

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

PHA Plans

5 Year Plan for Fiscal Years 2004 - 2007
Annual Plan for Fiscal Year 2003

**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: Elizabethton Housing and Development Agency, Inc.

PHA Number: TN076

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

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2004 - 2007
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- X The PHA's mission is to provide drug free, decent, safe and sanitary housing for families and to provide opportunities, promote self-sufficiency and economic independence for our residents.

We plan to achieve our missions by respecting our residents and providing better service through highly trained, effective and efficient employees. We plan to jointly solve problems with our residents, community and government officials. We will apply all of our available resources to provide the best possible services to our public housing community. We continue to treat our residents with dignity and respect.

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.

- X PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - X Reduce public housing vacancies: From 10 to less than 5 monthly.
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- X PHA Goal: Improve the quality of assisted housing

Objectives:

- X Improve public housing management: (PHAS score) A minimum of 90% on the Physical Inspection.
- X Improve voucher management: (SEMAP score)
- X Increase customer satisfaction: Responding to every request and providing ample meeting dates; new move-in visits and visit those that have not paid their rent.
- X Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) Coffee/donuts with the Executive Director.
- X Renovate or modernize public housing units: CFP work items.
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- X PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- X Conduct outreach efforts to potential voucher landlords: Brochures, owner packets, and newspaper advertisements.
- 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

- X PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Deconcentration policy.
- X Implement public housing security improvements: crime prevention through environmental design; page for after hour emergencies.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

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

Objectives:

- X Increase the number and percentage of employed persons in assisted families: Grounds maintenance and maintenance positions; provide information on job opportunities.
- X Provide or attract supportive services to improve assistance recipients' employability: Computer training lab; Resident Service Manager's workshop videos.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

X PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Public Housing ACOP
- X 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: Public Housing ACOP
- X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Handicap accessible units
- Other: (list below)

Other PHA Goals and Objectives: (list below)

**Annual PHA Plan
PHA Fiscal Year 2003**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Our goals and objectives are outlined in the Five Year Plan, the ACOP and the Section 8 Administration Plan. All were developed to comply with HUD guidelines, rules, regulations and Federal law. Our basic goals and objectives are:

- 1) To increase the availability of decent, safe and affordable housing in Elizabethton, Tennessee.**
- 2) The EHDA will ensure equal opportunity for housing for all Americans.**
- 3) The EHDA will promote self sufficiency and asset development for families and individuals.**
- 4) The EHDA will take steps to help improve the quality of life and economic development in our community.**

The EHDA plans to achieve our plan goals by maintaining our existing programs and establishing new programs. We do not anticipate deviating from the Five Year Plan and hope to chart the progress in the seeking of these goals and objectives.

Progress made - Increased the Physical Inspection Score; decreased vacancy rate. Strengthened management functions by visiting new move-ins and visiting those residents that have not paid their rent to help them avoid lease termination.

This plan is written after the consultation and guidance issued by HUD, residents of the public housing community and the approval of the EHDA Board of Commissioners.

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.

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Attachments

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

Required Attachments:

- X a. Admissions Policy for Deconcentration
- X h. FY 2003 Capital Fund Program Annual Statement

- X b. Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

Xc.PHA Management Organizational Chart

Xh.FY 2003 Capital Fund Program 5 Year Action Plan

Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

X Other (List below, providing each attachment name)

d. Progress of Missions and Goals

e. Substantial Deviation

f. Resident Member and Resident Advisory Board (RAB)

g. Voluntary Conversion

h. Capital Fund Program TN37P07650103

i. P&E Report Comprehensive Grant Program TN37P07650100

j. P&E Report Capital Fund Program TN37P07650101

k. P&E Report Capital Fund Program TN37P07650102

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X 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 X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies X 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 X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X 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
	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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 Administrative Plan	Annual Plan: Homeownership
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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	816	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	162	N/A	N/A	N/A	N/A	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income >50% but <80% of AMI	21	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	37	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	215	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity 1/1	2	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity 1/2	975	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity 2/2	21	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity 4/2	1	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information) 4/1/01 – 3/31/02 Public Housing Waiting and Section 8 Waiting Lists

NOTE FOR RACIAL/ETHNIC DATA:

- 1/1 = white, Hispanic
1/2 = white, non-Hispanic
2/2 = black, non-Hispanic
4/2 = Asian, non-Hispanic

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	467		107
Extremely low income <=30% AMI	395	85%	
Very low income (>30% but <=50% AMI)	52	13%	
Low income (>50% but <80% AMI)	9	2%	
Families with children	271	58%	
Elderly families	24	5%	
Families with Disabilities	92	19%	
Race/ethnicity 1/1	2	1%	
Race/ethnicity 1/2	451	96%	
Race/ethnicity 2/2	13	2%	
Race/ethnicity 4/2	1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
0/1BR	164	36%	36
2 BR	17	3%	7

Housing Needs of Families on the Waiting List			
3 BR	106	22%	34
4 BR	15	3%	7
5 BR	2	1%	0
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
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			

Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	532		155
Extremely low income <=30% AMI	421	79%	
Very low income (>30% but <=50% AMI)	99	19%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	350	66%	
Elderly families	13	3%	
Families with Disabilities	123	24%	
Race/ethnicity 1/2	524	98%	
Race/ethnicity 2/2	8	2%	
Race/ethnicity 3/2	0	0	
Race/ethnicity 4/2	0	0	

Is the waiting list closed (select one)? X 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

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X 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
- X 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
- X 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
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government

- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	590,400	
b) Public Housing Capital Fund	545,551	
c) HOPE VI Revitalization	-	
d) HOPE VI Demolition	-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	707,797	
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)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP 50101	575,894	Capital Improvements, safety/security
3. Public Housing Dwelling Rental Income	530,400	PH Operations, capital improvements, safety/security

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		
Sales/service, court costs, late fees	16,600	PH Operations
4. Non-federal sources (list below)		
Total resources	2,966,642	

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)
- X When families are within a certain time of being offered a unit: (At the time of apartment offer)
- X Other: (describe) Initially, at the time of application for admission.
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- X Criminal or Drug-related activity
- X Rental history
- X Housekeeping
- X Other (describe) credit history if the applicant has no rental history.
- c. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes X 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. X 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:

X 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)

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

c. Preferences

1. X 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
- X Other preference(s) (list below) We offer to elderly applicants before single applicants.

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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)

- X The PHA-resident lease
X The PHA's Admissions and (Continued) Occupancy policy
X 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)

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

(6) Deconcentration and Income Mixing See Attachment 'A'

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 (describe below)

(2) Waiting List Organization

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

We maintain one waiting list for the Housing Choice Voucher Program and one waiting list for Housing Choice Voucher and Federal Moderate Rehab merged.

- 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:

When housing market has limited available units or tenant has trouble finding a unit that will pass HQS and to provide reasonable accommodation for a household to find handicap accessible housing.

(4) Admissions Preferences

- a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

Through published notices

Other (list below)

Related agencies such as DHS, Red Cross, and Health Department.

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:

Because of : 1) the family lost eligibility or is awaiting an eligibility determination for a Federal, State or local assistance program, 2) the family would be evicted as a result of the imposition of the minimum rent, 3) the income of the family has decreased, and, 4) a death in the family.

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

1. Yes X 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)

- X For the earned income of a previously unemployed household member
- X 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
 - X No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- X Other (list below)
Within ten (10) days of the change.

g. Yes X 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.)

- X The section 8 rent reasonableness study of comparable housing
- X Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood

- X Other (list/describe below)
The HUD Fair Market Rents for our jurisdiction were used.

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

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

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

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

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

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

- X 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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	326	107
Section 8 Vouchers	151	63
Section 8 Certificates	N/A	
Section 8 Mod Rehab	116	46
Special Purpose Section	N/A	

8 Certificates/Vouchers (list individually)		
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)
 EHDA Public Housing Admissions and Continued Occupancy Policy
 EHDA Maintenance Manual

Prevention and eradication of infestation - For prevention, the EHDA conducts monthly inspections and ninety-day inspections. The Housekeeping Policy outlines good housekeeping and what action to take should a resident fail housekeeping. Based on inspections conducted by the EHDA staff and an EHDA contractor, monthly extermination is provided to help eradicate infestation. Also, extermination can be provided within forty-eight hours notice if necessary.

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

- a. X 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:

- X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) CFP 50103 Attachment h

-or-

- X The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes X 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.)

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

<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	
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.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status)

<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)
<input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
<input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes X 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 X 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 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 04-03-02

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

- X Client referrals
X 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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 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)

TN 76-1, Rolling Hills Estates

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) TN 76-1, Rolling Hills Estates

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)

- X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X 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)

TN 76-1, Rolling Hills Estates

TN 76-2 South Hills Estates, Walnut/Hemlock Manor

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2003 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes X No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes X No: Has the PHA included the PHDEP Plan for FY 2003 in this PHA Plan?
- Yes X No: This PHDEP Plan is an Attachment. (Attachment Filename:

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

- Attached at Attachment (File name)
 Provided below:

Two meetings were held (June 13 and July 19, 2002) for the Resident Advisory Board members.

No comments were received.

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) No comments were received. No other comments were made after the Public Hearing therefore, the Annual Plan required no changes after that time.

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) Residents that serve on the Board of Commissioners is appointed by the Mayor of the City of Elizabethton; residents that service on the RAB Board are volunteers.

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) Tennessee State Consolidated Plan.
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)
 - X 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)
- X Other: (list below) Self-assessment
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Please refer to the Executive Summary of the State of Tennessee Consolidated Plan.

D. Other Information Required by HUD

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

Attachments

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

- TN076a01 – Deconcentration Policy
- TN076b01 – Last approved Operating Budget
- TN076c01 - Organizational Chart
- TN076d01 - Progress of Goals and Mission
- TN076e01 - Substantial Deviation
- TN076f01 - Resident Member and RAB
- TN076g01 – Voluntary Conversion
- TN076h01 – CFP TN37P07650103 Annual Statement/Five Year Plan
- TN076i01 – CFP TN37P07650100 P/E Report
- TN076j01 – CFP TN37P07650101 P/E Report
- TN076k01 – CFP TN37P07650102 P/E Report

PHA Plan Table Library

Table Library

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

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

Capital Fund Grant Number 50103 FFY of Grant Approval: (2003)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	0.00
3	1408 Management Improvements	73,000.00
4	1410 Administration	2,000.00
5	1411 Audit	0.00
6	1415 Liquidated Damages	0.00
7	1430 Fees and Costs	35,850.00
8	1440 Site Acquisition	0.00
9	1450 Site Improvement	0.00
10	1460 Dwelling Structures	244,601.00
11	1465.1 Dwelling Equipment-Nonexpendable	190,100.00
12	1470 Nondwelling Structures	0.00
13	1475 Nondwelling Equipment	0.00
14	1485 Demolition	0.00
15	1490 Replacement Reserve	0.00
16	1492 Moving to Work Demonstration	0.00
17	1495.1 Relocation Costs	0.00
18	1498 Mod Used for Development	0.00
19	1502 Contingency	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	545,551.00
21	Amount of line 20 Related to LBP Activities	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00
23	Amount of line 20 Related to Security	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide	Resident Init. Coordinators	1408	66,000.00
HA-Wide	Alcohol/Drug Program	1408	7,000.00
HA-Wide	Clerk of Works	1410	2,000.00
HA-Wide	A/E Environmental Review	1430	1,000.00
HA-Wide	A/E Construction	1430	34,850.00
HA-Wide	Roof Replacement	1460	201,474.00
HA-Wide	Porch Replacement	1460	43,127.00
HA-Wide	Range Replacement	1465	88,000.00
HA-Wide	Refrigerator Replacement	1465	102,100.00

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide	06/30/04	12/31/05

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA Wide	Rolling Hills Estates, South Hills Estates, Walnut/Hemlock Manor	5	2%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Clean/Repair/Replace fans and louvers			29,474.00	2004
Install kitchen exhaust systems			125,000.00	2004
Upgrade electrical and lighting system			230,657.00	2004
Building Settlement			35,320.00	2004
Resident Services Manager/Assistant			345,800.00	2004-2007
Youth Sports Program			21,000.00	2004-2007
Community Center			748,402.00	2005-2006
Exterior painting			80,000.00	2005
Kitchen cabinet replacement			252,000.00	2006
Vinyl Siding replacement			155,551.00	2006
Baseboard heater replacement			455,551.00	2007
Total estimated cost over next 5 years			2,478,755.00	

Table Library

Component 3, (6) Deconcentration and Income Mixing

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

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments

Development Name	Number of Units	Explanation
TN 76-1 Rolling Hills Estates	200	The covered development's size, location and/or configuration promote income deconcentration, such as scattered site or small developments
TN 76-2 South Hills Estates, Walnut/Hemlock Manor	126	The covered development's size, location and/or configuration promote income deconcentration, such as scattered site or small developments

The average family income in both of our developments are below the extremely low income guidelines.

Operating Budget

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

OMB Approval No. 2577-0026 (exp. 6/30/2001)

See page four for Instructions and the Public reporting burden statement

a. Type of Submission [] Original [X] Revision No. : 1	b. Fiscal Year Ending December 31, 2002	c. No. of months [X] 12 mo.	d. Type of HUD assisted project(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) Elizabethton Housing & Development Agency, Inc.			
f. Address (city, State, zip code)			

g. ACC Number A-2772	h. PAS/LOCCS Project No. TN07600102D	i. HUD Field Office Knoxville
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j. No. of Dwelling Units 325	k. No. of Unit Months Available 3,900	m. No. of Projects 76-1, 76-2
---------------------------------	--	----------------------------------

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2000 PUM (2)	<input type="checkbox"/> Estimates <input checked="" type="checkbox"/> or Actual Current Budget Yr. 2001 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
Homebuyers Monthly Payments for:								
010	7710	Operating Expenses						
020	7712	Earned Home Payments Account						
030	7714	Nonroutine Maintenance Reserves						
040	Total	Break-Even Amount (sum of lines 010, 020, and 030)						
050	7716	Excess (or Deficit) in Break-Even Amount						
060	7790	Homebuyers Monthly Payments (Contra)						
Operating Receipts								
070	3110	Dwelling Rentals	\$121.36	\$130.37	\$140.89	\$551,162		
080	3120	Excess Utilities	\$4.31	\$5.83	\$4.82	\$18,785		
090	3190	Nondwelling Rentals	\$0.10	\$0.10	\$0.10	\$385		
100	Total	Rental Income (sum of lines 070, 080, and 090)	\$125.77	\$136.30	\$145.81	\$570,332		
110	3610	Interest on General Fund Investments	\$4.86	\$4.32	\$4.35	\$10,000		
120	3690	Other Operating Receipts	\$5.14	\$4.65	\$5.77	\$22,500		
130	Total	Operating Income (sum of lines 100, 110, and 120)	\$135.77	\$145.27	\$155.93	\$602,832		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	\$53.16	\$57.80	\$64.90	\$253,128		
150	4130	Legal Expense	\$0.72	\$1.05	\$1.54	\$6,000		
160	4140	Staff Training	\$0.00	\$0.00	\$0.00	\$0		
170	4150	Travel	\$3.33	\$2.77	\$5.29	\$20,640		
180	4170	Accounting Fees	\$0.38	\$0.40	\$0.52	\$2,025		
190	4171	Auditing Fees	\$0.53	\$0.58	\$0.62	\$2,429		
200	4190	Other Administrative Expenses	\$7.86	\$7.29	\$10.71	\$41,770		
210	Total	Administrative Expense (sum of line 140 thru 200)	\$65.98	\$69.90	\$83.58	\$325,992		
Tenant Services:								
220	4210	Salaries	\$0.00	\$0.00	\$0.00	\$0		
230	4220	Recreation, Publications and Other Services	\$2.12	\$4.60	\$8.21	\$32,001		
240	4230	Contract Costs, Training and Other	\$0.00	\$0.00	\$0.00	\$0		
250	Total	Tenant Services Expense (sum of lines 220, 230, 240)	\$2.12	\$4.60	\$8.21	\$32,001		
Utilities:								
260	4310	Water	\$8.33	\$8.25	4.53	\$55,000		
270	4320	Electricity	\$68.12	\$65.16	\$63.40	\$255,071		
280	4330	Gas	\$0.00	\$0.00	\$0.00	\$0		
290	4340	Fuel	\$0.00	\$0.00	\$0.00	\$0		
300	4350	Labor	\$0.00	\$0.00	\$0.00	\$0		
310	4390	Other utilities expense (Sewer)	\$13.42	\$13.03	\$17.18	\$67,000		
320	Total	Utilities Expense (sum of line 260 thru line 310)	\$89.87	\$86.44	\$85.11	\$377,071		

Name of PHA / IHA

Elizabethton Housing & Development Agency, Inc.

Fiscal Year Ending

December 31, 2002

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2000 PUM (2)	<input type="checkbox"/> Estimates <input checked="" type="checkbox"/> or Actual Current Budget Yr. 2001 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
Ordinary Maintenance and Operation:								
330	4410	Labor	\$49.87	\$49.21	\$55.40	\$216,075		
340	4420	Materials	\$11.36	\$14.48	\$15.77	\$61,500		
350	4430	Contract Costs	\$6.13	\$11.72	\$18.03	\$70,300		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$67.36	\$75.41	\$89.20	\$347,875		
Protective Services:								
370	3110	Labor	\$0.00	\$0.00	\$0.00	\$0		
380	3120	Materials	\$0.00	\$0.00	\$0.00	\$0		
390	3190	Contract Costs	\$2.21	\$0.00	\$0.00	\$0		
400	Total	Protective Service Expense (sum of lines 370 to 390)	\$2.21	\$0.00	\$0.00	\$0		
General Expense:								
410	4510	Insurance	\$5.12	\$6.10	\$6.79	\$26,500		
420	4520	Payments in Lieu of Taxes	\$3.59	\$4.99	\$4.85	\$18,928		
430	4530	Terminal Leave Payments	\$0.00	\$0.23	\$0.51	\$2,000		
440	4540	Employee Benefit Contributions	\$24.96	\$29.46	\$34.57	\$134,818		
450	4570	Collection Losses	\$3.33	\$1.78	\$3.59	\$14,000		
460	4590	Other General Expense	\$0.00	\$0.00	\$0.00	\$0		
470	Total	General Expense (sum of lines 410 to 460)	\$37.00	\$42.56	\$50.31	\$196,246		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$264.54	\$278.91	\$316.41	\$1,279,185		
Rent for Leased Dwellings:								
490	4710	Rents to Owners of Leased Dwellings						
500	Total	Operating Expense (sum of lines 480 and 490)						
Nonroutine Expenditures:								
		Casualty Losses	(\$0.75)					
510	4610	Extraordinary Maintenance	\$0.00	\$0.00	\$20.51	\$80,000		
520	7520	Replacement of Nonexpendable Equipment	\$14.11	\$0.00	\$10.26	\$40,000		
530	7540	Property Betterments and Additions	\$1.41	\$1.25	\$31.92	\$124,470		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	\$14.77	\$1.25	\$62.69	\$244,470		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$279.31	\$280.16	\$379.10	\$1,523,655		
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts	\$0.00	\$0.00	\$0.00	\$0		
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year						
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus 570)	\$279.31	\$280.16	\$379.10	\$1,523,655		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$143.54)	(\$134.89)	(\$223.17)	(\$920,823)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned - Leased Projects:Current Yr						
610	8011	Prior Year Adjustments - (Debit) Credit						
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)						
630	8020	Contributions Earned - Op.Sub:-Cur.Yr. (before year-end adj)	\$148.68	\$159.97	\$159.44	\$621,815		
640		Mandatory PFS Adjustments (net):			(\$7.18)	(\$27,995)		
650		Other (specify):						
660		Other (specify):						
670		Total Year-end Adjustments/Other (plus or minus 640-660)	\$0.00	\$0.00	(\$7.18)	(\$27,995)		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$148.68	\$159.97	\$152.26	\$593,820		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$148.68	\$159.97	\$152.26	\$593,820		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)						
		Enter here and on line 810	\$5.14	\$25.08	(\$70.91)	(\$327,003)		

facsimile form

HUD-52564 (3/95)

Name of PHA / IHA Elizabethton Housing & Development Agency, Inc.	Fiscal Year Ending December 31, 2002
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		Operating Reserve	PHA/IHA Estimates	HUD Modifications
Part I - Maximum Operating Reserve - End of Current Budget Year				
740	2821	PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	\$639,592	

Part II - Provision for and Estimated or Actual Operating Reserve at FY End				
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):	December 31, 2000	\$537,517
790		Provision for Operating Reserve - Current Budget Year (check one)		
		<input type="checkbox"/> Estimated for FYE	December 31, 2001	
		<input checked="" type="checkbox"/> Actual for FYE	December 31, 2001	\$97,795
800		Operating Reserve at End of Current Budget Year (check one)		
		<input type="checkbox"/> Estimated for FYE	December 31, 2001	
		<input checked="" type="checkbox"/> Actual for FYE	December 31, 2001	\$635,312
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE December 31, 2002 Enter Amount from Line 700		(\$330,441)
820		Operating Reserve at End of Requested Budget Year Estimated for FYE December 31, 2002 (Sum of lines 800 and 810)		\$304,871
830		Cash Reserve Requirement:	0% % of line 480	\$0

Comments

PHA / IHA Approval

Name Kelly Geagley

Title Executive Director

Signature _____

Date 6/25/02

Field Office Approval

Name _____

Title _____

Signature _____

Date _____

Operating Budget
 Schedule of Administration
 Expenses Other Than Salary

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

OMB Approval No. 2577-0026 (exp. 6/30/2001)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 604 of the Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority: Elizabethton Housing & Development Agency, Inc.	Locality: Elizabethton, TN 37643	Fiscal Year End: December 31, 2002
--	--	--

(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other
1 Legal Expense (see Special Note in Instructions)	\$6,000	\$6,000	\$0	\$0	\$0
2 Training (list and provide justification)	\$0	\$0	\$0	\$0	\$0
3 Travel					
Trips to Conventions and Meetings (list and provide just.)	\$20,640	\$20,640	\$0	\$0	\$0
4 Other Travel:					
Outside Area of Jurisdiction	\$0	\$0	\$0	\$0	\$0
5 Within Area of Jurisdiction	\$0	\$0	\$0	\$0	\$0
6 Total Travel	\$20,640	\$20,640	\$0	\$0	\$0
7 Accounting	\$6,750	\$2,025	\$0	\$4,725	\$0
8 Auditing	\$5,520	\$2,429	\$0	\$3,091	\$0
9 Sundry					
Rental of Office Space	\$0	\$0	\$0	\$360	\$0
10 Publications	\$2,115	\$1,110	\$0	\$1,005	\$0
11 Membership Dues and Fees (list orgn. and amount)	\$3,540	\$2,520	\$0	\$1,020	\$0
12 Telephone, Fax, Electronic Communications	\$8,636	\$3,800	\$0	\$4,836	\$0
13 Collection Agent Fees and Court Costs	\$0	\$0	\$0	\$0	\$0
14 Administrative Services Contracts (list and provide just.)	\$9,424	\$6,620	\$0	\$2,804	\$0
15 Forms, Stationary and Office Supplies (includes postage)	\$29,369	\$14,425	\$0	\$14,944	\$0
16 Other Sundry Expense (provide breakdown)	\$13,295	\$13,295	\$0	\$0	\$0
17 Total Sundry	\$66,379	\$41,770	\$0	\$24,969	\$0
18 Total Administration Expense Other Than Salaries	\$105,289	\$72,864	\$0	\$32,785	\$0

Breakdown of Other Sundry Expenses (PH only):

1. Equipment Maintenance	\$7,000
2. Miscellaneous--a. Advertising	\$1,385
b. Miscellaneous	\$3,910
c. Printing	\$1,000
	\$13,295

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
 (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative and Date:

6/25/2002

X

Calculation of Allowable Utilities Expense Level

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

OMB Approval No. 2577-0029 (exp. 5/31/2001)

PHA-Owned Rental-Housing
Operating Fund

a) Public Housing Agency Elizabethton Housing & Development Agency, Inc.	b) Operating Fund Project Number TN07600102D	c) New Project Numbers	d) Fiscal Year Ending December 31, 2002	f) Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. ()
			e) ACC Number A-2772	g) Energy Performance Contract <input type="checkbox"/> Utility Rate Incentive <input type="checkbox"/>

Line No.	Description	Unit Months Available	Sewerage and Water Consumption	Electricity Consumption	Gas Consumption	Fuel (specify type e.g., oil, coal, wood)		
						(7)	(8)	(9)
01	UMA and actual consumption for old project for 12 month period which ended 12 months before the Requested Budget Year. 2000	3,900	181,802	4,105,508	0			
02	UMA and actual consumption for old projects for 12 month period which ended 24 months before the Requested Budget Year. 1999	3,900	125,549	3,844,352	0			
03	UMA and actual consumption for old projects for 12 month period which ended 36 months before the Requested Budget Year. 1998	3,900	147,998	3,732,772	0			
04	Accumulated UMA and actual consumption of old projects (sum of lines 01, 02, 03).	11,700	455,349	11,682,632	0	0		
05	Estimated Units Months available for old projects for Requested Budget Year.	3,900						
06	Ratio of Unit months available for old projects (line 04 divided by line 05 of column 3).	3						
07	Estimated UMA and consumption for old projects for Requested Budget Year (Each figure on line 04 divided by line 06).	3,900	151,783	3,894,211	0	0		
08	Estimated UMA and consumption for new projects.							
09	Total estimated UMA and consumption for old and new projects for Requested Budget Year (line 07 + line 08)	3,900	151,783	3,894,211	0	0		
10	Estimated cost of consumption on line 09 for Requested Budget Year (Line 13 times Line 09)	Costs	\$99,221	\$259,588	\$0	\$0		
11	Total estimated cost for Requested Budget Year (sum of all columns of line 10).	\$358,809						
12	Est. PUM cost of consumption for Requested Budget Year (Allowable Utilities Expense Level) (Line 11 divided by line 09, col. 3).	\$92.00						
13	Rate		\$0.65370	\$0.06666	\$0.00000			
14	Unit of Consumption		Gallon	Kwh	100Cu.Ft.			

Operating Fund
Calculation of Operating Subsidy
 PHA-Owned Rental Housing

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

OMB Approval No. 2577-0029 (exp. 8/31/200

Section 1

a) Name and Address of Public Housing Agency Elizabethton Housing & Development Agency, Inc. 910 Pine Ridge Circle Elizabethton, TN 37643					b) Budget Submission to HUD required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
					c) Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.	
d) No. of HA Units 325	e) Unit Months Available (UMAs) MUST AGREE W/52728 → 3,900	f) Subject FYE December 31, 2002	g) ACC Number A-2772	h) Operating Fund Project Number TN07600102D	i) (Reserved)	

Section 2

Line No.	Description	Requested by PHA (PUM)	HUD Modifications (PUM)
Part A. Allowable Expenses and Additions			
01	Previous allowable expense level (Part A, Line 08 of form HUD-52723 for previous year)	\$192.64	
02	Part A, Line 01 multiplied by .005	\$0.96	
03	Delta from form HUD-52720-B, if applicable (see instructions)		
04	"Requested" year units from latest form HUD-52720-A (see instructions)		
05	Add-ons to allowable expense level from previous fiscal year (see instructions)		
06	Total of Part A, Lines 01, 02, 03, and 05	\$193.60	
07	Inflation factor	1.0220	
08	Revised allowable expense level (AEL) (Part A, Line 06 times line 07)	\$197.86	
09	Transition Funding		
10	Increase to AEL		
11	Allowable utilities expense level from form HUD-52722-A	\$92.00	
12	Actual PUM cost of Independent Audit (IA) (Through FYE 2001)	\$0.00	
13	Costs attributable to deprogrammed units		
14	Total Allowable Expenses and Additions (Sum of Part A, Lines 08 thru 13)	\$289.86	
Part B. Dwelling Rental Income			
01	Total rent roll as of: 10 /1/ 2001	\$44,627	
02	Number of occupied units as of rent roll date	323	
03	Average monthly dwelling rental charge per unit for current budget year (Part B, Line 01 divided by Line 02)	\$138.16	
04	Average monthly dwelling rental charge per unit for prior budget year 2001	\$130.03	
05	Average monthly dwelling rental charge per unit for budget year 2 years ago 2000	\$132.23	
06	Three-year average monthly dwelling rental charge per unit (Part B, Line 03 + Line 04 + Line 05) divided by 3)	\$133.47	
07	50/50 Income split ((Part B, Line 03 + Line 06) divided by 2)	\$135.82	
08	Average monthly dwelling rental charge per unit (lesser of Part B, Line 03 or Line 07)	\$135.82	
09	Rental income adjustment factor	1.03	
10	Projected average monthly dwelling rental charge per unit (Part B, Line 08 times Line 09)	\$139.89	
11	Projected occupancy percentage from form HUD-5272 MUST AGREE WITH HUD-52728	97% ←	§
12	Projected average monthly dwelling rental income per unit (Part B, Line 10 times Line 11)	\$135.69	
Part C. Non-dwelling Income			
01	Other Income	\$4.82	
02	Total operating receipts (Part B, Line 12 plus Part C, Line 01)	\$140.51	
03	PUM deficit or (income) (Part A, Line 14 minus Part C, Line 02)	\$149.35	
		Requested by PHA (Whole dollars)	HUD Modifications (Whole dollars)
04	Deficit or (income) before add-ons (Part C, Line 03 times Section 1, e)	\$582,465	

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part D. Add-ons for changes in federal law or regulation and other eligibility			
01	FICA contributions	\$30,218	
02	Unemployment compensation	\$1,057	
03	Family Self Sufficiency Program		
04	Energy Add-On for loan amortization		
05	Unit reconfiguration		
06	Non-dwelling units approved for subsidy		
07	Long-term vacant units		
08	Phase Down for Demolitions		
09	Units Eligible for Resident Participation: Occupied Units (Part B, Line 02)	323	
10	Employee Units		
11	Police Units		
12	Total Units Eligible for Resident participation (Sum of Part D, Lines 09 thru 11)	323	
13	Funding for Resident Participation (Part D, Line 12 x \$25)	\$8,075	
14	Other approved funding, not listed (Specify in Section 3)	\$0	
15	Total add-ons (sum of Part D, Lines 01, 02, 03, 04, 05, 06, 07, 08, 13 and 14)	\$39,350	
Part E. Calculation of Operating Subsidy Eligibility Before Year-End Adjustments			
01	Deficit or (Income) before adjustments (Total of Part C, Line 04 and Part D, Line 15)	\$621,815	
02	Actual cost of Independent Audit (IA)	\$0	
03	Operating subsidy eligibility before adjustments (greater of Part E, Line 01 or Line 02) (If less than zero, enter zero (0))	\$621,815	
Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)			
01	Utility Adjustment for Prior years-FY 2000@98.5%	(\$27,995)	
02	Additional subject fiscal year operating subsidy eligibility (specify)	\$0	
03	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year	\$0	
04	HUD discretionary adjustments	\$0	
05	Other (specify): FICA Contributions Add-on Adjmt, FY00	\$0	
06	Other (specify): Unemployment Compensation Add-on Adjmt, FY00	\$0	
07	Unfunded portion due to proration (100% Funding)	\$0	
08	Net adjustments to operating subsidy (total of Part F, Lines 01 thru 07)	(\$27,995)	
09	Operating subsidy approvable for subject fiscal year (total of Part E, Line 03 and Part F, Line 08)	\$593,820	
HUD Use Only (Note: Do not revise after the end of the subject FY)			
10	Amount of operating subsidy approvable for subject fiscal year not funded		(
11	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
12	Funds obligated in subject fiscal yr (sum of Part F, Lines 09 thru 11) (Must be the same as line 690 of the Operating Budget, form HUD-52564, for the subject fiscal year) Appropriation symbol(s):		
			\$593,820
Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules			
01	Total amount due in previous fiscal year (Part G, Line 04 of form HUD-52723 for previous fiscal year)		
02	Total amount to be collected in subject fiscal year (identify individual amounts under Section 3)	()	(
03	Total additional amount due HUD (include any amount entered on Part F, Line 11) (Identify individual amounts under Section 3)		
04	Total amount due HUD to be collected in future fiscal year(s) (Total of Part G, Lines 01 thru 03) (Identify individual amounts under Section 3)	\$0	

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part H. Calculation of Adjustments for Subject Fiscal Year			
This part is to be completed only after the subject fiscal year has ended			
01	Indicate the types of adjustments that have been reflected on this form: <input type="checkbox"/> Utility Adjustment <input type="checkbox"/> HUD discretionary adjustment (Specify under Section 3)		
02	Utility adjustment from form HUD-52722-B		
03	Deficit or (Income) after adjustments (total of Part E, Line 01 and Part H, Line 02)		
04	Operating subsidy eligibility after year-end adjustments (greater of Part E, Line 02 or Part H, Line 03)		
05	Part E, Line 03 of latest form HUD-52723 approved during subject FY (Do not use Part E, Line 03 of this revision)		
06	Net adjustments for subject fiscal year (Part H, Line 04 minus Part H, Line 05)	\$0	
07	Utility adjustment (enter same amount as Part H, Line 02)	\$0	
08	Total HUD discretionary adjustments (Part H, Line 06 minus Line 07)	\$0	
09	Unfunded portion of utility adjustment due to proration	\$0	
10	Unfunded portion of HUD discretionary adjustment due to proration	\$0	
11	Prorated utility adjustment (Part H, Line 07 plus Line 09)	\$0	
12	Prorated HUD discretionary adjustment (Part H, Line 08 plus Line 10)	\$0	
Section 3			

Remarks (provide part and line numbers)

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C 3729, 3802)

Signature of Authorized HA Representative & Date: 4/23/2002	Signature of Authorized Field Office Representative & Date: X
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Certification for a Drug-Free Workplace

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

OMB No. 2577-044 (exp. 10/31/92)

Public Housing Agency/Indian Housing Authority

Public Reporting for this collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2577-0044) Washington, D.C. 20503

PHA/IHA Name: Elizabethton Housing & Development Agency, Inc.	If Development, CIAP or CGP enter the Federal Fiscal Year in which the funds are expected to be reserved:
Program/Activity Receiving Grant Funding: (mark one) <input type="checkbox"/> Development <input type="checkbox"/> CIAP/CGP <input checked="" type="checkbox"/> Operating Subsidy <input type="checkbox"/> Sec. 23 Leased Housing	If Operating Subsidy or Section 23, enter the PHA's/IHA's Fiscal Year Ending date in which funds are expected to be obligated: 12/31/2002

Acting of behalf of the above named PHA/IHA as is Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

1. I certify that the above named PHA/IHA will provide a drug-free workplace by:

- | | |
|--|---|
| <p>a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the PHA's/IHA's workplace and specifying the actions that will be taken against employees for violation of such prohibition.</p> <p>b. Establishing a drug-free awareness program to inform employees about the following:
 (1) The dangers of drug abuse in the workplace;
 (2) The PHA's/IHA's policy of maintaining a drug-free workplace;
 (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.</p> <p>c. Making it a requirement that each employee of the PHA/IHA be given a copy of the statement required by paragraph a.;</p> <p>d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment with the PHA/IHA, the employee will do the following:</p> | <p>(1) Abide by the terms of the statement; and
 (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;</p> <p>e. Notifying the HUD Field Office within ten days after receiving notice under subparagraph d. (2) from an employee or otherwise receiving actual notice of such conviction;</p> <p>f. Taking one of the following actions within 30 days of receiving notice under subparagraph d. (2) with respect to any employee who is so convicted:
 (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;</p> <p>g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph a. thru f.</p> |
|--|---|

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.

2. Sites for Work Performance. The PHA/IHA shall list in the space provided below the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above; Place of Performance shall include the street address, city, county, State and zip code. (If more space is needed, attach additional page(s) the same size as this form. Identify each sheet with the PHA/IHA name and address and the program/activity receiving grant funding.)

TN 76-1 Rolling Hills Estates: 1300-A Arney St. thru 1400-H Arney St., 901-A Pine Ridge Circle thru 932-H Pine Ridge Circle; 1300-A Spruce Lane thru 1305-H Spruce Lane; TN 76-2 South Hills Estates: 200-A South Hills Drive thru 236 South Hills Drive, 300-A South View Circle thru 310 South View Circle; 400 South Lane Court thru 403-B South Lane Court; 501-A Gap Creek Road thru 503-B Gap Creek Road; 605-A Sugar Bottom Road thru 607-D Sugar Bottom Road; TN 76-2, Walnut/Hemlock Manor: 623-A Walnut St. thru 623-D Walnut St.; 730-A Hickory St. thru 730-D Hickory St.; 301-A South Park St. thru 303-D South Park St.; 308-A North Park St. thru 310-D North Park St.; and 208-A Mill St. thru 208-B Mill St. The Administration Building is located in TN 76-1 at 910 Pine Ridge Circle. The two (2) Day Care Centers are located in TN 76-2 at 210 South Hills Drive and 820 Hemlock Street.

Signed by: (Name, Title & Signature of Authorized PHA/IHA Officer)

Name & Title:
Kelly Geagley, Executive Director

Signature & Date:

X 6/25/2002

**ELIZABETHTON HOUSING AND DEVELOPMENT AGENCY, INC.
ORGANIZATIONAL CHART**

CITY OF ELIZABETHTON
Mayor Sam Laporte

CITIZENS OF ELIZABETHTON

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

PUBLIC HOUSING DEPARTMENT

PUBLIC HOUSING MANAGER

Susan Rutherford

OCCUPANCY SPECIALIST

Rick Whitman

RESIDENT SERVICES MANAGER

Vanessa McQueen

ASST RESIDENT SVCS. MGR (P/T)

Jennifer Gervin

HOUSING INSPECTOR

Genna Price

ACCOUNT CLERK/CASHIER

Jackie Greene

SECRETARY/RECEPTIONST

Barbara Sams

ACCOUNTANT

MaryAnn Krell

ACCOUNTING ASSISTANT (P/T)

Tammy Hedgecock

PURCHASER/CLERK OF WORKS

Richard Lyons

BOARD OF COMMISSIONERS

Chairman Fornia Peters

Vice Chairman Jim Jones

Commissioner Margaret Corcoran

Commissioner Paul Bellamy

Commissioner Buddy Geisler

EXECUTIVE DIRECTOR

Mr. Kelly Geagley

**ASSISTANT EXECUTIVE
DIRECTOR**

Ms. Susan Rutherford

SECTION 8 DEPARTMENT

SECTION 8 COORDINATOR

Pam Norris

HOUSING SPECIALIST

Brenda Lyons

MAINTENANCE DEPARTMENT

MAINTENANCE SUPERVISOR

Jim McKinney

MAINTENANCE MECHANIC A

Stacy Bryan

MAINTENANCE MECHANIC A

Richard Lyons

MAINTENANCE MECHANIC A

Bobby Vines

MAINTENANCE MECHANIC B

Tim Morgan

MAINTENANCE MECHANIC B

David Timbs

MAINTENANCE MECHANIC B

Cecil Whitehead

MAINTENANCE MECHANIC B (P/T)

Tim Tribble

GROUNDS MAINTENANCE

Three seasonal positions

BRIEF STATEMENT OF PROGRESS IN MEETING THE 5-YEAR MISSION AND GOALS

MISSION

The Elizabethton Housing & Development Agency's mission is to provide drug free, safe and sanitary housing for families and provide opportunities to promote self-sufficiency and economic independence.

The EHDA continues to enforce the One Strike and You're Out rule with effective applicant screening and strict lease enforcement. Crime tracking is more effective with the help of the Elizabethton Police Department Substation. The EHDA continues to conduct 30/90-Day Housekeeping Inspections. Strict housekeeping is enforced as well as the responsibility of the resident's obligations to report repairs. Any deficiencies are dealt with by conducting supervisory inspections, follow-up inspections, issuing lease terminations or making referrals.

The EHDA Public Housing Program has reduced its vacancies and increased its waiting list. Additionally, outreach to those residents that are late paying their rent has helped to reduce the number of delinquent accounts and detainer warrant actions. The Section 8 Department has realized an increase in the number of Section 8 Vouchers.

Training received by EHDA staff in 2001 included TAHRA workshops, SERC-NAHRO workshops, a UPCS workshop, as well as other local workshops. These training sessions helped us to keep up with the Quality Housing and Work Responsibility Act and PIC changes.

GOALS

In 2000, the EHDA prepared 128 units for re-renting under the Public Housing Program. This was reduced to 124 in 2001.

The Section 8 Department held a meeting for landlords. The purpose of the meeting was to better educate landlords about the EHDA's program.

Advisory scores were issued for PHAS in 2000. The EHDA's score increased from 86.1 to 93 percent.

Renovations made in the community which began in 2001 included porch repair, water heater replacement, sidewalk replacement, closet door replacement and installation of community signs. Residents had requested that community sign be erected in the community. We completed sidewalk replacement and porch repairs to improve community safety and achieve a better Physical Inspection score.

Public Housing continues to lease a temporarily deprogrammed duplex to the Elizabethton Police Department Substation Officers and to the ETSU Community Partnership. These programs help to enhance security and self-sufficiency. The EHDA applied for the Public Housing Drug Elimination Program to further security improvements but funding has been suspended through the PHDEP program. We will propose an alcohol and drug program through the Capital Fund Program. The EHDA continues to hold monthly Neighborhood Watch Meetings for residents.

The Rent Phase-In Program has helped promote self-sufficiency. Most eligible residents that have taken advantage of the Rent Phase-In Program have vacated during the first twelve months.

The EHDA continues to ensure fair and equal housing opportunities for all applicants.

Substantial Deviation and Significant Amendment or Modification

The Elizabethton Housing and Development Agency defines "Substantial Deviation" and "Significant Amendment or Modification" as:

1. Changes to rent or admissions policies or organization of the waiting list, except for those changes made to conform to HUD regulatory requirements.
2. 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 Program.
3. Additions of new activities not included in the current Public Housing Drug Elimination Program Plan.
4. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Any significant amendment or modification to the plan will require that the EHDA submit a revised PHA Plan, meeting the full public process requirements.

There has been no substantial deviation and significant amendment or modification of the EHDA's PHA Plan.

Resident Membership of the PHA Governing Board

The City of Elizabethton's Mayor Ken Wandell appointed Ms. Margaret Corcoran. Her five-year term of appointment as an EHDA Board of Commissioner began 8-25-99 and ends 8-25-04.

Membership of the Resident Advisory Board or Boards

The Elizabethton Housing Agency holds monthly Resident Meetings for Rolling Hills Estates (76-1) and South Hills Estates, Walnut/Hemlock Manor (76-2). A monthly newsletter is also distributed to residents. Volunteers for the Resident Advisory Board were recruited through the meetings and the monthly newsletter; they are as follows:

Mrs. Brenda Jenkins
Mr. Fred Jenkins
Ms. Willie "Trim" Snodgrass
Mrs. Connie McConnell
Mrs. Victoria Hyatt
Ms. Rosemary Matlock

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? ***Two***
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?
None
- c. How many Assessments were conducted for the PHA's covered developments? ***Two***
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

<i>Development Name</i>	<i>Number of Units</i>
<i>None</i>	
<i>None</i>	

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessment:
Not applicable; assessment completed

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: Elizabethton Housing and Development Agency, Inc.		Grant Type and Number Capital Fund Program Grant No: TN37P07650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$ 5,000.00			
3	1408 Management Improvements Soft Costs	\$ 73,000.00			
	Management Improvements Hard Costs				
4	1410 Administration	\$ 2,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 35,850.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$239,601.00			
11	1465.1 Dwelling Equipment—Nonexpendable	\$190,100.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

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

PHA Name: Elizabethton Housing and Development Agency, Inc.	Grant Type and Number Capital Fund Program Grant No: TN37P07650103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
--	--	-------------------------------------

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	
	Amount of Annual Grant: (sum of lines.....)	\$545,551.00			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Elizabethton Housing and Development Agency, Inc.		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008
TN 76-1	Annual Statement	\$0	\$336,351.00	\$412,051.00	\$252,000.00
TN 76-2		\$ 0	\$0	\$0	\$0
HA Wide		\$420,451.00	\$80,000.00	\$0	\$155,551.00
HA Wide 1408		\$87,100.00	\$91,200.00	\$95,500.00	\$100,000.00
HA Wide 1410		\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
HA Wide 1430		\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
Total CFP Funds (Est.)		\$545,551.00	\$545,551.00	\$545,551.00	\$545,551.00
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 :Two FFY Grant: 2004 PHA FY: 2005			Activities for Year: Three FFY Grant: 2005 PHA FY: 2006		
	HA Wide	Resident Svc. Mgr.	\$80,100.00	HA Wide	Resident Svc. Mgrs.	\$84,200.00
	HA Wide	Alcohol/Drug Progr.	\$ 7,000.00	HA Wide	Alcohol/Drug Progr.	\$ 7,000.00
	HA Wide	Clerk of Works	\$ 3,000.00	HA Wide	Clerk of Works	\$ 3,000.00
	HA Wide	A/E	\$ 35,000.00	HA Wide	A/E	\$ 35,000.00
	HA Wide	Attic louvers	\$ 29,474.00	HA Wide	Exterior painting	\$ 80,000.00
	HA Wide	Kitchen exhaust	\$125,000.00	TN 76-1	Community building	\$336,351.00
	HA Wide	Upgrade elec/stair lighting	\$230,657.00			
	HA Wide	Building settlement	\$ 35,320.00			

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

Activities for Year 1	Activities for Year : Four FFY Grant: 2006 PHA FY: 2007			Activities for Year: Five FFY Grant: 2007 PHA FY: 2008		
	HA Wide	Resident Svc. Mgr.	\$88,500.00	HA Wide	Resident Svc. Mgrs.	\$93,000.00
	HA Wide	Alcohol/Drug Progr.	\$ 7,000.00	HA Wide	Alcohol/Drug Progr.	\$ 7,000.00
	HA Wide	Clerk of Works	\$ 3,000.00	HA Wide	Clerk of Works	\$ 3,000.00
	HA Wide	A/E	\$ 35,000.00	HA Wide	A/E	\$ 35,000.00
	TN 76-1	Community Building	\$412,051.00	TN 76-1	Kitchen cabinets	\$252,000.00
				HA Wide	Vinyl siding	\$ 155,551.00

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: Elizabethton Housing and Development Agency, Inc.		Grant Type and Number Capital Fund Program Grant No: TN37P07650100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<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: 06/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$ 42,100.00	48,217.75	48,217.75	32,192.75
	Management Improvements Hard Costs				
4	1410 Administration	\$ 5,164.00	3,776.20	3,776.20	3,776.20
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 26,000.00	21,300.00	21,300.00	21,300.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 98,008.00	93,352.40	93,352.40	81,379.49
10	1460 Dwelling Structures	\$296,548.00	380,634.65	380,634.65	342,571.18
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 96,600.00	17,139.00	17,139.00	0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

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

PHA Name: Elizabethton Housing and Development Agency, Inc.	Grant Type and Number Capital Fund Program Grant No: TN37P07650100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 06/30/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	\$564,420.00	564,420.00	564,420.00	481,219.62
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	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: Elizabethton Housing and Development Agency, Inc.		Grant Type and Number Capital Fund Program Grant No: TN37P07650100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA Wide	Resident Services Manager		1408	2	\$ 42,100.00				Ongoing
HA Wide	Clerk of Works		1410	1	\$ 5,164.00				Complete
HA Wide	A/E		1430	3	\$ 26,000.00				Subst. Comp
HA Wide	Sidewalk replacement		1450		\$ 93,008.00				Subst. Comp
HA Wide	Community signs		1450	5	\$ 5,000.00				Complete
TN 76-1	Porch repair		1460		\$ 43,000.00				Complete
TN 76-1	Closet door replacement		1460		\$178,220.00				Complete
TN 76-1	Water heater replacement		1460		\$ 24,000.00				Subst. Comp
HA Wide	Termite treatment		1460		\$ 51,328.00				Deferred
HA Wide	Appliance replacement		1465.1		\$ 96,600.00				Ordered
TN 76-1	Building settlement		1460						Complete

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: Elizabethton Housing and Development Agency, Inc.		Grant Type and Number Capital Fund Program Grant No: TN37P07650101 Replacement Housing Factor Grant No:			Federal FY of Grant: 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: 06/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$ 36,474.00			
	Management Improvements Hard Costs				
4	1410 Administration	\$ 5,000.00		5,000.00	108.30
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 20,000.00		26,900.00	12,996.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$220,092.00		161,150.00	41,130.00
10	1460 Dwelling Structures	\$294,328.00		117,250.00	30,150.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

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

PHA Name: Elizabethton Housing and Development Agency, Inc.	Grant Type and Number Capital Fund Program Grant No: TN37P07650101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 06/30/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	\$575,894.00		310,300.00	84,384.30
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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: Elizabethton Housing and Development Agency, Inc.		Grant Type and Number Capital Fund Program Grant No: TN37P07650102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<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: 6/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$ 40,000.00			
	Management Improvements Hard Costs				
4	1410 Administration	\$ 5,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 20,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$103,920.00			
10	1460 Dwelling Structures	\$376,631.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

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

PHA Name: Elizabethton Housing and Development Agency, Inc.	Grant Type and Number Capital Fund Program Grant No: TN37P07650102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 6/30/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	\$545,551.00			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

APPENDIX G

PET POLICY OF THE ELIZABETHTON HOUSING AND DEVELOPMENT AGENCY, INC.

Residents of the Elizabethton Housing and Development Agency, Inc., are eligible to have a common household pet in accordance with this policy.

This policy does not apply to persons who have animals that are used to assist persons with disabilities. The EHDA may grant an exclusion for the animal from this policy if all of the following apply:

- a. The resident or prospective resident certifies in writing that the resident or a member of his/her family is a person with a disability.
- b. The animal has been trained to assist persons with that specific disability.
- c. The animal actually assists the person with a disability.

SECTION I DEFINITIONS

COMMON HOUSEHOLD PET

Any domesticated animal such as a dog, cat, bird, rabbit, small turtle, gerbil or hamster, that is traditionally kept in the home for pleasure rather than for commercial purposes. IT DOES NOT INCLUDE reptiles such as snakes, which are not allowed in the units of the EHDA. Animals used to assist the handicapped are excluded from this definition.

FAMILY

One or more persons sharing residency whose income and resources are available to meet the family's needs and who are related by blood, marriage and/or adoption. Each family must have a head of household who is at least eighteen (18) years of age and is able to make contractual agreements and assumes legal and moral responsibility for the household.

EHDA

The Executive Director, Public Housing Manager or his/her designee authorized to act on behalf of the Elizabethton Housing and Development Agency.

SECTION II NONDISCRIMINATION

The Elizabethton Housing and Development Agency, Inc., may not as a condition of tenancy or otherwise, prohibit or prevent any resident from owning a common household pet or having such pets living in the Resident's dwelling unit, if the conditions of the Pet Policy are met.

The Elizabethton Housing and Development Agency, Inc., may not restrict or discriminate against any person in connection with admission to or continued occupancy of by reason of the person's ownership of common household pets or the presence of such pets in the person's dwelling unit.

SECTION III LIMITATION

Persons who may keep pets are limited to owning one dog; one cat; one rabbit; or one similar pet per unit, with the permission of the Elizabethton Housing Agency. Birds or similar caged animals are limited to two (2) per unit.

SECTION IV FINANCIAL RESPONSIBILITY

The owner shall be responsible for all damages caused by their pet. In order to defray damage costs to the EHDA all eligible owners shall make a refundable pet deposit. This pet deposit shall be limited to those residents who own or keep a cat or a dog in their unit. This pet deposit is in addition to the dwelling unit security deposit. The pet deposit may only be used to pay reasonable expenses including but not limited to the cost of repairs and replacements to and fumigation of the resident's dwelling unit and for the EHDA, the cost of animal care facilities. The unused portion of the pet deposit shall be refunded to the resident within a reasonable time after the resident moves from the community or no longer owns or keeps a pet.

The pet security deposit shall be in the sum of one hundred dollars (\$100.00) to be paid in full at the time of registration. The deposit amount is subject to be changed from time to time.

SECTION V

PET RULES

1. INOCULATIONS: All pets must have received their vaccination shots as required by State law and local ordinance.
2. WASTE: It is the responsibility of the pet owner to assure that the waste (droppings) of their pets is properly disposed of. Animal waste shall not be allowed on the outside grounds or inside the units. The owner shall clean up all waste of their pet and dispose of it in a proper manner (flushing it in a commode or putting it in a plastic bag for disposal into the nearest dumpster). Cat owners must provide litter boxes and kitty litter, they must separate cat waste from the litter daily and cat litter boxes must be changed twice a week. Owners shall control waste odors. A twenty dollar (\$20.00) per occurrence charge shall be made if the EHDA is required to remove pet waste attributed to the owner's pet.
3. EXERCISE: Pets may only be exercised on the sidewalks of the unit areas or the lawn of the owner's unit.
NOTE: Pet waste shall not be allowed in these areas and the owner shall remove any such waste immediately.
4. CONTROL OF PET: The owner shall be responsible for the proper control of their pets. When a pet is outside the owner's unit, it shall be properly restrained (leash) and under the control of a responsible person.
5. REGISTRATION: Before being brought onto the property of the EHDA, all pets must be registered with the EHDA Office and any applicable governmental registration shall be complied with. Documentation for registration includes:
 - a. A certificate signed by a licensed Veterinarian or a State or local authority empowered to inoculate animals, stating that the pet has received all inoculations required by applicable State and local law.
 - b. Information sufficient to identify the pet and to demonstrate that it is a common household pet.
 - c. The name, address and telephone number of one or more responsible parties who will care for the

symptoms of severe illness, or demonstrates other behavior that constitutes an immediate threat to the health or safety of the community as a whole.

The EHDA may enter the premises and remove the pet or take such other permissible action if the EHDA requests the pet owner remove the pet from the community immediately and the pet owner refuses to do so, or if the EHDA is unable to contact the pet owner to make a removal request.

If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the EHDA may contact the responsible party or parties listed in the pet registration. If the responsible party is unwilling or unable to care for the pet, the appropriate State or local authority may remove the pet.

If there is no State or local authority authorized to remove the pet, the EHDA may enter the pet owner's unit, remove the pet and place it in a facility that will provide care and shelter until the pet owner or their representative is able to assume responsibility for the pet, but not longer than thirty (30) days.

The cost of the animal care facility shall be borne by the pet owner. If the pet owner (or the pet owner's estate) is unable or unwilling to pay, the cost of the animal care facility may be paid from the pet deposit.

SECTION VIII: REFUSING ADMITTANCE

A. REFUSAL TO ADMIT THE PET

The EHDA may refuse to register a pet if:

1. The pet is not a common household pet.
2. Keeping the pet would violate any Pet Policy rule.
3. The pet owner fails to provide complete pet registration information or fails annually to update the pet registration.
4. The EHDA reasonably determines, based on the owner's habits and practices, that the pet owner will be unable to keep the pet in compliance with the Pet Policy or other lease obligations.
5. The pet's temperament may be considered as a factor in determining the prospective pet owner's

ability to comply with the Pet Policy rules and other lease obligations.

B. THE NOTICE

The EHDA shall notify the resident in writing if the EHDA refuses to register the pet. The notice shall state:

1. The reason(s) for refusing to register the pet.
2. The pet owner has ten (10) days from the effective date of the notice to request a meeting to dispute the reason(s).
3. The pet owner is entitled to be accompanied by others of his or her choice at the meeting.
4. The pet owner's failure to correct the violation, to request a meeting or to appear at a requested meeting may result in lease termination.

C. THE MEETING

If the pet owner requests a meeting, the EHDA shall schedule it within fifteen (15) days from the effective date of the notice. The EHDA Grievance Procedure shall govern the meeting and the resident's right to dispute the EHDA's decision to refuse to admit the pet.

SECTION IX

VIOLATION OF PET RULES

A. VIOLATION

If the EHDA determines that a pet owner has violated a rule governing the owning or keeping of pets, the EHDA may serve a written notice of pet rule violation on the pet owner.

B. THE NOTICE

The notice shall state the facts for the determination and the pet rule or rules alleged to be violated; and advise that the pet owner has ten (10) days from the effective date of the notice to correct the violation or to make a written request for a meeting. The Notice shall state that the pet owner is entitled to be accompanied by others of his/her choice at the meeting. In addition, the Notice shall state that the pet owner's failure to correct the violation, to request a meeting or to appear at a requested meeting may result in lease termination.

C. THE MEETING

If the pet owner requests a meeting, the EHDA shall schedule it within fifteen (15) days from the effective date of the notice. At the meeting, the pet owner and the EHDA shall discuss any alleged pet rule violation and attempt to correct it. The EHDA may give the pet owner additional time to correct the violation.

D. NOTICE FOR PET REMOVAL

If the pet owner and the EHDA are unable to resolve the pet rule violation or if the EHDA determines that the pet owner has failed to correct the violation, the EHDA may serve a written notice on the pet owner requiring the pet owner to remove the pet. The notice must state:

1. The facts used to determine that the pet rule or rules have been violated.
2. That the pet owner must remove the pet within ten (10) days of the notice.
3. That failure to remove the pet may result in lease termination.

E. REMOVAL OF PET OR LEASE TERMINATION

The EHDA may not initiate procedures to terminate a pet owner's lease based on a pet rule violation unless the pet owner has failed to remove the pet, to correct the violation or the pet rule violation is sufficient to begin procedures to terminate the pet owner's lease. The EHDA may initiate procedures to remove the pet at any time if the pet's conduct or condition is a nuisance or a threat to the health or safety of other occupants of the community.

COMPLIANCE WITH LAW

All pet rules shall comply with State and local laws and where there is a conflict, State and local law shall prevail, including State and local nuisance and health laws.