tech Salaries	5,000	PHA-WIDE	Tech/Non-Tech Salaries	5,000
	Administration	Travel Expense	3,000	Administration	Travel Expense	3,000
		Advertising	2,000		Advertising	2,000

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2002 PHA FY: 10/2002			Activities for Year: <u>3</u> FFY Grant: 2003 PHA FY: 10/2003		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
	PHA-WIDE	A/E Fees	24,000	PHA-WIDE	A/E Fees	24,000
	Fees & Costs	PHA Ag. Plan Update	2,500	Fees & Costs	PHA Ag. Plan Update	2,500
		Consult Fees for ER	1,500		Consult Fees for ER	1,500
		Management Fees	10,000		Management Fees	10,000
		Clerk-of-the-Works	18,000		Clerk-of-the-Works	18,000
<b>Total CFP Estimated Cost</b>			<b>\$493,485</b>			<b>\$493,485</b>

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

Activities for Year : <u>4</u> FFY Grant: 2004 PHA FY: 10/2004			Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: 10/2005		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
TN066-001	Recaulk Buildings	10,000	TN066-001	Install Air Conditioning	262,485
Family Units	Appliances	40,800	Family Units		
	Exterior Doors	30,000			
	Install Air Conditioning	80,000			
			TN066-003	Convert Eff. to 1 bd unit	75,000
			Fort Shelby Towers	Windows	25,000
TN066-002	Renovate Dump. Room	25,000			
Edgemont Towers	Install Vestibule	50,000			
			PHA-WIDE	Operating Expense	49,000
			Operations		
TN066-003	Renovate Dump. Room	25,000			
Fort Shelby Towers	Install Vestibule	50,000			
	Convert Eff. to 1bd. unit	51,685	PHA-WIDE	VISTA Program	12,500
			Management	VISTA Supplies	1,000
PHA-WIDE	Operating Expense	49,000	Improvements	Staff Training	3,000
Operations					
			PHA-WIDE	Tech/Non-Tech Salaries	5,000
PHA-WIDE	VISTA Program	12,500	Administration	Travel Expense	3,000
Management	VISTA Supplies	1,000		Advertising	2,000
Improvements	Staff Training	3,000			
PHA-WIDE	Tech/Non-Tech Salaries	5,000			
Administration	Travel Expense	3,000			
	Advertising	2,000			

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

Activities for Year : <u>4</u> FFY Grant: 2004 PHA FY: 10/2004			Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: 10/2005		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
PHA-WIDE	A/E Fees	24,000	PHA-WIDE	A/E Fees	24,000
Fees & Costs	PHA Ag. Plan Update	2,500	Fees & Costs	PHA Ag. Plan Update	2,500
	Consult Fees for ER	1,500		Consult Fees for ER	1,500
	Management Fees	10,000		Management Fees	10,000
	Clerk-of-the-Works	18,000		Clerk-of-the-Works	18,000
<b>Total CFP Estimated Cost</b>		<b>\$493,985</b>			<b>\$493,985</b>

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

<b>PHA Name:</b> Bristol Tennessee Housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P06650100 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2000
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Original Annual Statement   
 Reserve for Disasters/ Emergencies   
 Revised Annual Statement (revision no:    )   
 Final Performance and Evaluation Report  
 Performance and Evaluation Report for Period Ending: 03/31/00

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0		0	0
2	1406 Operations	48,400		0	0
3	1408 Management Improvements	72,400		0	0
4	1410 Administration	19,062		0	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	4,985		0	0
8	1440 Site Acquisition	60,000		0	0
9	1450 Site Improvement	106,333		0	0
10	1460 Dwelling Structures	132,118		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	895		0	0
13	1475 Nondwelling Equipment	40,000		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collateralization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	484,193		0	0

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

<b>PHA Name:</b> Bristol Tennessee Housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P06650100 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2000
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/00	<input type="checkbox"/> Final Performance and Evaluation Report	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities	0		0	0
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	0		0	0
26	Amount of line 21 Related to Energy Conservation Measures	0		0	0

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

PHA Name: <b>Bristol Tennessee Housing and Redevelopment Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P06650100</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2000</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN066-001	Replace Trash Cans & Holders	1450		1,500		0	0	12/01
Family Units	Install Driveways	1450		25,956		0	0	12/01
	Building Exterior	1450		5,000		0	0	12/01
	Install Gutter Screens	1460		5,760		0	0	12/01
	Install Security Lights	1460		4,400		0	0	12/01
TN066-002	Emergency Shelter	1450		9,527		0	0	12/01
Edgemont	Install Shower Access Doors	1460		1,416		0	0	12/01
Towers	Convert Efficiency Unit to 1-Bedroom	1460		38,381		0	0	12/01
TN066-003	Upgrade Fire Alarm System	1460		64,350		0	0	12/01
Fort Shelby	Upgrade Kitchens	1460		38,930		0	0	12/01
Towers	Install Weatherstripping	1460		4,850		0	0	12/01
	Convert Efficiency Unit to 1-Bedroom	1460		38,381		0	0	12/01
PHA-WIDE Operations	Operating Expense	1406		48,400		0	0	06/01

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

PHA Name: <b>Bristol Tennessee Housing and Redevelopment Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P06650100</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2000</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Capital Funds Coordinator	1408		24,303		0	0	12/01
Management	VISTA Workers	1408		25,000		0	0	07/01
Improvements	VISTA Supplies	1408		1,803		0	0	12/01
	Resident Services Coordinator	1408		5,974		0	0	12/01
	Resident Services Supplies	1408		2,318		0	0	12/01
	MIS Coordinator	1408		10,294		0	0	12/01
	Staff Training	1408		2,708		0	0	12/01
PHA-WIDE	Employee Benefits	1410		14,000		0	0	12/01
Administration	Sundries	1410		2,297		0	0	12/01
	Telephone	1410		1,169		0	0	12/01
	Travel Expense	1410		1,596		0	0	12/01
PHA-WIDE	Part-Time CFP Inspector	1430		4,985		0	0	12/01
Fees and Costs								

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

PHA Name: <b>Bristol Tennessee Housing and Redevelopment Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P06650100</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2000</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE Site Acquisition	Purchase Fifth Street Property	1440		60,000		0	0	02/02
PHA-WIDE Non-Dwelling Structures	Construct Carport for Hickory Lane Storage Building	1470		895		0	0	12/01
PHA-WIDE Non-Dwelling Equipment	Purchase ADA Mini-Bus	1475		40,000		0	0	02/02

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

PHA Name: <b>Bristol Tennessee Housing and Redevelopment Authority</b>		Grant Type and Number Capital Fund Program No: <b>TN37P06650100</b> Replacement Housing Factor No:					Federal FY of Grant: <b>2000</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TN066-001 Family Units	03/31/02			09/30/03				
TN066-002 Edgemont Towers	03/31/02			09/30/03				
TN066-003 Fort Shelby	03/31/02			09/30/03				
PHA-WIDE Operations	03/31/02			09/30/03				
PHA-WIDE Mgmt. Improvements	03/31/02			09/30/03				
PHA-WIDE Administration	03/31/02			09/30/03				
PHA-WIDE Fees and Costs	03/31/02			09/30/03				

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

PHA Name: <b>Bristol Tennessee Housing and Redevelopment Authority</b>		Grant Type and Number Capital Fund Program No: <b>TN37P06650100</b> Replacement Housing Factor No:				Federal FY of Grant: <b>2000</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-WIDE	03/31/02			09/30/03			
Site Acquisition							
PHA-WIDE	03/31/02			09/30/03			
Non-Dwelling Structures							
PHA-WIDE	03/31/02			09/30/03			
Non-Dwelling Equip.							

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

<b>PHA Name:</b> Bristol Tennessee Housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P06670799 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 1999
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Original Annual Statement     Reserve for Disasters/ Emergencies     Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 03/31/00     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0		0	0
2	1406 Operations	36,700		36,700	36,700
3	1408 Management Improvements	73,400		51,130	51,130
4	1410 Administration	36,043		19,473	19,473
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	10,043		3,000	3,000
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	1,500		0	0
10	1460 Dwelling Structures	106,678		90,230	90,230
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	103,067		60,129	60,129
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collaterization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	367,431		260,662	260,662

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

<b>PHA Name:</b> Bristol Tennessee Housing and Redevelopment Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P06670799 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 1999
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:    )  
  Final Performance and Evaluation Report  
 Performance and Evaluation Report for Period Ending: 03/31/00

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities	0		0	0
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	0		0	0
26	Amount of line 21 Related to Energy Conservation Measures	0		0	0

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

PHA Name: <b>Bristol Tennessee Housing and Redevelopment Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P06670799</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>1999</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN066-001	Install Driveways	1450		1,500		0	0	09/01
Family Units	Kitchens	1460		0	2,243	2,243	2,243	Completed
TN066-002	Repair Balconies	1460		75,731	19,880	15,709	15,709	09/01
Edgemont	Install Security Cameras	1460		9,750	10,164	10,164	10,164	Completed
Towers	Air Conditioners	1460		0	52,463	52,463	52,463	Completed
	Convert 0 bedroom units to 1 bedroom units	1460		0	706	706	706	Completed
TN066-003	Install Annunciator System	1460		0		0	0	Deleted
Fort Shelby	Repair Air Conditioning-Auditorium	1460		0		0	0	Deleted
Towers	Install Security Cameras	1460		5,320	5,345	5,345	5,345	Completed
	Repair Balconies	1460		12,277		0	0	09/01
	Install Elevator Door Detector	1460		3,600		3,600	3,600	Completed
PHA-WIDE Operations	Operating Expenses	1406		36,700		36,700	36,700	Completed

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

PHA Name: <b>Bristol Tennessee Housing and Redevelopment Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P06670799</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>1999</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	VISTA Insurance	1408		1,600		1,600	1,600	Completed
Management	VISTA Worker(s)	1408		12,875		12,500	12,500	Completed
Improvements	VISTA Supplies	1408		1,387		1,000	1,000	Completed
	Resident Services Coordinator	1408		18,668		0	0	09/01
	Resident Services Supplies	1408		975		700	700	09/01
	MIS Coordinator	1408		9,490		9,490	9,490	Completed
	Management/Maintenance Training	1408		5,565		3,000	3,000	09/01
	Comp Grant Coordinator	1408		22,840		22,840	22,840	Completed
PHA-WIDE	Employee Benefits	1410		24,694		9,690	9,690	09/01
Administration	Sundries	1410		7,538	8,238	8,238	8,238	Completed
	Telephone	1410		1,545		1,545	1,545	Completed
	Local Travel	1410		2,266	1,566	0	0	09/01
PHA-WIDE	A/E Fees	1430		5,150		0	0	09/01
Fees and Costs	Part-time CGP Inspector	1430		4,893		3,000	3,000	09/01
PHA-WIDE	Color Copier for Admin. Office	1475		27,700		27,700	27,700	Completed
Nondwelling	Copier for Comp Grant	1475		5,082		5,082	5,082	Completed
Equipment	Computer Upgrade	1475		28,658		18,069	18,069	09/01

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

PHA Name: <b>Bristol Tennessee Housing and Redevelopment Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P06670799</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>1999</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Computer, Monitor, Ink Jet Printer for Housing Inspector	1475		0		0	0	Deleted
	Power Meter Box	1475		300		300	300	Completed
	Automatic Screw Guns	1475		500		500	500	Completed
	Optical Drain with Monitor	1475		3,500		0	0	09/01
	Automatic Postage Machine	1475		3,250		3,250	3,250	Completed
	Office Equipment	1475		3,209	4,107	4,107	4,109	Completed
	Freezer	1475		459		459	459	Completed
	Coin Boxes	1475		662		662	662	Completed
	Air Conditioners Units	1475		45,000	28,849	0	0	09/01

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

PHA Name: <b>Bristol Tennessee Housing and Redevelopment Authority</b>		Grant Type and Number Capital Fund Program No: <b>TN37P06670799</b> Replacement Housing Factor No:				Federal FY of Grant: <b>1999</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN066-001 Family Units	03/30/01	09/30/01		09/30/02			
TN066-002 Edgemont Towers	03/30/01	09/30/01		09/30/02			
TN066-003 Fort Shelby	03/30/01	09/30/01		09/30/02			
PHA-WIDE Mgmt. Improvements	03/30/01	09/30/01		09/30/02			
PHA-WIDE Administration	03/30/01	09/30/01		09/30/02			
PHA-WIDE Fees & Costs	03/30/01	09/30/01		09/30/02			
PHA-WIDE Non-Dwelling Equipment	03/30/01	09/30/01		09/30/02			



