

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

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**FINAL**

# PHA Plans

5-Year Plan for Fiscal Years 2003 - 2007  
Annual Plan for Fiscal Year 2003

McMinnville Housing Authority  
301 Hardaway Street  
McMinnville, Tennessee 37110

TN053v01

**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:** McMinnville Housing Authority

**PHA Number:** TN053

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2003

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2003 - 2007**

[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 McMinnville Housing Authority will at all times develop and operate each program solely for the purpose of providing decent, safe and sanitary housing for eligible families in a manner that promotes serviceability, economy, efficiency, and stability of the program, and the economic and social well-being of its customers.

**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)

The McMinnville Housing Authority will work with local, state and federal agencies to attempt to obtain funding to provide up to 50 units for assisted-living by the year 2004.

- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)  
**Increase in-house modernization capability over the next five years to have a modernization crew in-house by 2004.**

- 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 2003**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

**Not required**

### **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 ([Attachment A](#))
- FY 2003 Capital Fund Program Annual Statement ([Attachment G](#))
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan ([Attachment H](#))
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - [Attachment B – Definition of Substantial Deviation](#)
  - [Attachment C – Pet Policy](#)
  - [Attachment D – PHA Board Members](#)
  - [Attachment E – Resident Advisory Board](#)
  - [Attachment F – Progress in Meeting Goals](#)
  - [Attachment I – Performance and Evaluation Report \(2001 & 2002\)](#)

**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>Related 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 (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
NA	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
NA	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
NA	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
NA	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
For previous PHDEP Grants	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	621	5	5	3	1	NA	NA
Income >30% but <=50% of AMI	347	4	4	3	1	NA	NA
Income >50% but <80% of AMI	357	3	3	3	1	NA	NA
Elderly	633	4	4	3	1	NA	NA
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity/W	1,174	NA	NA	NA	NA	NA	NA
Race/Ethnicity/B	123	NA	NA	NA	NA	NA	NA
Race/Ethnicity/H	23	NA	NA	NA	NA	NA	NA
Race/Ethnicity							

Source: CHAS Data, McMinnville City Jurisdiction Area, 1990 Census

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000 - Tennessee Housing Development Agency
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	44		340
Extremely low income <=30% AMI	40	91%	
Very low income (>30% but <=50% AMI)	4	9%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	8	18%	
Elderly families	3	7%	
Families with Disabilities	14	32%	
Race/ethnicity/W	41	93%	
Race/ethnicity/B	3	7%	
Race/ethnicity/H	NA	NA	
Race/ethnicity	NA	NA	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	32	73	143
2 BR	7	16	90
3 BR	6	14	93
4 BR	1	2	14
5 BR	0	0	0
5+ BR	0	0	0

**Housing Needs of Families on the Waiting List**

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

If yes:

How long has it been closed (# of months)? **NA**

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes **NA**

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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



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

[24 CFR Part 903.7 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 2003 grants)</b>		
a) Public Housing Operating Fund	\$656,208.00	
b) Public Housing Capital Fund	\$765,000.00	
c) HOPE VI Revitalization	\$0.00	
d) HOPE VI Demolition	\$0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$0.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0.00	
g) Resident Opportunity and Self- Sufficiency Grants	\$0.00	
h) Community Development Block Grant	\$0.00	
i) HOME	\$0.00	
Other Federal Grants (list below)	\$0.00	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
FY 2001 Capital Fund	\$84,786.00	Capital Improvements
FY 2002 Capital Fund	\$801,108.00	Capital Improvements
FY 2000 PHDEP	\$13,170.00	Safety/Security/Drug Prevention
FY 2001 PHDEP	\$68,628.00	Safety/Security/Drug Prevention
<b>3. Public Housing Dwelling Rental Income</b>		
	\$740,000.00	Operations
<b>4. Other income (list below)</b>		
Excess Utility Charges	\$30,000.00	Operations
Interest Income	\$25,000.00	Operations
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$3,183,900.00</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)  
 When families are within a certain time of being offered a unit: (state time)  
 Other: (describe) **When they apply**

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

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

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

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

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

##### **(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list  
 Sub-jurisdictional lists  
 Site-based waiting lists  
 Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office  
 PHA development site management office  
 Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**  
**Not Applicable**

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

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

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

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

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?



b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
  
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

1. Families who live or work in the county.
2. Involuntarily displaced by an agency of the U.S. state or local government in connection with a public improvement
3. Involuntarily displaced due to fire, flood or other disaster
4. All other involuntarily displaced families

NOTE: The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences.

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)

Information sheet is given to all applicants.

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

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

**Component 3, (6) Deconcentration and Income Mixing**

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

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
None			

## B. Section 8

Not Applicable

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

### (2) Waiting List Organization

Not Applicable

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?  
(select all that apply)

- PHA main administrative office  
 Other (list below)

**(3) Search Time**      **Not Applicable**

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

If yes, state circumstances below:

**(4) Admissions Preferences**      **Not Applicable**

a. Income targeting

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

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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?

3. If yes to question 2, list these policies below: **Not Applicable**

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

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

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

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

- 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)

The rent increase, as a result of new incomes between re-exams, is effective the first of the second month after the increase.

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)

**Any time the family receives a new source of income.**

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

## **(2) Flat Rents**

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

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

## B. Section 8 Tenant-Based Assistance Not Applicable

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

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



**(2) Minimum Rent**

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

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

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

**5. Operations and Management**      **Not Applicable**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

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**C. Management and Maintenance Policies**

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**      **Not Applicable**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

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

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) ([Attachment G](#))

-or-

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

#### **(2) Optional 5-Year Action Plan**

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

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) ([Attachment H](#))

-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

- 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: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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) Voluntary Conversion Initial Assessments** ([Assessment Completed in 2002](#))

- a. How many of the PHA's developments are subject to the Required Initial Assessments? [Assessment completed in 2002.](#)
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? [Assessment completed in 2002.](#)
- c. How many Assessments were conducted for the PHA's covered developments? [Assessment completed in 2002.](#)
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
<a href="#">None</a>	

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

#### 2. Activity Description

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

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

Total development

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

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

**Not Applicable**

[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. )



- 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      Not Applicable**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

Other (describe below)

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

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

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

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

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

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

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

PHAs eligible for FY 2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

Yes  No: Has the PHA included the PHDEP Plan for FY 2002 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? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

- Comprehensive stock assessment
- Other: (list below)

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

- Attached at Attachment (File name)
- Provided below:  
**Not Applicable**

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)  
**Not Applicable**

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

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

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

3. Description of Resident Election Process **Not Applicable**

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here)

[Tennessee Housing Development Agency](#)

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

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

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

## **D. Other Information Required by HUD**

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

## Attachments

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

### ATTACHMENT A - DECONCENTRATION POLICY

The objective of the Deconcentration Policy for the MHA 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 MHA 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 MHA does not concentrate families with higher or lower income levels in any one development, the MHA will track the status of family income, by development, on a monthly basis utilizing income reports generated by the MHA's computer system.

The MHA 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.

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### ATTACHMENT B – DEFINITION OF SUBSTANTIAL DEVIATION

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

1. Significant changes to rent or admissions policies or organization of the waiting list.
2. Addition of non-emergency work, items (items not included in the Annual Statement or 5-Year Action Plan) exceeding 10% of the total grant or a change in the use of replacement reserve funds under the Capital Fund.
3. Any change with regard to demolition, disposition, designation, homeownership programs or conversion to voucher activities.
4. Moving work items between the CFP and PHDEP budgets is not considered an amendment or deviation.

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

## ATTACHMENT C – PET POLICY

Residents of the McMinnville Housing Authority may own and keep a common household pet. However, prior to housing/keeping any pet on the remises, the Resident must apply to the McMinnville Housing Authority for a pet permit and a lease addendum must be executed between the Resident and the McMinnville Housing Authority. In order to receive a pet permit the following documentation must be submitted:

1. Evidence that the pet has received current rabies and distemper inoculations or booster, as applicable.
2. Evidence that the pet has been spayed or neutered, as applicable.
3. A Current license issued by the appropriate authority, if applicable.

ALL RESIDENTS WITH A 'PET LEASE' SHALL COMPLY WITH THE FOLLOWING RULES:

1. Permitted pets are: dogs, cats, birds and fish aquariums. (Snakes are not permitted). The size of a dog (when full grown) may not exceed 15 inches in height. The size of a cat (when full grown) may not exceed 10 inches in height.
2. Only one pet for each household is permitted.
3. Dogs and cats must be licensed yearly and Residents and must show proof of annual rabies and distemper booster inoculations at their yearly reexamination.
4. Vicious and/or intimidating animals will not be allowed.
5. All dogs and cats must be spayed or neutered, as applicable.
6. Dogs and cats shall remain inside the Residents' unit. No animal shall be permitted to be loose in hallways, elevators, yards or any common areas of MHA properties.
7. When taken outside the unit, dogs and cats must be kept on a leash, controlled by an adult.
8. When taken on an elevator, pets must be held in the arms of said adult.
9. Birds must be confined to a cage at all times.
10. Residents shall not permit their pet to disturb, interfere or diminish the peaceful enjoyment of other Residents. The terms "disturb, interfere and diminish" shall include but not limited to barking, howling, chirping, biting, scratching, etc.
11. Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on MHA properties. Droppings must be disposed of by being placed in a plastic sack and then placed in a container outside the building/apartment.
12. Residents are responsible for properly disposing of dog and cat waste in a container outside the building/apartment.
13. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
14. If pets are let unattended for a period of twenty-four (24) hours or more, the MHA may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of Tennessee State Law and pertinent local ordinances. MHA accepts no responsibility for the animal under such circumstances.
15. Residents shall not alter their unit, balcony or yard in any manner in order to create an enclosure for any pet.
16. Residents are responsible for all damages caused by their pet, including the cost of cleaning or replacing carpets\* and/or fumigation of the unit(s).
17. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of a "Pet Lease" with MHA.
18. All residents are responsible for damages caused by their pet. It is highly recommended that pet owners purchase liability insurance that would protect the owner in the event that their pet bit, scratched or in anyway harmed anyone.
19. Should any pet housed by a Resident, give birth to a litter, the Resident shall remove all pets from the premises, except the pet designated on the "Pet Lease".
20. Residents must identify an alternate custodian for pets in the event of Residents' illness or other absence from the dwelling unit. This identification of an alternate custodian must occur prior to the MHA issuing a pet registration permit.

The privilege of maintaining a pet in a MHA owned facility, shall be subject to the above rules. This privilege may be revoked at any time subject to the MHA Hearing Procedures, if the animal should become destructive, create a nuisance, represent a threat to the safety and security of other residents, or create a problem in the area of cleanliness and sanitation.

A pet deposit in the amount of \$100 is required upon execution of a pet lease addendum. The MHA can use this money to pay for damages "beyond normal wear and tear" caused by the pet, or for any other damages to MHA's property caused by the pet, including spraying for ticks, flees or other insects caused by the pet. The Resident may apply for a refund of the "Pet Deposit" upon removal of the pet from the premises. Upon request, the condition of the unit must be verified by the maintenance department and the Resident charged for any damages. Refunds will normally be processed in 14 days from the date of request.

#### **ATTACHMENT D – PHA BOARD MEMBERS**

The Board of Commissioners of the McMinnville Housing Authority currently includes the following members:

Mr. Charles Smith – Chairman  
Ms. Carolyn McBride – Vice Chairman  
Mr. Marvin Lusk, Jr. – Commissioner  
Mr. Earl Barr – Commissioner  
Ms. Zanda Lawson – Resident Commissioner

#### **ATTACHMENT E – RESIDENT ADVISORY BOARD**

Jackie Blankenship – 301 Rainbow St. – TN53-1  
Zanda Lawson – 611 N. Spring St. – TN53-3  
JoAnn Dobson – 310 S. Mill St. Apt. 111 – 53-05  
Judy Blackburn – 329 Beersheba St. – TN53-02  
Irene Fields – 108 Lyndon St. – TN53-04  
Gwendolyn Stoner – 211 A Edgefield - 53-07

## ATTACHMENT F – PROGRESS IN MEETING GOALS

**Goal: The McMinnville Housing Authority will work with local, state and federal agencies to attempt to obtain funding to provide up to 50 units for assisted-living by the year 2004.** *We are actively supporting Medicaid waivers to fund assisted living in public housing.*

**Goal: Renovate or modernize public housing unit.** *Increase in-house modernization capability over the next five years to have a full-service modernization crew in-house by 2004. We added one additional staff person to our modernization crew during the 2001 program year. We are currently completing with comprehensive modernization in TN053-004 with FY 2001 CFP funds. We are under contract with our A/E for the design of our 2002 CFP work items.*

**Goal: Provide or attract supportive services to increase independence for the elderly or families with disabilities.** *We are actively supporting Medicaid waivers to fund assisted living in public housing.*

**Goal: Work with local community to improve the trash storage and collection process to reduce the amount of debris around trash collection sites by 2002.** *This item was completed in 2001.*

**Goal: Provide or attract supportive services to increase independence for the elderly or families with disabilities.** *We are actively supporting Medicaid waivers to fund assisted living in public housing.*

**Attachment G**

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> McMinnville Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: TN37P05350103 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> FY 2003
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<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00			
2	1406 Operations	\$10,867.00			
3	1408 Management Improvements	\$126,000.00			
4	1410 Administration	\$60,818.00			
5	1411 Audit	\$0.00			
6	1415 liquidated Damages	\$0.00			
7	1430 Fees and Costs	\$63,000.00			
8	1440 Site Acquisition	\$0.00			
9	1450 Site Improvement	\$31,800.00			
10	1460 Dwelling Structures	\$357,140.00			
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00			
12	1470 Nondwelling Structures	\$89,175.00			
13	1475 Nondwelling Equipment	\$25,000.00			
14	1485 Demolition	\$0.00			
15	1490 Replacement Reserve	\$0.00			
16	1492 Moving to Work Demonstration	\$0.00			
17	1495.1 Relocation Costs	\$1,200.00			
18	1498 Mod Used for Development	\$0.00			
19	1502 Contingency	\$0.00			
20	Amount of Annual Grant: (sum of lines 2-19)	\$765,000.00			
21	Amount of line 20 Related to LBP Activities	\$0.00			
22	Amount of line 20 Related to Section 504 Compliance	\$0.00			
23	Amount of line 20 Related to Security	\$0.00			
24	Amount of line 20 Related to Energy Conservation	\$0.00			

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

PHA Name: <b>McMinnville Housing Authority</b>		Grant Type and Number Capital Fund Program #: <b>TN37P05350103</b> Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: <b>FY 2003</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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Transfer funds to operating budget	1406	1	\$6,867.00				
PHA-WIDE	Computer software	1408	1	\$5,000.00				
PHA-WIDE	Contract with City to provide police officer	1408	1	\$70,000.00				
PHA-WIDE	Pay fringe benefits for DEP Staff	1408	1	\$2,500.00				
PHA-WIDE	Salary for drug program coordinator	1408	1	\$12,000.00				
PHA-WIDE	Update flat rent study	1408	1	\$1,000.00				
PHA-WIDE	Utility allowance review	1408	1	\$500.00				
PHA-WIDE	Employee benefits for Res. Coordinator	1408	1	\$2,300.00				
PHA-WIDE	Resident coordinator	1408	1	\$27,200.00				
PHA-WIDE	Travel-Resident Coordinator	1408	1	\$1,000.00				
PHA-WIDE	Telephone service for Resident Activity Ctrs	1408	1	\$1,500.00				
PHA-WIDE	Staff training	1408	1	\$3,000.00				
PHA-WIDE	Advertising	1410	1	\$500.00				
PHA-WIDE	Employee benefits	1410	1	\$18,900.00				
PHA-WIDE	PHA staff salaries (mod coordinator)	1410	1	\$41,418.00				
PHA-WIDE	Agency plan update	1430	1	\$6,000.00				
PHA-WIDE	A/E design services	1430	1	\$30,000.00				
PHA-WIDE	A/E inspection services	1430	1	\$15,000.00				
PHA-WIDE	CFP management assistance.	1430	1	\$12,000				
PHA-WIDE	Force Account Labor (and fringe benefits) for modernization activities.	1460	1	\$73,400.00				
PHA-WIDE	Computer hardware	1475	1	\$3,000.00				
PHA-WIDE	Pickup truck for maintenance	1475	1	\$22,000.00				
PHA-WIDE	Cost for relocation of residents	1495	3	\$1,200.00				
PHA-WIDE	Contingencies	1502	1	\$0.00				
TN37P053001	Install new handrails at 3-step risers	1460	150	\$5,250.00				
TN37P053001	Paint electrical services and disconnects	1460	10	\$2,000.00				

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

PHA Name: <b>McMinnville Housing Authority</b>		Grant Type and Number Capital Fund Program #: <b>TN37P05350103</b> Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: <b>FY 2003</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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
TN37P053001	Replace electric water heater	1460	80	\$15,440.00				
TN37P053001	Install new handrails at 3-step risers	1470	5	\$175.00				
TN37P053001	Renovate garage at Community Building to house PHA van	1470	1	\$5,000.00				
TN37P053002	Install new handrails at 3-step risers	1460	150	\$5,250.00				
TN37P053003a	Remove existing and install new sanitary sewer lines	1450	400	\$12,000.00				
TN37P053003a	Install new water meter	1450	46	\$13,800.00				
TN37P053003a	Remove existing wall heaters and install new central HVAC	1460	30	\$195,000.00				
TN37P053003a	Remove existing wall heaters and install new thru-the-wall HVAC	1460	16	\$56,000.00				
TN37P053003b	Install new clothes dryer outlet and vent including heavy duty cover	1460	34	\$6,800.00				
TN37P053004a	Add more space to the existing main office	1470	1	\$80,000.00				
TN37P053004b	Replace existing site lighting	1450	1	\$6,000.00				
TN37P053004b	Replace refrigerators	1465	10	\$2,000.00				
TN37P053004b	Construct pavilion	1470	1	\$4,000.00				

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

PHA Name: <b>McMinnville Housing Authority</b>		Grant Type and Number Capital Fund Program #: <b>TN37P05350103</b> Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: <b>FY 2003</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN37P053001 West Riverside	12/31/04			06/30/06			
TN37P053003a Rebel Hill	12/31/04			06/30/06			
TN37P053003b West Riverside	12/31/04			06/30/06			
TN37P053003c Cope Street	12/31/04			06/30/06			
TN37P053004b Spangler Tower	12/31/04			06/30/06			
TN37P053005 Morrison	12/31/04			06/30/06			
Computer software	12/31/04			06/30/06			
Police officers	12/31/04			06/30/06			
Fringe benefits	12/31/04			06/30/06			
DEP Coord.	12/31/04			06/30/06			
Rent study	12/31/04			06/30/06			
Utility review	12/31/04			06/30/06			
Res. Coord. benefits	12/31/04			06/30/06			
Travel	12/31/04			06/30/06			
Telephone	12/31/04			06/30/06			
Staff training	12/31/04			06/30/06			

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name: <b>McMinnville Housing 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: <b>2004</b> PHA FY: <b>2004</b>	Work Statement for Year 3 FFY Grant: <b>2005</b> PHA FY: <b>2005</b>	Work Statement for Year 4 FFY Grant: <b>2006</b> PHA FY: <b>2006</b>	Work Statement for Year 5 FFY Grant: <b>2007</b> PHA FY: <b>2007</b>
	Annual Statement				
TN37P053001		\$81,680.00	\$134,589.00	\$0.00	\$0.00
TN37P053002		\$40,000.00	\$0.00	\$1,200.00	\$81,722.00
TN37P053003a		\$278,670.00	\$92,000.00	\$81,800.00	\$305,962.00
TN37P053003b		\$2,170.00	\$68,000.00	\$59,700.00	\$211,989.00
TN37P053003c		\$19,020.00	\$40,000.00	\$61,100.00	\$0.00
TN37P053004a		\$2,250.00	\$235,680.00	\$274,620.00	\$0.00
TN37P053004b		\$21,150.00	\$64,600.00	\$31,750.00	\$0.00
TN37P053005		\$0.00	\$63,500.00	\$1,200.00	\$0.00
TN37P053007		\$4,000.00	\$0.00	\$11,700.00	\$0.00
CFP Funds Listed for 5-year planning		\$448,940.00	\$698,369.00	\$523,070.00	\$599,673.00
Replacement Housing Factor Funds		\$0.00	\$0.00	\$0.00	\$0.00

**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: 2004 PHA FY: 2004			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<b>See</b>	PHA-Wide					
<b>Annual</b>	TN053001	Site Improvements	\$12,280.00	TN053001	Building Exterior	\$5,620.00
<b>Statement</b>		Mechanical	\$65,400.00		Doors	\$15,700.00
		Plumbing	\$4,000.00		Electrical	\$39,970.00
	TN053002	Building Exterior	\$40,000.00		Mechanical	\$19,920.00
	TN053003a	Building Exterior	\$1,120.00		Paint	\$53,379.00
		Mechanical	\$274,400.00	TN053003a	Building Exterior	\$92,000.00
		Dwelling Equipment	\$3,150.00	TN053003b	Building Exterior	\$68,000.00
	TN053003b	Building Exterior	\$1,120.00	TN053003c	Building Exterior	\$40,000.00
		Dwelling Equipment	\$1,050.00	TN053004a	Building Exterior	\$187,680.00
	TN053003c	Site Improvements	\$5,500.00		Doors	\$4,800.00
		Building exterior	\$11,770.00		Paint	\$43,200.00
		Dwelling Equipment	\$1,750.00	TN053004b	Mechanical	\$39,600.00
	TN053004a	Dwelling Equipment	\$2,250.00		Non-Dwelling Structures	\$25,000.00
	TN053004b	Building Exterior	\$18,000.00	TN053005	Site Improvements	\$5,500.00
		Dwelling Equipment	\$3,150.00		Building Exterior	\$58,000.00
	TN053007	Dwelling Equipment	\$4,000.00			
	<b>Total CFP Estimated Cost</b>		\$448,940.00			\$698,369.00

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

Activities for Year: <u>4</u> FFY Grant: <b>2006</b> PHA FY: <b>2006</b>			Activities for Year: <u>5</u> FFY Grant: <b>2007</b> PHA FY: <b>2007</b>		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
TN053002	Site Improvements	\$1,200.00	TN053002	Site Improvements	\$5,495.00
TN053003a	Site Improvements	\$1,800.00		Bathroom Renovations	\$20,390.00
	Unit Conversion	\$80,000.00		Building Exterior	\$2,424.00
TN053003b	Site Improvements	\$1,800.00		Electrical	\$18,978.00
	Bathroom Renovations	\$57,900.00		Kitchen Renovations	\$3,000.00
TN053003c	Site Improvements	\$3,200.00		Mechanical	\$4,980.00
	Bathroom Renovations	\$57,900.00		Paint	\$21,855.00
TN053004a	Site Improvements	\$266,900.00		Dwelling Equipment	\$4,600.00
	Building Exterior	\$4,720.00	TN053003a	Site Improvements	\$138,954.00
	Doors	\$3,000.00		Bathroom Renovations	\$65,458.00
	Paint	\$0.00		Building Exterior	\$19,502.00
TN053004b	Site Improvements	\$30,100.00		Doors	\$6,076.00
	Non-Dwelling Equipment	\$1,650.00		Electrical	\$52,512.00
TN053005	Site Improvements	\$1,200.00		Kitchen Renovations	\$2,760.00
TN053007	Site Improvements	\$1,800.00		Mechanical	\$20,700.00
	Building Exterior	\$9,900.00		Paint	\$0.00
			TN053003b	Site Improvements	\$151,443.00
				Bathroom Renovations	\$43,374.00
				Building Exterior	\$4,684.00
				Carpentry	\$6,538.00
				Doors	\$5,950.00
<b>Total CFP Estimated Cost</b>		\$523,070.00			\$599,673.00

**ATTACHMENT I**

**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> McMinnville Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN43P05350102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 06/30/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$138,700.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$58,000.00	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$63,000.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$484,208.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$30,000.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$26,000.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$1,200.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$801,108.00	\$0.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: <b>McMinnville Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P05350102</b> Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2002</b>	
<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: <b>06/30/02</b> <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Measures				

**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>McMinnville Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P05350102</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</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	Transfer funds to operating budget	1406	1	\$0.00	\$0.00	\$0.00	\$0.00	
	Computer software	1408	1	\$5,000.00	\$0.00	\$0.00	\$0.00	
	Contract with the city to provide police officer patrol	1408	1	\$70,000.00	\$0.00	\$0.00	\$0.00	
	Pay the cost for security lighting in all developments	1408	1	\$5,000.00	\$0.00	\$0.00	\$0.00	
	Pay fringe benefits for DEP staff	1408	1	\$2,500.00	\$0.00	\$0.00	\$0.00	
	Salary for drug program coordinator	1408	1	\$12,000.00	\$0.00	\$0.00	\$0.00	
	Salary for drug program tutors	1408	1	\$6,000.00	\$0.00	\$0.00	\$0.00	
	Update flat rent study	1408	1	\$1,000.00	\$0.00	\$0.00	\$0.00	
	Utility allowance review	1408	1	\$500.00	\$0.00	\$0.00	\$0.00	

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

PHA Name: <b>McMinnville Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P05350102</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</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	
	Employee benefits for Resident Coordinator	1408	1	\$5,900.00	\$0.00	\$0.00	\$0.00	
	Resident Coordinator	1408	1	\$26,000.00	\$0.00	\$0.00	\$0.00	
	Travel – Resident Coordinator	1408	1	\$1,500.00	\$0.00	\$0.00	\$0.00	
	Telephone service for resident activity center	1408	1	\$2,000.00	\$0.00	\$0.00	\$0.00	
	Resident participation	1408	1	\$300.00	\$0.00	\$0.00	\$0.00	
	Staff training	1408	1	\$1,000.00	\$0.00	\$0.00	\$0.00	
	Advertising	1410	1	\$500.00	\$0.00	\$0.00	\$0.00	
	Employee benefits	1410	1	\$16,900.00	\$0.00	\$0.00	\$0.00	
	PHA staff salaries (mod coordinator)	1410	1	\$40,600.00	\$0.00	\$0.00	\$0.00	
	Agency plan update (2003)	1430	1	\$6,000.00	\$0.00	\$0.00	\$0.00	
	A/E design services	1430	1	\$30,000.00	\$0.00	\$0.00	\$0.00	
	A/E inspection services	1430	1	\$15,000.00	\$0.00	\$0.00	\$0.00	
	CFP management assistance	1430	1	\$12,000.00	\$0.00	\$0.00	\$0.00	
	Force account labor (and fringe benefits) for modernization activities	1460	1	\$69,100.00	\$0.00	\$0.00	\$0.00	
	Computer hardware	1475	1	\$3,000.00	\$0.00	\$0.00	\$0.00	
	Purchase a pickup truck for maintenance	1475	1	\$23,000.00	\$0.00	\$0.00	\$0.00	
	Cost for relocation for residents for comprehensive modernization	1495.1	3	\$1,200.00	\$0.00	\$0.00	\$0.00	
PHA Wide	Contingencies	1502	1	\$0.00	\$0.00	\$0.00	\$0.00	Included w/bath accessories
TN053-003b	Add air conditioning to existing gas central heating system	1460	34	\$153,000.00	\$0.00	\$0.00	\$0.00	
TN053-003c	Remove existing and install new asphalt shingle roof shingles and felt	1460	281	\$35,125.00	\$0.00	\$0.00	\$0.00	
TN053-003c	Replace damaged sheathing	1460	2805	\$2,805.00	\$0.00	\$0.00	\$0.00	Deleted

**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>McMinnville Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P05350102</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</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	
TN053-003c	Add air conditioning to existing gas central heating system	1460	20	\$90,000.00	\$0.00	\$0.00	\$0.00	
TN053-004b	Construct new maintenance storage facility	1470	1	\$30,000.00	\$0.00	\$0.00	\$0.00	
TN053-005	Add air conditioning to existing central heating system	1460	1	\$134,178.00	\$0.00	\$0.00	\$0.00	

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

PHA Name: <b>McMinnville Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>TN43P05350102</b> Replacement Housing Factor No:				Federal FY of Grant: <b>FY 2002</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	
TN37P053001 West Riverside	06/30/04			06/30/2006			
TN37O53003a Rebel Hill	06/30/04			06/30/2006			
TN37P053003b W. Riverside	06/30/04			06/30/2006			
TN37P053003c Cope St.	06/30/04			06/30/2006			
TN37P053004b Spangler Towers	06/30/04			06/30/2006			
TN37P053005 Morrison	06/30/04			06/30/2006			
Computer software	06/30/04			06/30/2006			
Security Lighting	06/30/04			06/30/2006			
Rent study	06/30/04			06/30/2006			
Utility review	06/30/04			06/30/2006			
Resident coordinator benefit	06/30/04			06/30/2006			
Resident coordinator	06/30/04			06/30/2006			
Travel	06/30/04			06/30/2006			
Telephone	06/30/04			06/30/2006			
Resident participation	06/30/04			06/30/2006			
Staff training	06/30/04			06/30/2006			

**ATTACHMENT I**

**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> McMinnville Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN43P05350101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> FY 2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending: 06/30/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$47,585.00	\$40,580.00	\$33,510.00	\$13,721.00
4	1410 Administration	\$48,896.00	\$49,382.00	\$48,882.00	\$24,235.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$45,885.00	\$72,050.00	\$63,550.00	\$28,440.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$647,319.00	\$649,893.00	\$649,893.00	\$178,947.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$16,800.00	\$17,280.00	\$17,280.00	\$17,280.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$18,500.00	\$5,000.00	\$2,768.00	\$2,768.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$19,200.00	\$10,000.00	\$10,000.00	\$4,746.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$844,185.00	\$844,185.00	\$825,883.00	\$270,137.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of Line 21 Related to Security – Hard Costs	\$28,800.00	\$18,900.00	\$18,900.00	\$18,900.00
26	Amount of line 21 Related to Energy Conservation	\$58,400.00	\$41,294.00	\$41,294.00	\$13,851.00

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

PHA Name: <b>McMinnville Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P05350101</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>FY 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	Conduct a flat rent study	1408	1	\$2,500.00	\$1,780.00	\$0.00	\$0.00	
	Utility Allowance review	1408	1	\$500.00	\$0.00	\$0.00	\$0.00	
	Conduct a study to determine the feasibility of converting public housing to vouchers	1408	1	\$2,500.00	\$0.00	\$0.00	\$0.00	
	Employee benefits for Resident Coordinator	1408	1	\$7,500.00	\$7,500.00	\$7,500.00	\$2,271.00	
	Resident Coordinator	1408	1	\$25,500.00	\$25,500.00	\$25,500.00	\$10,940.00	
	Travel – Resident Coordinator	1408	1	\$1,500.00	\$1,500.00	\$0.00	\$0.00	
	Telephone services for Resident Activity Center	1408	1	\$1,000.00	\$1,500.00	\$0.00	\$0.00	
	Hire a VISTA worker	1408	1	\$3,285.00	\$0.00	\$0.00	\$0.00	
	Resident participation	1408	1	\$300.00	\$300.00	\$0.00	\$0.00	
	Staff training	1408	1	\$3,000.00	\$3,000.00	\$510.00	\$510.00	
	Advertising	1410	1	\$500.00	\$500.00	\$0.00	\$0.00	
	Employee benefits	1410	1	\$11,312.00	\$11,312.00	\$11,312.00	\$5,479.00	
	PHA Staff salaries (mod coordinator)	1410	1	\$37,084.00	\$37,570.00	\$37,570.00	\$18,756.00	
	A/E Design services	1430	1	\$10,385.00	\$36,330.00	\$36,330.00	\$18,165.00	
	A/E Inspection services	1430	1	\$14,000.00	\$15,220.00	\$15,220.00	\$7,285.00	
	CFP and Agency Plan update (2002)	1430	1	\$6,000.00	\$6,000.00	\$0.00	\$0.00	
	CFP Management assistance	1430	1	\$12,000.00	\$12,000.00	\$12,000.00	\$2,990.00	
	Conduct lead-based paint testing and Risk Assessment	1430	1	\$1,000.00	\$0.00	\$0.00	\$0.00	
	Hire a consultant to conduct a Physical Needs Assessment	1430	1	\$2,500.00	\$2,500.00	\$0.00	\$0.00	
	Fore account labor (and fringe benefits) for modernization activities	1460	1	\$59,000.00	\$59,000.00	\$59,000.00	\$6,980.00	
	Computer hardware	1475	1	\$2,000.00	\$5,000.00	\$2,768.00	\$2,768.00	

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

PHA Name: <b>McMinnville Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P05350101</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>FY 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	
	Purchase parking lot stripping machine	1475	1	\$1,000.00	\$0.00	\$0.00	\$0.00	
	Purchase a pickup truck for maintenance	1475	1	\$15,500.00	\$0.00	\$0.00	\$0.00	
	Cost for relocation of residents for comprehensive modernization	1495.1	48	\$19,200.00	\$10,000.00	\$10,000.00	\$4,746.00	
	Contingencies	1502	1	\$0.00	\$0.00	\$0.00	\$0.00	
TN053-004a	Install bath accessories: towel bars, paper holder, toothbrush holder, tumbler soapdish	1460	64	\$8,000.00	\$13,500.00	\$13,500.00	\$2,025.00	
	Replace medicine cabinet	1460	64	\$9,600.00	\$0.00	\$0.00	\$0.00	Included w/bath accessories
	Remove existing heater and install heat/light/vent in all bathrooms	1460	64	\$12,800.00	\$9,450.00	\$9,450.00	\$2,543.00	
	Clean and regrout ceramic tile floor and base in bathroom	1460	48	\$4,800.00	\$4,050.00	\$4,050.00	\$1,080.00	
	Remove existing and install new ceramic tile base in bathroom	1460	1,290	\$5,160.00	\$0.00	\$0.00	\$0.00	Deleted
	Remove existing and install new ceramic tile floor in bathroom	1460	1	\$12,864.00	\$0.00	\$0.00	\$0.00	Deleted
	Install new lavatory drain lines to tee in wall	1460	64	\$3,200.00	\$0.00	\$0.00	\$0.00	Included w/lavatory
	Install new lavatory faucet	1460	64	\$6,400.00	\$7,800.00	\$7,800.00	\$2,160.00	
	Install new lavatory supplies and stops	1460	64	\$2,240.00	\$0.00	\$0.00	\$0.00	Included w/lavatory
	Replace water closet and seat with water saving type	1460	64	\$16,000.00	\$11,700.00	\$11,700.00	\$3,240.00	
	Replace water closet flange	1460	64	\$1,600.00	\$1,300.00	\$1,300.00	\$360.00	
Remove hose bib at all units	1460	48	\$6,000.00	\$1,350.00	\$1,350.00	\$360.00		

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

PHA Name: <b>McMinnville Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P05350101</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>FY 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	
	Paint exterior handrails	1460	278	\$2,780.00	\$0.00	\$0.00	\$0.00	Completed in FY 2002
	Paint metal porch columns and metal brackets	1460	98	\$4,900.00	\$0.00	\$0.00	\$0.00	Complete in FY 2002
	Remove existing and install new drywall walls	1460	536	\$2,144.00	\$6,600.00	\$6,600.00	\$2,295.00	
	Remove existing drop ceiling and install new drywall ceilings	1460	2,412	\$9,648.00	\$27,000.00	\$27,000.00	\$7,200.00	
	Remove existing drywall ceilings and install new drywall ceilings	1460	268	\$1,608.00	\$1,650.00	\$1,650.00	\$68.00	
	Install new interior door frame	1460	60	\$7,500.00	\$13,500.00	\$13,500.00	\$0.00	
	Install new interior doors and hardware	1460	60	\$6,000.00	\$10,800.00	\$10,800.00	\$360.00	
	Remove existing bifold and install new panelfold doors at closets	1460	48	\$9,600.00	\$0.00	\$0.00	\$0.00	Deleted
	Paint entry doors	1460	96	\$4,800.00	\$8,100.00	\$8,100.00	\$2,160.00	
	Remove existing and install new heavy-duty security screen door	1460	96	\$28,800.00	\$18,900.00	\$18,900.00	\$18,900.00	
	Install new carbon monoxide detector in units with gas	1460	40	\$5,000.00	\$9,300.00	\$9,300.00	\$2,790.00	
	Replace all interior light fixtures	1460	530	\$31,800.00	\$16,200.00	\$16,200.00	\$4,320.00	
	Replace porch light fixtures	1460	96	\$7,680.00	\$8,100.00	\$8,100.00	\$2,160.00	
	Replace all switch and outlet cover plates	1460	48	\$7,200.00	\$16,200.00	\$16,200.00	\$4,320.00	
	Replace electrical outlets and switches	1460	48	\$14,400.00	\$6,750.00	\$6,750.00	\$1,800.00	
	Install new rubber base molding in all units	1460	21,320	\$21,320.00	\$0.00	\$0.00	\$0.00	Included w/floor tile
	Remove existing and install new vinyl composition floor tile	1460	47,600	\$47,600.00	\$108,000.00	\$108,000.00	\$29,160.00	
	Replace backsplash at range	1460	48	\$4,080.00	\$798.00	\$798.00	\$798.00	

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

PHA Name: <b>McMinnville Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P05350101</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>FY 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	
	Replace base cabinets	1460	1	\$35,365.00	\$6,750.00	\$6,750.00	\$1,800.00	
	Replace countertops	1460	643	\$12,860.00	\$0.00	\$0.00	\$0.00	Included w/cabinets
	Replace ducted range hood	1460	48	\$11,280.00	\$2,175.00	\$2,175.00	\$2,175.00	
	Replace wall cabinets	1460	724	\$32,580.00	\$3,498.00	\$3,498.00	\$3,498.00	
	Install new kitchen sink drain lines to tee in wall	1460	48	\$3,600.00	\$1,350.00	\$1,350.00	\$473.00	
	Install new kitchen sink faucet	1460	48	\$7,200.00	\$4,244.00	\$4,244.00	\$4,244.00	
	Install new kitchen sink stops and supply lines	1460	48	\$1,680.00	\$0.00	\$0.00	\$0.00	Included w/faucets
	Install new double-bowl kitchen sink	1460	48	\$9,600.00	\$3,963.00	\$3,963.00	\$3,963.00	
	Replace washing machine box supplies and drain line to stack	1460	48	\$7,200.00	\$10,800.00	\$10,800.00	\$2,880.00	
	Remove existing electric wall heaters and patch wall	1460	107	\$5,350.00	\$5,625.00	\$5,625.00	\$1,620.00	
	Replace existing gas central heating system and add air conditioning	1460	40	\$76,880.00	\$177,500.00	\$177,500.00	\$44,195.00	
	Install new PT valve on water heater and pipe to drain pan	1460	48	\$2,400.00	\$0.00	\$0.00	\$0.00	Included w/water heater pan
	Install new water heater pan and drain line to exterior	1460	48	\$2,400.00	\$1,890.00	\$1,890.00	\$504.00	
	Replace gas water heater and install interchangeable core lock to door	1460	48	\$28,800.00	\$17,550.00	\$17,550.00	\$4,208.00	
	Scrape patch and paint all walls and ceilings	1460	48	\$43,200.00	\$51,800.00	\$51,800.00	\$13,590.00	
	Install new shutoff valve at each unit	1460	48	\$2,400.00	\$2,700.00	\$2,700.00	\$720.00	
	Replace refrigerators	1465.1	48	\$16,800.00	\$17,280.00	\$17,280.00	\$17,280.00	

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

PHA Name: <b>McMinnville Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>TN43P05350101</b> Replacement Housing Factor No:				Federal FY of Grant: <b>FY 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	
TN37P053003b W. Riverside	03/31/03			09/30/04			
Rent Study	03/31/03			09/30/04			
Utility Review	03/31/03	Deleted	Deleted	09/30/04	Deleted	Deleted	
Voucher Study	03/31/03	Deleted	Deleted	09/30/04	Deleted	Deleted	
Resident Coordinator Benefits	03/31/03			09/30/04			
Travel	03/31/03			09/30/04			
Telephone	03/31/03			09/30/04			
VISTA Worker	03/31/03	Deleted	Deleted	09/30/04	Deleted	Deleted	
Resident participation	03/31/03			09/30/04			
Staff training	03/31/03			09/30/04			