

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2003

MARYVILLE HOUSING AUTHORITY

Approved by MHA Board August 21, 2002

**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:** Maryville Housing Authority

**PHA Number:** TN065

**PHA Fiscal Year Beginning:** 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 2000 - 2004**

[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: **The mission of the Maryville Housing Authority is to provide a quality living environment for the qualified families of this community that is affordable and safe while promoting opportunities for economic development and family self-sufficiency, without discrimination.**

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other: **Reduce Section 8 vacancies**

- PHA Goal: Improve the quality of assisted housing
  - Objectives:
    - Improve public housing management: (PHAS score)
    - Improve voucher management: (SEMAP score)
    - Increase customer satisfaction:
    - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
    - Renovate or modernize public housing units:
    - Demolish or dispose of obsolete public housing:
    - Provide replacement public housing:
    - Provide replacement vouchers:
    - Other: (list below)

- PHA Goal: Increase assisted housing choices
  - Objectives:
    - Provide voucher mobility counseling:
    - Conduct outreach efforts to potential voucher landlords
    - Increase voucher payment standards
    - Implement voucher homeownership program:
    - Implement public housing or other homeownership programs:
    - Implement public housing site-based waiting lists:
    - Convert public housing to vouchers:
    - Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- PHA Goal: Provide an improved living environment
  - Objectives:
    - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
    - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
    - Implement public housing security improvements:
    - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
    - Other: (list below)

MHA will attempt to provide support to our residents in the area of training programs, educational opportunities, drug awareness and education, economic opportunities, security, self-sufficiency and resident programs to the extent funding will

permit. Currently, it is anticipated that the funding will come from Resident Participation funding, the Capital Grant Program, the Operating Fund Program and our partnerships with other organizations.

Our first priority is to provide a safe residential environment for all development sites through a partnership with local law enforcement that will provide extra police patrols and an on-site police Sub-Station. MHA will implement educational and drug prevention programs which may include Teens Need Training (TNT), Boys and Girls Club, Adult Basic Education, Kid's On Patrol, Kid's Café and Youth Sports/Adventure and Field Trip Activities as well as other programs, training opportunities and activities that may be requested by the Resident Advisory Board. MHA will solicit assistance from the Maryville City Schools Family Resource Center to provide staff and resources to support a TNT Program. MHA will solicit assistance from the Blount County Boys and Girls Clubs Parkside Unit to provide staff and activities for after-school programs, field trips, Summer Programs, and assistance with Kids Café and America Reads Programs. MHA will solicit assistance from the Blount County Schools Adult Basic Education Program and Blount County Literacy Council to support after school programs and Adult Literacy/GED classes. MHA will solicit assistance from the Second Harvest Food Bank and Ruby Tuesday Restaurant to sponsor our Kid's Café. The Maryville Police Department will provide direction for a Kid's on Patrol Program. Other agencies that we expect to provide support and services include Kiwanis Club, Lions Club, Health Department, U.T. Agricultural Extension Service, East Maryville Baptist Church, Maryville College, and Pellissippi State. MHA will also utilize two VISTA positions to help coordinate, monitor, and evaluate resident programs and activities.

**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)

MHA will attempt to provide support to our residents in the area of training programs, educational opportunities, drug awareness and education, economic opportunities, security, self-sufficiency and resident programs to the extent funding will permit. Currently, it is anticipated that the funding will come from Resident Participation funding, the Capital Grant Program, the Operating Fund Program and our partnerships with other organizations.

Our first priority is to provide a safe residential environment for all development sites through a partnership with local law enforcement that will provide extra police patrols and an on-site police Sub-Station. MHA will implement educational and drug prevention programs which may include Teens Need Training (TNT), Boys and Girls Club, Adult Basic Education, Kid's On Patrol, Kid's Café and Youth Sports/Adventure and Field Trip Activities as well as other programs, training opportunities and activities that may be requested by the Resident Advisory Board. MHA will solicit assistance from the Maryville City Schools Family Resource Center to provide staff and resources to support a TNT Program. MHA will solicit assistance from the Blount County Boys and Girls Clubs Parkside Unit to provide staff and activities for after-school programs, field trips, Summer Programs, and assistance with Kids Café and America Reads Programs. MHA will solicit assistance from the Blount County

Schools Adult Basic Education Program and Blount County Literacy Council to support after school programs and Adult Literacy/GED classes. MHA will solicit assistance from the Second Harvest Food Bank and Ruby Tuesday Restaurant to sponsor our Kid's Café. The Maryville Police Department will provide direction for a Kid's on Patrol Program. Other agencies that we expect to provide support and services include Kiwanis Club, Lions Club, Health Department, U.T. Agricultural Extension Service, East Maryville Baptist Church, Maryville College, and Pellissippi State. MHA will also utilize two VISTA positions to help coordinate, monitor, and evaluate resident programs and activities.

**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)**

**1. Shall fully comply with all applicable standards and regulations, including generally accepted accounting practices as evidenced by the lack of finding of noncompliance in audits or review conducted at the authority. 2. Shall maintain its operating reserves at or above \$400,000 between now and 12/31/2004. 3. Shall reduce its dependence on HUD by raising \$60,000 from non HUD sources by 12/31/2004. 4. Shall concentrate its management functions to attain and maintain high performer status in both its public housing and section 8 programs.**

**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.

**EXECUTIVE SUMMARY**

---

*As required by Section 511 of the Quality Housing and Work Responsibility Act of 1998, the Maryville Housing Authority (MHA) has prepared this Agency Plan. The Plan was prepared in consultation with and the cooperation of the residents of MHA's Public Housing and Section 8 Programs, citizens of the City of Maryville and representatives of the City of Maryville. As such, this Plan represents the culmination of many hours of planning, negotiating, and structuring a plan to guide this Agency into the new millennium.*

MHA has adopted a mission statement that states MHA is to provide a quality living environment for the qualified families of this community that is affordable and safe while promoting opportunities for economic development and family self-sufficiency, without discrimination.

To accomplish our mission, we have set a number of goals and objectives that represent the thrust of this Agency's effort to assure our mission is achieved. These goals and objectives are set forth in this Plan beginning on Page one of the Plan Template provided by the Department of Housing and Urban Development (HUD).

In developing this Plan, the staff of MHA has taken the opportunity to visit virtually every policy, plan of action, procedure or activity that we use on a day-to-day basis. The purpose of this review was two fold: First of all, to update, revise, change, etc., these policies and procedures to reflect a more entrepreneurial plan of operation; and, Secondly, to make the necessary changes to conform to the Quality Housing and Work Responsibility Act of 1998. The results of that effort together with any additional changes necessitated by our consultation with resident and the local community can be found in a number of policy and procedural changes, all of which are on file at the local MHA office or are attached and made a part of this Plan.

MHA has been an affordable housing provider in this community for over 30 years. Not only has MHA been an affordable housing provider; but, over the past several years, MHA has been recognized by the Department of Housing and Urban Development as a high performing agency in the administration of our public housing program. One of the major goals of MHA in the future will be to maintain that high performing status in the public housing program and obtain the same status in the new Section 8 Management Assessment Program. Achievement of this goal and the other goals and objectives identified in our Annual Plan will allow MHA to accomplish its Mission Statement.

MHA's Annual Plan and the components thereof, outline a comprehensive approach toward achievement of our goals and objectives that are consistent with the State of Tennessee's Consolidated Plan as well as the City of Maryville's objectives for the City. Some of the highlights of MHA's Plan include:

- Establishment of 2 local preferences - - for working applicants who earn the equivalent of 40 hours at a minimum wage (seniors and people with disabilities automatically get this preference), and applicants displaced by state or local government
- Establishment of a minimum rent of \$25
- Establishment of flat rents for every development
- Establishment of an aggressive screening policy for public housing and Section 8 residents within the confines of existing laws and fair housing requirement to ensure that all admissions, to the extent possible, will be good neighbors
- Establishment of the published FMRs as our payment standard for the Section 8 Program
- Establishment of a pet policy in accordance with HUD guidelines
- Establishment of a community service policy in accordance with HUD guidelines
- Applicants for housing will be selected from the waiting list based on date and time of application
- MHA has no plans in the immediate future to convert any of its public housing property to Section 8
- MHA has no plans to demolish or dispose of any public housing property
- MHA is providing a long and varied list of program, opportunities, and activities for its residents
- MHA is committed to providing a safe living environment to all of its residents

In summary, MHA believes that this Plan will not only guide the Agency into the new millennium; but, will be our roadmap to continue to provide, and possibly in the future increase, the availability of a quality, affordable and safe living environment for the qualified families of Maryville.

#### **YEAR 2001 UPDATE:**

The preceding information is basically the same as was forwarded with the 5-year and annual plans submitted for 2000. The only changes include the preparation of two new policies, as directed by HUD, which are the pet and the community service policies both of which were dictated by the Quality Housing and Work Responsibility Act of 1998.

For the year 2001 Annual Plan, MHA is including the information required by HUD for the Capital Fund, Operating Fund and Public Housing Drug Elimination Program Programs. Funding for these programs, although anticipated at some level, is unknown at the time of this submission. Each of the three programs are funded by formulas that have yet to be calculated for the 2001 federal fiscal year; and, of course are subject to the limitations contained within HUD's budget for the fiscal year.

The funds for each of these program areas will be used consistent with information contained within MHA's 5-year Plan that was approved by HUD on April 10, 2000. The funds will be used to continue our efforts to modernize our public housing units, administer and maintain MHA's housing programs, and provide programs that will help eradicate the use of drugs and other illegal activities in our housing programs. All of these activities are aimed toward meeting the mission of MHA to provide a quality, affordable and safe living environment for the qualified families of Maryville.

### **REVISION NO 1 TO YEAR 2000 ANNUAL PLAN**

This revision is being submitted to the Department of Housing and Urban Development (HUD) to enable the Maryville Housing Authority (MHA) to revise its plan of modernization related activities with regard to the capital grant program approved by HUD. There are a number of changes being proposed to the approved budget. These changes involve new work items that were not anticipated in the original submission to HUD that will be necessary to assure the long-term viability of the housing units managed by MHA. Examples include replacing windows and door, remodeling the community space to assure compliance with handicapped accessibility requirements and some soft cost. However, there is **no** demolition, disposition, or conversion of units proposed in this revision.

## **REVISION NO.1 TO THE 2001 FIVE YEAR PLAN:**

This revision is being submitted to HUD to enable MHA to propose changes to one of its policies and numerous changes to its capital grant program to assure satisfactory achievement of its mission of providing affordable housing to the residents of this community. More specifically the changes are as follows:

1. The policy change is to revise our dwelling lease with regard to implementation of our “One Strike” policy. The lease change is to provide that “criminal behavior on or off public housing premises is grounds for termination of tenancy”.
2. The other changes relate to our approved five –year capital grant program. A number of the changes are very elementary in nature and include those items normally associated with a modernization activity. In addition to soft costs such as administrative overhead, the changes involve the possibility of an addition to our office building, rehab of the Central Office community space, constructing facades on some of dwelling units, major rehab of some units to include electrical rehab, replacing doors and windows, compliance with handicap accessibility requirements, providing site improvements and other related modernization activities. However, other changes are amore drastic in nature and involve the acquisition/rehab or new construction of 4 units of affordable housing and the possibility of **demolishing 2 of our existing units.** We have already purchased two single-family units (one 2BR and one 3BR) that we intend to rehab and place on the market as either affordable home ownership or rental housing. The two units that are being considered for demolition are units located in one building of our McGhee Terrace Development (65-3) and are both 2BR units. The reason the units are being considered for demolition is due to a ground fault under the units that is beginning to make the units unsafe for habitation and long-term viability. The units have been mud-jacked on two or three occasions and yet the units continue to fail. Our plan, and the reason for its inclusion in the five-year plan, is to evaluate the units and the subsurface to determine if it is feasible to attempt to mud-jack the units one more time. If it is not feasible to take this course of action, then we will have no choice other than to demolish the units. Before the demolition can take place however, the proposed work would have to be included in an annual plan that would be reviewed by both HUD as well as the State of Tennessee. With our acquisition of two units that will soon be on the market as affordable housing, there will be no overall loss of housing in this community.

### **YEAR 2002 UPDATE**

Our update for the 2002 submission to HUD contains only 2 significant events. One is that the annual plan contains provision for the demolition of 2 units in our Project TN065-003, McGhee Terrace. These units are contained within one building that, as indicated in our 2001 revision, are failing due to a ground fault under the building. Our review and evaluation of this fault has confirmed that it is no longer feasible or viable to continue attempts to salvage the building. Therefore, we anticipate demolishing the building with its two units and replace the units with units that have been acquired offsite and utilizing these units for affordable housing. The other major change is a plan to remove one additional unit from occupancy to be used for community space. This unit is also located in McGhee Terrace and at the present appears to be needed for resident activities and programs. There is virtually no such space suitable for this purpose at the McGhee Terrace development and the residents located in this development have to travel to another one of our developments if they wish to participate in resident activities or need to assemble for any other purpose. This unit also will be replaced with a unit that we will either acquire or construct offsite and be used for affordable housing.

In summary, there will be no loss of affordable housing in the Maryville community as the result of the aforementioned activities. The plan proposes continued funding of our housing activities through the operating fund, the capital fund and the Public Housing Drug Elimination Program (although this program in some jeopardy) at amounts that are not yet know and are subject to the funding authorized for the Department of Housing and Urban Development for the next fiscal year. We will do some additional study on the unit that is being proposed for conversion to assure that the space will be utilized to the degree necessary to justify its removal from the inventory.

The only other changes to the plan are minor in nature and primarily reflect some changes to our capital fund program to assure the long-term viability of our housing stock. We did conduct an assessment of our housing developments in response to a HUD requirement for converting all of our family developments to the Section 8 housing assistance program. The result of our assessments indicated that it would not be feasible to propose such a conversion. The Personnel Policy has been updated and modified somewhat to include a new Drug and Alcohol Policy and adding a Sexual Harassment policy as well as making minor changes to vacation accrual and use.

## **REVISION NO. 2 TO THE 2000 FIVE YEAR PLAN: ( Approved by HUD 10-3-2002)**

This revision is being submitted to HUD to enable MHA to propose changes to its preferences for selection from the waiting list for the Section 8 Rental Assistance Program. The purpose of the change is to improve our Section 8 utilization. The changes will be to:

Eliminate the current preference B: “Families who have earned income of an amount equal to 20 hours at minimum wage or elderly families or families whose sole income is from SS disability due to their inability to work.”

And to replace it with B: “A family Head of Household or Single applicant who is 18 or older and who is a resident of Blount County, Tennessee and is registered as a degree seeking student and attending a college or university full or part time.”

Also, to house Single applicants along with Families and Disabled or Elderly families according to date and time of application and according to the above preference status.

Also, to add a preference for VISTA volunteers who live and work in Blount County, Tennessee and who otherwise would qualify for assistance with the Section 8 Program.

There is **no** other change proposed in this revision with regard to demolition, disposition, or conversion of units under the jurisdiction of MHA!

### **YEAR 2003 UPDATE:**

Our update for the 2003 submission to HUD proposes only two significant changes. These are: (1) We have added an identical objective under each of two HUD Strategic Goals (“Improve community quality of life and economic vitality” and “Promote self-sufficiency and asset development of families and individuals”). The new objective focuses on our attempt to provide financial and other support to our residents for training programs, educational opportunities, drug awareness and education, economic opportunities, security, self-sufficiency, and resident programs; and, (2) Revised our definition of “Substantial Deviation” and “Significant Amendment or Modification” based on recommendations from HUD. The proposed change excludes from the definition those changes that are necessary to further MHA and/or HUD goals, or, for activities that had previously been approved by HUD.

There are **no** changes proposed for demolition, disposition, designation, homeownership or conversion activities.

The submission for our capital fund program reflects a continued update and commitment to assure the long-term viability of our housing stock. No major changes to our program are anticipated and the plan calls for the continued systematic modernization of all of our developments. One minor change is included with regard to our proposed new office facility and is included only in the event circumstances allow us to enter in to a long-term lease on an existing facility rather than construct a new facility.

Policies that we are changing are a new Public Housing Lease , the creation of a Monitor job description for Broadway Towers, and guidelines for adding carpet purchased by a resident to a unit.

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

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	5
ii. Table of Contents	9
1. Housing Needs	12
2. Financial Resources	17
3. Policies on Eligibility, Selection and Admissions	18
4. Rent Determination Policies	27
5. Operations and Management Policies	31
6. Grievance Procedures	32
7. Capital Improvement Needs	33
8. Demolition and Disposition	42
9. Designation of Housing	43
10. Conversions of Public Housing	44
11. Homeownership	45
12. Community Service Programs	47
13. Crime and Safety	49
14. Pets (Attachment C)	56
15. Civil Rights Certifications (included with PHA Plan Certifications)	51
16. Audit	51
17. Asset Management	51
18. Other Information	52
<b>Attachments</b>	<b>54</b>

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:

Attachment B: Community Service Policy Description

Attachment C: Pet Policy

Attachment D: The Resident Membership of the MHA Governing Board

Attachment E: Membership of the Resident Advisory Board

Attachment F: Progress of 5-Year Plan Goals

Attachment H: Annual Statement/Performance and Evaluation for CGP

- Admissions Policy for Deconcentration: Attachment G
- FY 2003 Capital Fund Program Annual Statement
- 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 2000 Capital Fund Program 5 Year Action Plan
- 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)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with	Annual Plan: Eligibility, Selection, and Admissions Policies

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input 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
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8	Annual Plan: Homeownership

**List of Supporting Documents Available for Review**

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

**1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ability</b>	<b>Size</b>	<b>Locati-on</b>
Income <= 30% of AMI	1338	5	5	2	2	2	2
Income >30% but <=50% of AMI	575	4	5	2	2	2	2
Income >50% but <80% of AMI	273	3	5	2	2	2	2
Elderly	320	5	4	2	2	2	2
Families with Disabilities	335	5	4	2	2	2	2
Race/Ethnicity	423	4	4	2	2	2	2

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessability	Size	Location
W/N							
Race/Ethnicity B/N	123	4	4	2	2	2	2
Race/Ethnicity W/H	23	4	4	2	2	2	2
Race/Ethnicity B/H	5						

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:
- 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: Current 2002 waiting list

## 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 type="checkbox"/>	Public Housing
<input checked="" 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/sub jurisdiction:	

### Housing Needs of Families on the Waiting List

	# of families	% of total families	Annual Turnover
Waiting list total	1138		353
Extremely low income <=30% AMI	1021	90%	
Very low income (>30% but <=50% AMI)	107	09%	
Low income (>50% but <80% AMI)	10	01%	
Families with children	840	74%	
Elderly families	183	16%	
Families with Disabilities	335	29%	
White/non Hispanic	1001	88%	
Black/nonhispanic	102	9%	
American Ind/nonhispanic	2	0%	
Hispanic	23	.02%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	399	35%	123
2 BR	416	37%	180
3 BR	129	11%	43
4 BR	19	.02%	7
5 BR	2	0%	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

**(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships

- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

#### (2) Reasons for Selecting Strategies

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

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

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	439,730	PH Operations
b) Public Housing Capital Fund	598,421	PH Capital Improve.
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,183,263	Sec. 8 Assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>Resident Participation</b>	9,875	Resident Programs & Activities
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	852,000	PH Operations
<b>4. Other income (list below)</b>		
Other Revenue	18,920	PH Operations
<b>4. Non-federal sources (list below)</b>		
Interest Income	32,000	PH Operations
<b>Total resources</b>	3,134,209	

### **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: **less than 30 days**
- Other: (describe)

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

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

c.  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**

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
  - Over housed
  - Under housed
  - 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) : Individuals or Families displaced due to action by State or Local government agencies.

Local agencies being those located within the Maryville Housing Authority’s jurisdiction.

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.

X 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)

- 1 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
- 1 Other preference(s) : Individuals or Families displaced due to action by state or Local government agencies. Local agencies being those located within the Maryville Housing Authority's Jurisdiction.

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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

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

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

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

### (1) Eligibility

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

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

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other: **Family's current and prior addresses, if we know name and addresses of landlords for these addresses. Upon written request by a prospective owner, MHA will provide any factual information they have relevant to a voucher holder's history of or ability to comply with standard material lease terms.**

### (2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

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

If yes, state circumstances below: **The housing authority may grant one or more prior to the expiration. Also, if the family includes a person with disabilities and the family requires an extension due to the disability, the Housing Authority will grant an extension allowing the family the full 120 days search time. If the Housing Authority determines that additional time would be a reasonable accommodation, the HA will request HUD to approve an additional extension.**

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability  
 Veterans and veterans' families  
 Residents who live and/or work in your jurisdiction

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

- A. Individuals or Families displaced due to action by State or Local government agencies. Local agencies being those located within the Maryville Housing Authority’s Jurisdiction.**
- B. A family Head of Household or Single applicant who is 18 or older and who is a resident of Blount County, Tennessee and is registered as a degree seeking student and attending a college or university full or part time.**
- C. Vista Volunteers who live and volunteer in Blount County, Tennessee, and who otherwise would qualify for assistance with the Section 8 Program.**

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
- 1. Other preference(s): ( All are weighted the same)

- A. Individuals or Families displaced due to action by State or Local Government agencies. Local agencies being those located within the Maryville Housing Authority’s Jurisdiction.**

**B. A family Head of Household or Single applicant who is 18 or older and who is a resident of Blount County, Tennessee and is registered as a degree seeking student and attending a college or university full or part time.**

**C. Vista volunteers who live and volunteer in Blount County, Tennessee, and who otherwise would qualify for assistance with the Section 8 Program.**

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:

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)

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)

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)

### **Fair Market Rent Schedule**

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

**Received approval from HUD to use 50<sup>th</sup> percentile of fair market rent, Payment Standard set at 110% of 50<sup>th</sup> percentile**

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**

[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)		

**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**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

**CAPITAL FUND PROGRAM TABLES START HERE**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor  
(CFP/CFPRHF) Part 1: Summary**

<b>PHA Name: Maryville Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P065501-03 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>09/2003</b>
--	---	---

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	65,000			
	Management Improvements Hard Costs				
4	1410 Administration	30,500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000			
10	1460 Dwelling Structures	399,670			
11	1465.1 Dwelling Equipment—Nonexpendable	23,251			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	37,500			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,500			
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	598,421			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504	5,000			

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor  
 (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name: Maryville Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P065501-03 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>09/2003</b>
--	---	---

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

<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
	compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs	15,400			
	Amount of line XX Related to Energy Conservation Measures	96,100			
	Collateralization Expenses or Debt Service				

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

**Part II: Supporting Pages**

PHA Name: Maryville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P065501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2003	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantit y	Total Estimated Cost	Total Actual Cost	Status of Work	
PHA-Wide	VISTA Workers	1408	LS	25,000			
	Computer Software	1408	LS	5,000			
	Police Contract	1408	LS	25,000			
	Resident Initiative Programs/Activities	1408	LS	10,000			
	Advertising	1410	LS	500			
	Adm. Salaries/Benefits	1410	LS	30,000			
	A&E	1430	LS	15,000			
	Computer Equipment/Hardware	1475	LS	5,000			
	Office Furniture and Equipment	1475	LS	5,000			
	Maintenance Equipment	1475	LS	2,500			
	Automotive Equipment	1475	LS	25,000			
TN65-1	Site Improvements (Landscaping, tree trimming, sidewalks)	1450	LS	25,000			
Parkside	504 Improvements	1460	LS	5,000			
TN65-2	Seal Brick	1460	50	2,000			
East Park	Electrical Rehab	1460	50	75,000			
TN65-3	Exterior Doors	1460	10	15,400			
McGhee Terrace	Bath Renovations	1460	22	29,480			
	Kitchen Renovations	1460	45	54,900			
	VCT Flooring/Base	1460	44	80,960			
	Replace Windows	1460	22	27,500			
	HVAC	1460	24	66,600			
	Screen Doors	1460	26	8,580			
	Interior Doors	1460	48	10,560			
	Painting	1460	49	10,290			
	Window Covering	1460	45	900			
	Facades on Buildings	1460	5	12,500			
	Ranges and Refrigerator	1465	43	23,251			

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

**Part II: Supporting Pages**

PHA Name: Maryville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P065501-03 Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 09/2003	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantit y	Total Estimated Cost	Total Actual Cost	Status of Work
	Relocation		1495	LS	2,500		

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

PHA Name: Maryville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: TN37P065501-03 Replacement Housing Factor No:					<b>Federal FY of Grant:</b> 09/2003
Development Number Name/HA- Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-wide	03/31/2005			12/31/2006			
TN65-1 Parkside	03/31/2005			12/31/2006			
TN65-2 East Park	03/31/2005			12/31/2006			
TN65-3 McGhee Terrace	03/31/2005			12/31/2006			

**(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

-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)

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Maryville Housing Authority					<b>Original 5-Year Plan</b> <input checked="" type="checkbox"/> <b>Revision No: 4</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 501-04 PHA FY: 12/31/2004	Work Statement for Year 3 FFY Grant: 501-05 PHA FY: 12/31/2005	Work Statement for Year 4 FFY Grant: 501-06 PHA FY: 12/31/2006	Work Statement for Year 5 FFY Grant: 501-07 PHA FY: 12/31/2007	
	Annual Statement					
PHA-wide		148,000	148,000	148,000	148,000	
TN65-1 Parkside		369,310	81,140	275,000	354,221	
TN65-2 East Park			69,170		23,000	
TN65-3 McGhee Terrace		81,111	179,500		23,200	
TN65-6 Broadway Towers			120,611	175,421	50,000	
Total CFP Funds (Est.)		598,421	598,421	598,421	598,421	
Total Replacement Housing Factor Funds						

**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: 501-04 PHA FY: 12/31/2004	Activities for Year: <u>3</u> FFY Grant: 501-05 PHA FY: 12/31/2005	Activities for Year: <u>4</u> FFY Grant: 501-06 PHA FY: 12/31/2006	Activities for Year: <u>5</u> FFY Grant: 501-07 PHA FY: 12/31/2007	
PHA-wide	VISTA Workers	25,000	25,000	25,000	25,000
	Police Contract	25,000	25,000	25,000	25,000
	Res. Initiatives Act.	10,000	10,000	10,000	10,000
	Computer Software	5,000	5,000	5,000	5,000
	Adm. Salaries/Benefits	30,000	30,000	30,000	30,000
	Advertising	500	500	500	500
	A&E	15,000	15,000	15,000	15,000
	Computer Hardware	5,000	5,000	5,000	5,000
	Office Furn. & Equip.	5,000	5,000	5,000	5,000
	Maint. Equip.	2,500	2,500	2,500	2,500
	Auto. Equip.	25,000	25,000	25,000	25,000
TN65-1	Mudjack Buildings	25,000			
Parkside	Windows	103,310			
	Cover Siding w/vinyl	60,000			
	Shutters	10,000			
	Porch Columns	8,000			
	Cluster Mail Boxes	15,000			
	Seal Brick	5,000			
	Paint Interiors	40,000			
	Electrical Rehab	100,000			
	Bath Renovation	3,000			
	Curb, paving, reline		25,000		
	Fluorescent sec. lights		31,140		
	Dwelling Equip.		25,000		
	Acquire land, Construct new Office Building, or, arrange long term lease for existing bldg. and provide alterations for office space			250,000	255,721
	Remodel Comm. Space			25,000	

	Attic Access Doors					13,500
	Firewalls in Attics					35,000
	Replace Sewer Lines					15,000
	Fluorescent lighting					35,000
TN65-2	Curbs, paving, reline		44,170			
East Park	Site Improvements (Sidewalks, tree trim, landscaping)		25,000			
	Attic Access Doors					3,000
	Firewalls in Attics					15,000
	Dwelling Equipment					5,000
TN65-3	Site Improvements (Sidewalks, tree trim, landscaping)	25,000				
McGhee Terrace	Demolish 1 bldg. 2 units	10,000				
	Remodel Comm. Space	5,000				
	Remove unit from ACC	16,111				
	Fire Escapes (5)	25,000				
	Seal Brick		1,500			
	Curbs, paving, reline		18,000			
	Acquire/rehab, or construct 3 units to replace demo units and unit removed from ACC		150,000			
	Dwelling Equipment		10,000			
	Attic Access Doors					7,200
	Firewalls in Attics					16,000

TN65-6	Reroof		75,000		
Broadway Towers	Central HVAC		20,000		
	Unit HVAC's		25,611		
	Replace carpet			50,000	
	Washer & Dryers			24,000	
	Dwelling Equipment			25,000	
	Paint/Wallpaper Halls			25,000	
	Site Improvements (Sidewalks, driveway, landscaping)			15,000	
	Seal Brick			25,000	
	Bath Renovation			3,000	
	Unit HVAC's			8,421	50,000

**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: <b>McGhee Terrace</b>
1b. Development (project) number: <b>TN065-003</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> ( <b>Does not require formal application, approved by annual plan.</b> )  Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <b>04/29/2002</b>
5. Number of units affected: 3
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>03/31/2003</b> b. Projected end date of activity: <b>06/30/2003</b>

## **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	
<input type="checkbox"/> Total development	

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

- 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:

- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

**Public Housing Homeownership Activity Description**  
**(Complete one for each development affected)**

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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**

[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. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

### C. Welfare Benefit Reductions

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

( Attachment)

**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:

#### 1. Site Improvements

Comments received were:

1. Tree by side of Parking structure at High Rise struck by Lightning may need to be replaced.
2. Handicap ramps needed at Helping Hands Center and Learning Ctr.
3. Number parking spaces and have it enforced, and allow only one vehicle per unit and add more visitor parking and limit it to visitors

#### 2. Dwelling Structures:

Comments received were:

1. Want Shower doors for Bath tubs
2. Want new carpeting and refrigerators for elderly highrise

#### 3. Security:

Comments received were

1. Police to patrol during night hours, on-site police
2. Check locks on parking garage entrance doors

3. Too many drug users , dealers and drunks in the area

4. Management Improvements:

Comments received were

1. Stop placing signs in the elevators of the high rise and instead put information in the newsletter or bring up at resident meetings and work with the residents.
2. Resident volunteers should not be handling confidential complaints
3. Screen potential residents, do background criminal checks

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)

Moved up to 2003 plans to install handicap ramp at Helping Hands Center and the Learning Center .

Other complaints were addressed as follows:

Tree at Broadway Towers will be trimmed of dead branches.

Parking spaces will not be numbered, MHA feels this would be impossible to enforce.

Limits on vehicles are one per licensed driver with no more than 3 per household, this will not be changed.

Shower doors will not be installed on tubs, this would be an unnecessary expense.

Carpeting and a/c units for highrise already in plan.

Police patrols at night already in place and are checking all developments including the locks at Broadway Towers.

Signs will still be placed in elevators as has always been the practice. The bulletin boards are there because this a high traffic area and tenants can receive information readily.

We do not have resident volunteers working in the administrative office, however we do have resident employees who have been instructed not to disclose any information obtained while working here.

Applicants are screened to the maximum that the law and budget will allow. Most problems arise from persons not on the lease.

**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

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: State of Tennessee

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

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

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.

#### **Definition of “Substantial Deviation” and “Significant Amendment or Modification:”**

**MHA considers the following to be significant amendments or modifications:**

- **Changes to rent or admissions policies or organization of the waiting list; Other than those to further MHA and HUD goals**
- **Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; except items that are incidental to previously approved work items**
- **Additions of new activities not included in the current PHDEP Plan except those activities needed to further HUD goals or enhance existing programs.**
- **And any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.**

#### **ATTACHMENTS**

#### **COMMUNITY SERVICE POLICY SUMMARY**

### **MARYVILLE HOUSING AUTHORITY COMMUNITY SERVICE POLICY**

*The 1998 Quality Housing and Work Responsibility Act requires that nonexempt residents of public housing perform community service. The provision is intended to give residents a greater stake in their communities. Effective January 1, 2001, in accordance with the provision in our current lease:*

*In order to be eligible for continued occupancy, each adult family member must either:*

- 1. Contribute eight hours per month of community service;*
- 2. Participate in an economic self-sufficiency program, or;*
- 3. A combination of the two, unless they are exempt from this requirement.*

*Community service will be required when any adult member of the family does not qualify for an exemption for any full calendar month.*

*The following adult family members of resident families are exempt from this requirement.*

*An adult who:*

- 1. Is 62 years of age or older;*
- 2. Is blind or disabled as defined by Social Security, and who certifies that because of this disability he/she is unable to comply with the community service requirements;*
- 3. Is the primary caregiver for someone who is blind or disabled as set forth above, or is the caregiver for a disabled minor child;*
- 4. Is engaged in work activities equal to 35 hours per week (irregular work schedules may be averaged to determine average hours per week);*
- 5. Meets the requirements for being exempt from work activity under the Social Security Act or under any other State Welfare Program, including the Welfare-to-Work program;*
- 6. Is a member of a family receiving assistance, benefits or services under a State program funded under Part A of Title IV of the Social Security Act or under any other State welfare program including Welfare-To-Work and who are in compliance with that program;*
- 7. A new mother will be exempt for four months following the birth of a child. This is the amount allowed under the Family Leave Act.*

*The authority will act as administrator of this program. As part of the administration, the authority will determine which families are affected by this ruling, and a written description of the service requirement and of the process for claiming status as an exempt person will be furnished to each at least 30 days in advance. This notice will include the authority's determination of which family members are subject to the service requirement, and the family members who are exempt. The authority will provide a form to any family member requesting exemption from the service and will advise the member that documentation is required to support the exemption. The authority will approve or deny the request for exemption within 30 days from receipt of a request that includes required documentation. A family member may request an exempt status at any time. The authority will provide a listing of agencies that may be accepting community service volunteers to each participant. It will be the responsibility of the resident to contact the agency and make arrangements to serve. **At no time will the authority assign a resident to a particular area of service.** The authority may update the agency list at any time. Residents may volunteer at places other than those the authority has named, however prior approval of alternative volunteer activities is suggested.*

*Each nonexempt family member will be given a community service time sheet to track the monthly volunteer hours. A supervisor from the volunteer site must sign and date each period of work. Each family member who is required to fulfill a service requirement must provide a signed community service time sheet from the organization certifying the family member has performed such qualifying activities. **It is the responsibility of the resident to maintain this service information to be provided the authority at time of recertification.** The authority shall review family compliance with service requirements, and shall verify such compliance annually at least 90 days before the end of the twelve-month lease term. Documentation of the service requirement performance shall be retained in the resident file.*

## **ATTACHMENT C:**

### **PET POLICY**

It is the policy of the Maryville Housing Authority to allow its residents of its communities to have pets in their dwelling units subject to certain provisions and rules. The following rules apply to all residents:

1. A \$100 non refundable pet fee will be assessed to each resident keeping a pet on the premises. Pet sitting and pets not owned by residents are prohibited.

2. Only one pet per apartment with the exception of : Birds – two will be allowed per unit. Fish – no fee will be charged for fish in a bowl; however a fee will be required for multiple bowls or aquariums. The pet must remain in the dwelling unit. No houses, cages or other animal habitats will be located outside the unit.
3. Pets must be inoculated in accordance with State and local laws with proof of inoculation provided the authority. The pet must have a collar with inoculation tags on the collar. Animals in the development without a collar will be picked up by animal control.
4. Residents must register the pet with the authority before it is brought onto the premises and provide a current photograph of the pet for the files. The registration must be updated each year during the annual reexamination of tenant income. The authority reserves the right to refuse to register a pet if it does not meet the criteria specified below:
5. The pet will be a common, domesticated household pet traditionally kept in the home for pleasure and not commercial purposes. Examples of common pets are: dogs, cats, birds, rodents, fish or turtles. No exotic animals or reptiles will be allowed.
6. The pet can weigh no more than 30 pounds. Dogs and cats must be spayed or neutered before they are 6 months old.
7. Pets may be exercised only in designated areas. Pet waste must be picked up and deposited in designated areas.
8. Owners must care properly for their pet and provide name and number of an alternate caregiver in case of emergency.
9. These rules do not apply to animals used to assist the handicapped.
10. Pet stickers will be provided and must be displayed in unit.

#### **Attachment D: Resident Membership of the MHA Governing Board**

*Name of Resident Member: Wanda Holland*

*Method of Selection: Appointment*

*Term: July 18,2001 until July 18,2006*

#### **Attachment E: Membership of Resident Advisory Board**

*Teresa Ivey*

*Pat Johnson*

*Margaret Burnett*

*Charles Williams*

*Richard Dietrich*

## **Attachment F: Progress of 5 Year Plan Goals**

### **Goal: Increase the availability of decent, safe, and affordable housing.**

*Progress ( as of 10-10-2002 ):*

- 1. Purchased 3 homes in community suitable for renovation*
- 2. Completed 43 renovations of units in our East Park Development*
- 3. Completed 4 renovations of units in our McGhee Terrace Development*
- 4. Phas score of 94 for 2000 (not yet received for 2001 )*

### **Goal: Increase Assisted Housing Choices**

*Progress ( as of 10-10-2002):*

- 1. Provided mobility counseling to all applicants during briefing*
- 2. Voucher payment standard increased to 110% of 50<sup>th</sup> percentile of FMR*
- 3. Providing central heat and air in renovated units, considerable amount of landscaping added, over 200 trees, plants and shrubs installed, fences removed and overgrown land cleared.*
- 4. Added Section 8 preference for College students and Vista Volunteers*
- 5. Changed Admission policy of Section 8 to house Single applicants along with all others.*

### **Goal: Provide an improved living environment**

*Progress:*

*Maintaining a mix of income levels in all developments. Increasing the number and scope of partners to enhance services to our residents such as The opening of Kid's Café by Second Harvest and Ruby Tuesdays four nights a week and Boys and Girls Club on site Daily.*

*Community Centers utilized daily by a variety of programs 90% of the time. Applied for grants from The Kiwanis ,Walmart and East Tennessee Foundation Conducted speaking engagements for the Rotary Club and T.C.A.C..*

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

*Progress:*

*Provide onsite GED classes through local county school system . Installed a computer lab for the elderly and handicapped at Broadway Towers. Operate a Buddy Check System for the elderly each morning. Lease provision added requiring all school age children attend school regularly. Maintaining all the aforementioned programs and Operate a America Reads Program for all residents, /employed a full time Tennessee Literacy Vista Volunteer, Placed a staff member on the Literacy Board.*

### **Goal: Ensure equal opportunity and affirmatively further fair housing objectives:**

*Progress:*

*Continue to maintain easy access to housing to all regardless of race, color, religion, national origin, sex, familial status, and disability.*

### **Goal: To provide strong management of the Maryville Housing Authority**

*Progress:*

*Continue to comply with all applicable standards and regulations evidenced by the lack of findings of noncompliance in audits and reviews. Maintaining an operating budget over \$400,000.00 Raising \$12,000 in non HUD funds and maintaining high performer status.*

*Attachment G: Deconcentration Plan*

## **DECONCENTRATION PLAN**

### **General:**

The United States Congress enacted the Quality Housing and Work Responsibility Act (QHWRA) on October 21, 1998. In accordance with this act, the Maryville Housing Authority (MHA) proposes an admissions policy designed to provide for the deconcentration of poverty and income mixing. This will be accomplished by bringing higher income resident into lower income public housing developments. The admissions and Continued Occupancy Policy (ACOP) of the MHA was modified to achieve this goal and will incorporate this plan by reference.

MHA's developments are primarily occupied by Caucasians. Overall the developments are occupied as follows: 91 % Caucasian , 7 % African American and 1 % Hispanic. As shown by the 1990 census data Maryville Housing Authority's jurisdictional/ market area and low income population is made up of mostly Caucasian families and individuals. Therefore, we would expect MHA's occupancy would reflect its market. We realize that all families self-select where they wish to live. While this is evident in both public housing and Section 8 programs, the MHA will conduct affirmative marketing campaigns to attract more African American, Hispanic, and other ethnic groups to MHA's Housing. In addition, the MHA will maintain its centralized waiting lists to ensure compliance with all fair housing and civil right laws.

### **Selection of Extremely Low Income Families:**

The new act also requires MHA to ensure that at least 40 percent of all families admitted into public housing have incomes that do not exceed 30 percent of the area median. At the present time 89 % of the public housing applicants have incomes at 30 percent or less of the median. As long as we continue to have better than 50 % of very low income applicants , the MHA does not feel it is necessary to have a current special plan. However, the 40 percent requirement for all new public housing admissions will be monitored on a regular basis to ensure compliance. If the situation arises where there is concern of meeting the 40% extremely low admissions , MHA has adopted a policy that will allow us to skip higher income applicants on the waiting list to reach those who are extremely low income.

### **Existing Conditions:**

MHA's family incomes do not vary greatly from site to site, therefore we are not experiencing any concentration of poverty or income.

### **Deconcentration Plan:**

*None.*

**Conclusion:**

*The existing conditions shown above do not show a need for any immediate measures of deconcentration. MHA will continue to monitor our concentration levels on a regular basis to assure that no special plan should be adopted. MHA through implementation of the new rent structures required by the QHWRA will continue to successfully and affordably house low income families in a manner that will provide for the deconcentration of poverty and income mixing.*

**PHA Plan  
Table Library**

**Attachment H**

**CAPITAL FUND PROGRAM TABLES START HERE**

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor  
 (CFP/CFPRHF) Part 1: Summary**

PHA Name: Maryville Housing Authority	Grant Type and Number Capital Fund Program Grant No: TN37P065501-00 Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2000
---------------------------------------	--	------------------------------

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 X Performance and Evaluation Report for Period Ending: 06/30/2002  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	55,000	57,300	57,300	38,406.70
	Management Improvements Hard Costs				
4	1410 Administration	25,500	35,000	35,000	26,292.55
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,000	-0-	-0-	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement	32,153	18,745	18,745	11,463.08
10	1460 Dwelling Structures	347,603	312,362	312,362	142,091.75
11	1465.1 Dwelling Equipment—Nonexpendable	27,710	27,710	27,710	7,720.00
12	1470 Nondwelling Structures	30,000	51,765	51,765	46,765.00
13	1475 Nondwelling Equipment	82,067	100,151	100,151	100,150.21
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	15,300	15,300	15,300	2,752.55
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 1-19)	618,333	618,333	618,333	375,641.84
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line 20 Related to Security –Soft Costs		25,000	25,000	10,684.00
	Amount of Line 20 related to Security-- Hard Costs	33,880	8,350	8,350	3,878.30
	Amount of line 20 Related to Energy Conservation Measures	67,500	26,230	26,230	7,419.27
	Collateralization Expenses or Debt Service				

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

**Part II: Supporting Pages**

PHA Name: Maryville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P065501-00 Replacement Housing Factor Grant No:					Federal FY of Grant: 09/2000	
Development Number Name/H A-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work	
				Original	Revised			
PHA-wide	VISTA Workers	1408	LS	25,000	25,000	6,106.70	On Schedule	
	Computer Software	1408	LS	5,000	3,880	3,880.00	Complete	
	Police Contract	1408	LS	25,000	28,420	28,420.00	Complete	
	Adm. Salaries/Benefits	1410	LS	25,000	35,000	26,292.55	On Schedule	
	Advertising	1410	LS	500	-0-	-0-	Deleted	
	Computer upgrade	1475	LS	17,712	17,712	17,712.00	Complete	
	Laser Printers	1475	LS	6,002	6,002	6,001.99	Complete	
	Front-end loader/Back-Hoe	1475	1	18,580	18,580	18,580.00	Complete	
	Automotive Equipment	1475	2	37,138	37,138	37,138.00	Complete	
	Office Furniture & Equipment	1475	LS	2,635	20,719	20,718.22	Complete	
	A/E Fees and Costs	1430	LS	3,000	-0-	-0-	Deleted	
TN065-001	Replace/repair sidewalks	1450	LS	4,373	4,398	4,397.98	On Schedule	
Parkside	Install Gutters and downspouts	1460	LS	37,500	37,500	-0-	On Schedule	
	Replace Interior Doors	1460	3		351	350.82	On Schedule	
	Storage Building	1470	LS	20,000	46,765	46,765.00	On Schedule	
TN065-002	Repair/replace sidewalks	1450	LS		332	331.61	On Schedule	
East Park	Modernize kitchens	1460	10	40,000	40,000	6,778.33	On Schedule	
	Modernize baths	1460	10	15,000	15,000	8,053.77	On Schedule	
	Interior doors	1460	25	1,200	3,000	2,174.76	On Schedule	
	Electric lights	1460	7	28,000	18,000	4,167.10	On Schedule	
	Paint Interiors	1460	10	5,000	5,000	2,242.87	On Schedule	
	Replace windows	1460	30	5,000	15,000	7,467.52	On Schedule	
	Gutters/downspouts	1460	10	5,000	5,000	568.68	On Schedule	
	VCT flooring/base	1460	27	5,500	15,000	10,685.21	On Schedule	
	Widow covering	1460	10	300	300	90.75	On Schedule	

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

**Part II: Supporting Pages**

PHA Name: Maryville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P065501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2000		
Development Number Name/H A-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work	
				Original	Revised			
	HVAC	1460	10	29,000	29,000	17,294.87	On Schedule	
	Exterior Doors	1460	3		3,500	2,476.68	On Schedule	
	Replace ranges	1465	47	12,200	12,200	-0-	On Schedule	
	Remodel Community Space	1470	LS	10,000	5,000	-0-	On Schedule	
	Relocation	1495	10	4,500	4,500	2,005.17	On Schedule	
TN065-003	Site Improvements	1450	LS	9,780	9,780	6,733.49	On Schedule	
McGhee Terrace	Construct Playground	1450	LS	18,000	4,235	-0-	On Schedule	
	Modernize kitchens	1460	10	20,570	12,737	8,865.55	On Schedule	
	Modernize baths	1460	8	23,110	10,311	7,310.75	On Schedule	
	Interior doors	1460	8	4,520	1,639	1,638.91	On Schedule	
	Paint Interiors	1460	7	4,410	1,375	1,374.45	On Schedule	
	Electric lights	1460	9	5,120	2,228	2,227.10	On Schedule	
	Windows	1460	8	21,230	8,986	8,985.15	On Schedule	
	VCT flooring/base	1460	5	28,790	8,372	8,371.43	On Schedule	
	Window covering	1460	3	440	62	61.26	On Schedule	
	HVAC	1460	10	52,723	38,803	10,063.19	On Schedule	
	Screen doors	1460	10	6,840	3,155	3,154.88	On Schedule	
	Exterior doors	1460	3	8,350	4,713	4,712.56	On Schedule	
	Facades	1460	10		5,000	725.34	On Schedule	
	Ranges/Vents	1465	47	15,510	15,510	7,720.00	On Schedule	
	Relocation	1495	10	10,800	10,800	747.38	On Schedule	
TN065-006	HVAC	1460	6		3,392	3,391.39	On Schedule	
Broadway Towers	Remodel Lobby	1460	LS		24,938	18,858.43	On Schedule	

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

**Part III: Implementation Schedule**

PHA Name: Maryville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: TN37P065501-00 Replacement Housing Factor No:					<b>Federal FY of Grant:</b> 09/2000
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-wide	3/31/2002		4/30/2001	09/30/2003			
TN65-1, Parkside	3/31/2002		4/30/2001	9/30/2003			
TN65-2, East Park	3/31/2002		4/30/2001	9/30/2003			
TN65-3, McGhee Terr.	3/31/2002		4/30/2001	9/30/2003			
TN65-6, Broadway Tow.		03/31/2002	9/30/2001		09/30/2003		

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor  
(CFP/CFPRHF) Part 1: Summary**

PHA Name: Maryville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P065501-01 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 09/2001
<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: 06/30/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended

# 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> Maryville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P065501-01 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 09/2001	
<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: 06/30/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	30,000	55,000	55,000	-0-
	Management Improvements Hard Costs				
4	1410 Administration	26,000	30,000	30,000	9,293.61
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	18,000	18,000	8,000	2,250.00
8	1440 Site Acquisition				
9	1450 Site Improvement		5,000	5,000	-0-
10	1460 Dwelling Structures	554,360	465,560	465,560	52,208.02
11	1465.1 Dwelling Equipment—Nonexpendable		1,350	1,350	-0-
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment		53,450	53,450	38,003.98
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,450	2,450	2,450	-0-
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 1-19)	630,810	630,810	620,810	101,755.61
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 compliance	10,000	5,000	5,000	-0-
23	Amount of line 20 Related to Security –Soft Costs		28,420	28,420	-0-
24	Amount of Line 20 related to Security-- Hard Costs	7,700	8,213	8,213	-0-
25	Amount of line 20 Related to Energy Conservation Measures				
26	Collateralization Expenses or Debt Service				

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

**Part II: Supporting Pages**

PHA Name: Maryville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P065501-01 Replacement Housing Factor Grant No:					Federal FY of Grant: 09/2001		
Development Number Name/H A-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work	
					Original	Revised			
PHA-wide	VISTA Workers		1408	LS	25,000	25,000	-0-	On Schedule	
	Computer Software		1408	LS	5,000	5,000	-0-	On Schedule	
	Police Contract		1408	LS		25,000	-0-	On Schedule	
	Adm. Salaries/Benefits		1410	LS	25,000	30,000	9,293.61	On Schedule	
	Advertising		1410	LS	1,000	-0-	-0-	Deleted	
	A&E Fees		1430	LS	8,000	8,000	2,250.00	On Schedule	
	Utility Study		1430	LS	10,000	10,000	-0-	On Schedule	
	Site Improve. – locally owned houses		1450	LS		5,000	-0-	On Schedule	
	Rehab 2 locally owned houses – interior and exterior		1460	LS		50,000	47,717.71	On Schedule	
	Ranges and refrigerators for locally owned houses		1465	4		1,350	-0-	On Schedule	
	Computer Upgrade		1475	LS		10,000	-0-	On Schedule	
	Automotive Equipment		1475	LS		40,000	34,805.00	Completed	
	Trailer for Tractor		1475	LS		2,000	1,750.00	Completed	
	Generator		1475	1		650	649.00	Completed	
	Weed Eaters		1475	2		800	799.98	Completed	
TN065-001	Facades on Buildings		1460	LS	10,000	10,000	-0-	On Schedule	
Parkside	Forced air, heat and air		1460	80	360,408	241,608	3,622.07	On Schedule	
TN065-003	Kitchen renovation		1460	5	6,100	6,100	-0-	On Schedule	
McGhee Terrace	Bath renovation		1460	5	6,700	6,700	-0-	On Schedule	
	Interior Doors		1460	5	1,100	1,100	-0-	On Schedule	







**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor  
(CFP/CFPRHF) Part 1: Summary**

<b>PHA Name: Maryville Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P065501-02 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>09/2002</b>
--	--	---

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

<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	80,000		-0-	-0-
	Management Improvements Hard Costs				
4	1410 Administration	28,500		-0-	-0-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	18,000		-0-	-0-
10	1460 Dwelling Structures	451,421		-0-	-0-
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	8,000		-0-	-0-
13	1475 Nondwelling Equipment	10,000		-0-	-0-
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,500		-0-	-0-
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 3-19)	598,421			-0-
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 compliance	10,000			
23	Amount of line 20 Related to Security –Soft Costs	25,000			
24	Amount of Line 20 related to Security-- Hard Costs	61,600			
25	Amount of line 20 Related to Energy Conservation Measures	35,000			
26	Collateralization Expenses or Debt Service				

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

**Part II: Supporting Pages**

PHA Name: Maryville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P065501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 09/2002		
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	
PHA-wide	VISTA Workers	1408	LS	25,000		Planning	
	Computer Software	1408	LS	5,000		Planning	
	Police Contract	1408	LS	25,000		Planning	
	Resident Initiative Programs/Activities	1408	LS	25,000		Planning	
	Advertising	1410	LS	1,000		Planning	
	Adm. Salaries/Benefits	1410	LS	27,500		Planning	
	Computer Equipment/Hardware	1475	LS	5,000		Planning	
	Office Furniture and Equipment	1475	LS	2,500		Planning	
	Maintenance Equipment	1475	LS	2,500		Planning	
TN065-003	Exterior Doors	1460	40	61,600		Planning	
McGhee Terrace	Renovate Baths	1460	28	37,520		Planning	
	Renovate kitchens	1460	5	6,100		Planning	
	VCT flooring/base	1460	6	11,040		Planning	
	Replace windows	1460	28	35,000		Planning	
	Forced air, heat and air	1460	26	72,150		Planning	
	Screen doors	1460	24	7,920		Planning	
	Interior doors	1460	2	440		Planning	
	Electrical rehab	1460	50	75,000		Planning	
	Painting	1460	1	210		Planning	
	Window covering	1460	5	100		Planning	
	504 Compliance	1460	2	10,000		Planning	
	Demolish one building	1460	2	10,000		Planning	
	Seal Brick	1460	50	1,500		Planning	
	Acquire/rehab or build 3 units	1460	3	75,000		Planning	
	Curb repair, repave park. Lot, reline	1450	LS	18,000		Planning	
	Remodel one unit for comm. Space	1470	1	3,000		Planning	
	Remodel existing comm. space	1470	1	5,000		Planning	
	Relocation	1495	5	2,500		Planning	
TN065-001	Forced air, heat and air	1460	20	47,841		Planning	
Parkside							





