

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

---

# PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008

Annual Plan for Fiscal Year 2004

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

**PHA Name:** Kingsport Housing &  
Redevelopment Authority  
**HA Code:** TN-006

5-Year Plan for Fiscal Years: 2004 - 2008

Annual Plan for FY 2004

## PHA Plan Agency Identification

**PHA Name: Kingsport Housing & Redevelopment Authority**

**PHA Number: TN-006**

**PHA Fiscal Year Beginning: (mm/yyyy) 4/2004**

### 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)

**PHA Name:** Kingsport Housing &  
Redevelopment Authority  
**HA Code:** TN-006

5-Year Plan for Fiscal Years: 2004 - 2008

Annual Plan for FY 2004

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

**We affirm that shelter is a basic human necessity and we are dedicated to provide decent housing opportunities to those in need in the Greater Kingsport Area. We believe that blighted areas undermine the vibrancy of our community and therefore we are committed to acting as a catalyst for successful redevelopment efforts in the community.**

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- Work with Tennessee Association of Housing and Redevelopment Agencies in their effort to create affordable assisted living facilities.**

- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) 94
  - Improve voucher management: (SEMAP score) 100
  - Increase customer satisfaction:  
**RASS Safety, Communications, and neighborhood appearance.**
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)  
**Tenants Accounts Receivable percent; turnaround time.**
  - Renovate or modernize public housing units: **Complete renovation per 5 year plan.**
  - Demolish or dispose of obsolete public housing:  
**Conduct Long-term Asset Management Plan.**
  - Provide replacement public housing: **If demolition takes place.**
  - Provide replacement vouchers: **If available.**
  - Other: (list below)
- PHA Goal: Increase assisted housing choices  
Objectives:
- Provide voucher mobility counseling: **Portability training.**
  - Conduct outreach efforts to potential voucher landlords  
**Landlord training at least annually.**
  - Increase voucher payment standards: **Maintain success rate payment standard.**
  - Implement voucher homeownership program: **Would like 6-12 closings per year.**
  - Implement public housing or other homeownership programs: **Included above.**
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment  
Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:  
**Study benefits of preference for families with earned income.**
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:  
**Currently, all developments are considered low income developments.**
  - Implement public housing security improvements:  
**Continue evaluation of criminal activity, lighting need, security window screens, door locks; and police patrols.**
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families: **Increase families with earned income.**
- Provide or attract supportive services to improve assistance recipients' employability: **Work with WIA, SCKCDC, and others on employment.**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. **Work with Meals on Wheels, UETHDA, FTHDA, Senior Council and others to provide services to seniors and disabled.**
- Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: **Work with Legal Services on training of staff, landlords, and residents concerning fair housing issue.**
- 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: **Train KHRA management and maintenance staff on fair housing issues.**
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **Funding for ADA and 504 need improvement and accommodation in Capital Fund Budget.**
- Other: (list below)

**Other PHA Goals and Objectives: (list below) N/A**

**Annual PHA Plan**  
**PHA Fiscal Year 2005**  
[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 – (OPTIONAL)**

[24 CFR Part 903.7 9 (r)]

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

**N/A.**

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary .....	1
ii. Table of Contents .....	1
1. Housing Needs .....	5
2. Financial Resources.....	11
3. Policies on Eligibility, Selection and Admissions .....	12
4. Rent Determination Policies.....	22
5. Operations and Management Policies .....	26
6. Grievance Procedures.....	29
7. Capital Improvement Needs.....	30
8. Demolition and Disposition .....	32
9. Designation of Housing.....	33
10. Conversions of Public Housing.....	34
11. Homeownership .....	36
12. Community Service Programs.....	38

13. Crime and Safety ..... 43  
 14. Pets (Inactive for January 1 PHAs) ..... 45  
 15. Civil Rights Certifications (included with PHA Plan Certifications) ..... 53  
 16. Audit ..... 54  
 17. Asset Management ..... 55  
 18. Other Information ..... 66

**Attachments**

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

**Required Attachments:**

- Admissions Policy for Deconcentration (tn006d03.pdf)
- FY 2004 Capital Fund Program Annual Statement (tn006a03.pdf)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart (Page 26)
- FY 2004 Capital Fund Program 5 Year Action Plan (tn006e03.pdf)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	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
<b>X</b>	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
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<b>X</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] <b>N/A</b>	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	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
<b>X</b>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	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
<b>X</b>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<b>N/A</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<b>X</b>	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
<b>N/A</b>	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
<b>N/A</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<b>N/A</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<b>N/A</b>	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
<b>X</b>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<b>X</b>	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Homeownership
<b>X</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b>N/A</b>	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<b>X</b>	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
<b>N/A</b>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
<b>NONE</b>	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	1032	5	5	5	5	5	5
Income >30% but <=50% of AMI	545	5	5	5	5	5	5
Income >50% but <80% of AMI	294	5	5	5	5	5	5
Elderly	522	5	5	5	5	5	5
Families with Disabilities	Unknown	N/A	N/A	N/A	N/A	N/A	N/A
Black	127	5	5	5	5	5	5
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	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: 2000-2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	417		914
Extremely low income <=30% AMI	336	80.6%	
Very low income (>30% but <=50% AMI)	64	15.3%	
Low income (>50% but <80% AMI)	15	3.6%	
Families with children	153	36.7%	
Elderly families	10	2.4%	
Families with Disabilities	109	26.1%	
Race/ethnicity-White	378	90.6%	
Race/ethnicity-Hispanic	-0-	-0-	
Race/ethnicity-Black	39	9.4%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	226	54.2%	214
2 BR	109	26.1%	276
3 BR	76	18.3%	135
4 BR	6	1.4%	14
5 BR	-0-	-0-	1
5+ BR	-0-	-0-	-0-
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			

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>1740</b>		<b>504</b>
Extremely low income <=30% AMI	<b>1367</b>	<b>78.6%</b>	
Very low income (>30% but <=50% AMI)	<b>303</b>	<b>17.4%</b>	
Low income (>50% but <80% AMI)	<b>63</b>	<b>3.6%</b>	
Families with children	<b>1006</b>	<b>57.8%</b>	
Elderly families	<b>73</b>	<b>4.2%</b>	
Families with Disabilities	<b>460</b>	<b>26.4%</b>	
Race/ethnicity-White	<b>1598</b>	<b>91.8%</b>	
Race/ethnicity-Hispanic	<b>-0-</b>	<b>-0-</b>	
Race/ethnicity-Black	<b>142</b>	<b>8.2%</b>	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2.**

## Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	<b>\$1,177,302</b>	
b) Public Housing Capital Fund	<b>939,856</b>	
c) HOPE VI Revitalization	<b>N/A</b>	
d) HOPE VI Demolition	<b>N/A</b>	
e) Annual Contributions for Section 8 Tenant-Based Assistance	<b>5,254,440</b>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<b>N/A</b>	
g) Resident Opportunity and Self- Sufficiency Grants	<b>N/A</b>	
h) Community Development Block Grant	<b>59,175</b>	Community Learning Center
i) HOME	<b>N/A</b>	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
	<b>-0-</b>	
<b>3. Public Housing Dwelling Rental Income</b>	<b>742,220</b>	Public Housing Operations
<b>4. Other income (list below)</b>		
<b>Excess utilities and maintenance</b>	<b>90,000</b>	Public Housing Operations
<b>4. Non-federal sources (list below)</b>		
<b>Redevelopment from City of Kingsport</b>	<b>45,000</b>	Redevelopment
<b>Total resources</b>	<b>\$8,307,993</b>	

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

[24 CFR Part 903.7 9 (c)]

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

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

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

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

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

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

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

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

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

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

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

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

- PHA main administrative office  
 PHA development site management office  
 Other (list below)  
**Neighborhood Service Center – Johnson County**

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?-0-
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

**b. Transfer policies:**

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

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

**c. Preferences**

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) **Occupancy**)

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

**Former Federal preferences:**

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

**Other preferences: (select below)**

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

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

## 2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

## (5) Occupancy

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

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

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: 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)
- 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) **Neighborhood Service Center – Johnson County**

**(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:

**At the program participants request due to circumstances beyond their control.**

**(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)
1. Persons 62 or older.
  2. Residents of KHRA whose unit, because of disability, becomes substandard/obsolete.
  3. Residents of KHRA Public Housing who complete homeownership training and are creditworthy.
  4. Johnson County (one time, up to total of 60 participants)
  5. Unicoi County (one time, up to total of 50 participants)
  6. Transitional Housing Program participants (up to 20 participants)

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.

## 2 Date and Time

### Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 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)

1 Persons 62 or older.

1 Residents of KHRA whose unit, because of disability, becomes substandard/obsolete.

1 Residents of KHRA Public Housing who complete homeownership training and are creditworthy.

1 Johnson County (one time, up to total of 60 participants)

1 Unicoi County (one time, up to total of 50 participants)

1 Transitional Housing Program participants (up to 20 participants)

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) **N/A**

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below) **Any time the family experiences a change in family composition.**

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

**(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below) **Flat Rent Analysis by NFC Consultants, October 2002**

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

Approved for Success Rate Payment Standards 11/25/02; extension requested October 1, 2003.

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

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

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

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

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

- Annually  
 Other (list below)

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

- Success rates of assisted families  
 Rent burdens of assisted families  
 Other (list below) **Current FMR's**

### (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 - N/A

[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)

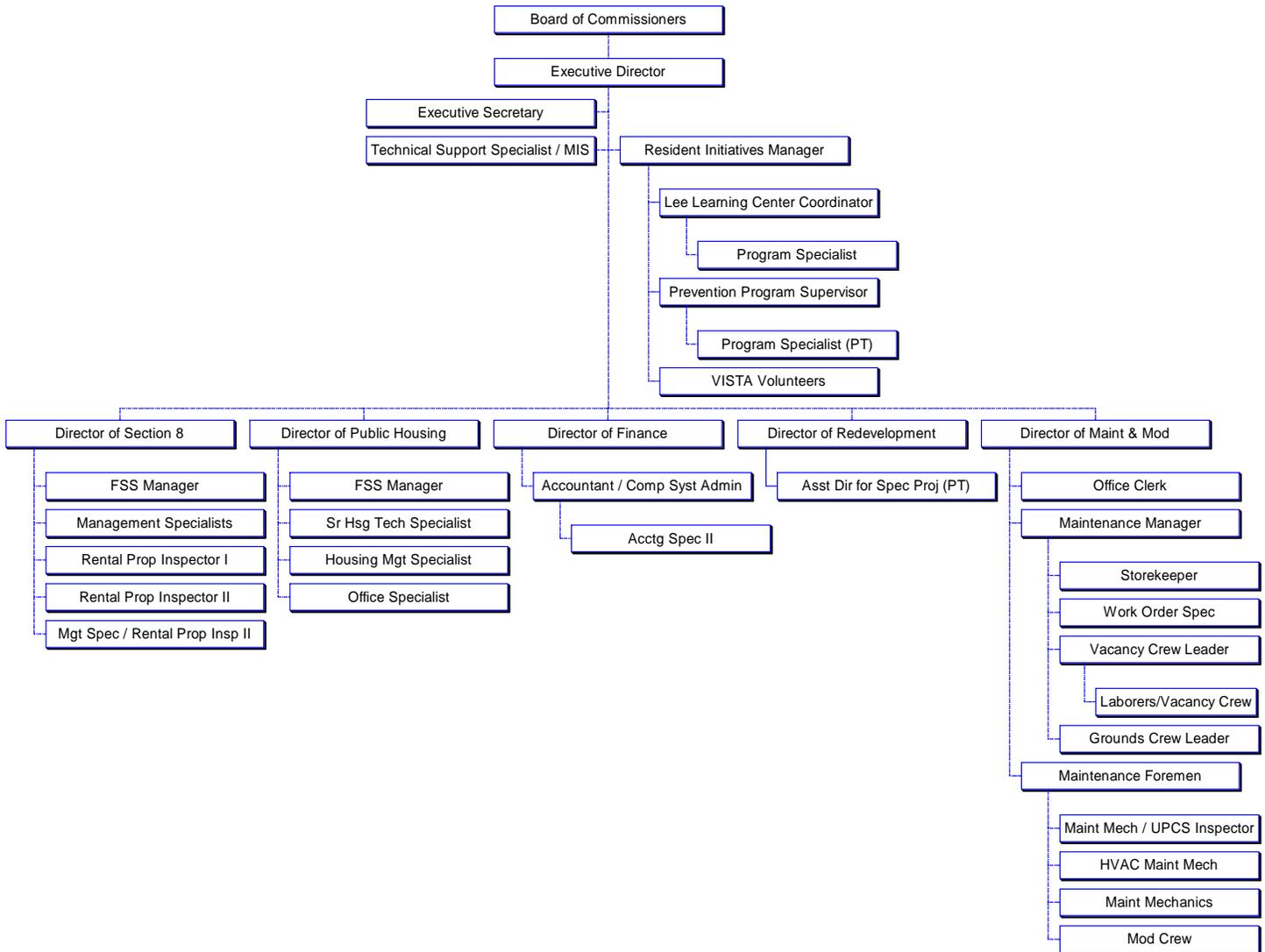
### A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. **(below)**
- A brief description of the management structure and organization of the PHA follows:

## Kingsport Housing & Redevelopment Authority



**B. HUD Programs Under PHA Management**

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

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

### **C. Management and Maintenance Policies**

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

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

**6.**

## **PHA Grievance Procedures – N/A**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

If yes, list additions to federal requirements below:

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

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **(tn006a03.pdf)**

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **(tn006e03.pdf)**

-or-

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

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

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

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

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

**8.**

### **Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

#### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

**2. Activity Description**

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

**N/A - PHAs completing streamlined submissions may skip to component 11B.)**

### 2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

### High performing PHAs may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

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

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

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

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

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

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

##### a. Self-Sufficiency Policies

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

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

##### b. Economic and Social self-sufficiency programs

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

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

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

**a. Participation Description**

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

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

**CONTINUED OCCUPANCY AND COMMUNITY SERVICE**

**General**

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement.

**Exemptions**

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

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

**Notification of the Requirement**

The Kingsport Housing & Redevelopment Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Kingsport Housing & Redevelopment Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Kingsport Housing & Redevelopment Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

## **Volunteer Opportunities**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Kingsport Housing & Redevelopment Authority will coordinate with social service agencies, local schools and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the Kingsport Housing & Redevelopment Authority may create volunteer positions such as hall monitoring, litter patrols and supervising and record keeping for volunteers.

## **The Process**

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the Kingsport Housing & Redevelopment Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the Kingsport Housing & Redevelopment Authority whether each applicable adult family member is in compliance with the community service requirement.

## **Notification of Non-Compliance with Community Service Requirement**

The Kingsport Housing & Redevelopment Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enters into an agreement to comply, the lease will not be renewed or will be terminated.

## Opportunity for Cure

The Kingsport Housing & Redevelopment Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the Kingsport Housing & Redevelopment Authority shall take action to terminate the lease.

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

### **KINGSPORT HOUSING AND REDEVELOPMENT AUTHORITY PET RULES AND REGULATIONS**

#### **I. SELECTION CRITERIA:**

##### **A. APPROVAL**

Prior to accepting a pet for residency, the pet owner and KINGSPORT HOUSING & REDEVELOPMENT AUTHORITY must enter into a "Pet Agreement" (Exhibit A). In addition, the pet owner must provide to KINGSPORT HOUSING & REDEVELOPMENT AUTHORITY proof of the pet's good health and suitability under the standards set forth under "Basic Guidelines" in criteria. In addition, for the case of dogs and cats, proof must be given, and renewed annually, of the animal's licensing and vaccination record, together with proof of spaying or neutering (Exhibit B).

##### **B. Basic Guidelines**

1. The following types of common household Pets will be permitted under the following criteria:

###### **a. Dogs**

- \* Maximum number-one (1)
- \* Maximum adult weight-25 lbs.
- \* Must be housebroken
- \* Must be spayed or neutered
- \* Must have all required vaccinations
- \* Must be licensed

###### **b. Cats**

- \* Maximum number-one (1)
- \* Must be trained to the litter box or other waste receptacle
- \* Must be spayed or neutered
- \* Must have all required vaccinations
- \* Must be licensed
- \* Must be de-clawed .

###### **c. Birds**

- \* Maximum number-one (1)
- \* Must be enclosed inside of cage at all times

###### **d. Fish**

- \* One aquarium only-maximum size is 50 gallons
- \* Must be maintained on approved stand

###### **e. Rodent (Rabbit, guinea pig, hamster, or gerbil ONLY)**

- \* Maximum number 2
- \* Must be enclosed inside of cage at all times
- \* Must have any or all inoculations as specified now or in the future by State Law or local ordinance

###### **f. Turtles**

- \* Maximum number 1
- \* Must be enclosed in an acceptable cage or container at all times

3. **Pets Temporarily on the Premises**
  - \* Pets which are not owned by a tenant will not be allowed *except* when the animal is necessary to assist, support or provide service to a person with disabilities.
  - \* Residents are prohibited from feeding or harboring stray animals
4. The pet owner must supply Kingsport Housing & Redevelopment Authority a photo of the pet (cat, dog, bird, etc.) which will identify it.

## II. **PET DEPOSITS**

- A. A **Pet deposit** of **\$300** shall be required for all dogs and cats. Management reserves the right to change this deposit amount at any time.
- B. Resident's liability for damages and expenses caused by his/her pet is not limited to the amount of the pet deposit and the resident will be required to reimburse KHRA for the real cost of any and all damages caused by his/her pet where they exceed the amount of the pet deposit.
- C. All units occupied by a dog or cat will be fumigated upon being vacated by the animal. Infestation control in the unit by fleas, ticks, etc. shall be the responsibility of the pet owner. Infestation of adjacent units or common areas attributable to a specific pet shall be the responsibility of the pet owner, who shall be liable for the cost of correcting the infestation.

## III. **PET RULES**

- A. **ALL PETS**
  1. Pet owners shall keep their pets under control at all times. Pet owners shall assume sole responsibility for liability arising from any injury sustained by any person attributable to their pet.
  2. ANY PET WHO CAUSES BODILY INJURY TO ANY TENANT, GUEST OR STAFF MEMBER SHALL BE IMMEDIATELY AND PERMANENTLY REMOVED FROM THE PREMISES WITHOUT PRIOR NOTIFICATION.
  3. Resident pet owners agree to control the noise of his/her pet such that it does not constitute a nuisance to other tenants. Failure to so control pet noises may result in the removal of the pet from the premises.
  4. No pet (excluding fish) shall be left unattended in any unit for longer than 24 hours.
  5. All resident pet owners shall provide adequate care, nutrition, exercise and medical attention for his/her pet. Pets which appear to be poorly cared for or which are left unattended for longer than 24 hours will be reported to the S.P.C.A. or other appropriate authority and will be removed from the premises at the pet owner's expense.

6. In the event of a resident's sudden illness the resident pet owner agrees that management shall have discretion with respect to the provision of care to the pet at the expense of the resident pet owner unless written instructions with respect to such area are provided in advance by the resident to, and accepted by, Management. All care shall be at the resident's expense.
7. In the event of the death of a resident, the resident pet owner agrees that Management shall have discretion to dispose of the pet unless written instructions with respect to such disposal are provided in advance by the resident to, and accepted, by Management.
8. Unwillingness on the part of named caretakers or pet per items #6 and #7 of this section to assume custody of the pet within 24 hours of notification shall relieve Management of any requirements to adhere to any written instructions with respect to the care or disposal of a pet and shall be considered as authorization to Management to exercise discretion in such regard consistent with Federal guidelines. No other KHRA resident is acceptable as a caretaker.
9. Resident pet owners acknowledge that other residents may have chemical sensitivities or allergies related to pets or are easily frightened by such animals. The resident, therefore, agrees to exercise common sense and common courtesy with respect to such other resident's right to peaceful and quiet enjoyment of the premises.
10. Management may move to require the removal of a pet from the premises on a temporary or permanent basis for the following causes:
  - a. Creation of a nuisance
  - b. Excessive pet noise or odor
  - c. Unruly or dangerous behavior
  - d. Excessive damage to the resident's apartment unit and/or project common areas.
  - e. Repeated problems with vermin or flea infestation.
  - f. Failure of the resident to provide for adequate care of his/her pet.
  - g. Leaving pet unattended for more than 24 hours.
  - h. Failure of the resident to provide adequate and appropriate vaccination of the pet.
  - i. Resident death and/or illness.
  - j. Failure to observe any other rule contained in this section and not here listed.
  - k. Residents are not permitted to alter their unit, porch or yard to accommodate the pet.

**B. DOGS AND CATS**

1. Dogs, cats, rabbit, rodent, etc. shall be maintained within the resident pet owner's unit. When outside, the dog shall be on a leash and under the control of the resident or responsible individual AT ALL TIMES. Under no circumstances shall any pet be permitted to roam free or unrestrained in any common area. No animals shall be left unattended outside.
2. All animal waste or litter from cat litter boxes shall be picked up immediately by the owner and disposed of in sealed plastic trash bags and placed in a dumpster. Cat litter shall be changed at least weekly or as often as needed to maintain a sanitary and odor free apartment.

Cat litter shall not be disposed of by flushing down toilets. Charges for unclogging toilets required because of attributable pet nuisance shall be billed to and paid by the resident pet owner.

3. The pet owner is required to remove and properly dispose of all removable pet waste.
4. Pet owner shall be charged per occurrence for pet waste removal by Management.
5. Pet owner must be at home and in control of the dog or cat at all times of entry by Management. Cost to Management for later return to apartment will be charged to the resident who fails to be present when properly notified by Management of need to enter unit.

**IV. NOTIFICATION POLICY**

In the event that any pet owner violates these pet rules, Management shall provide notice of such violation as follows:

**A. CREATION OF A NUISANCE**

1. The owner of any pet which creates a nuisance upon the grounds or by excessive noise, odor or unruly behavior shall be notified of such nuisance in writing by Management and shall be given no more than five (5) days to correct such nuisance.
2. Consistent with local and state ordinance, Management shall take appropriate steps to remove a pet from the premises in the event that the pet owner fails to correct such a nuisance within the five (5) day compliance period.

**B. DANGEROUS BEHAVIOR**

1. Any pet which physically threatens a resident, guest, staff member or other authorized person present upon the project grounds shall be considered dangerous.

2. Management shall provide written notification to the pet owner of dangerous behavior and the time allowed--not to exceed five (5) days--to correct the animal's behavior or remove the pet from the premises.
3. Consistent with local and state ordinance, Management shall take appropriate steps to remove a pet from the premises in the event that the pet owner fails to correct the dangerous behavior or his/her pet within the compliance period.
4. **ANY PET WHICH CAUSES PHYSICAL HARM TO ANY RESIDENT, GUEST, STAFF MEMBER OR OTHER AUTHORIZED PERSON PRESENT UPON THE PROJECT GROUNDS SHALL BE IMMEDIATELY REMOVED FROM THE PREMISES BY MANAGEMENT WITHOUT PRIOR NOTIFICATION.** Such occurrence shall be deemed as an emergency for the Owner's right of immediate entry of unit.

**"EXHIBIT AGREEMENT"**

**PET AGREEMENT**

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between \_\_\_\_\_, Owner, and \_\_\_\_\_ Resident, in consideration of their mutual promises agree as follows:

1. Resident desires and has received permission from the Owner to keep the pet named \_\_\_\_\_ and described as: \_\_\_\_\_.
2. This Agreement is an Addendum to the Lease between Owner and Resident executed on \_\_\_\_\_ 20\_\_\_\_. In the event of default by Resident of any of the terms of this Agreement, Resident agrees, upon proper written notice of default from Owner, to cure the default, remove the pet, or vacate the premises. Resident agrees that Owner may revoke permission to keep said Pet on the premises by giving Resident proper written notice. Prior notice of removal is not required where the animal causes bodily injury.
3. As a refundable deposit, Resident agrees to pay Owner the sum of \$\_\_\_\_\_, receipt of which is hereby acknowledged. Owner may use therefrom such amount as is reasonably necessary to take care of any damages, cleaning, fumigation or other costs caused by or in connection with said Pet. At the termination of this Agreement, any balance shall be disbursed to the Resident within 30 days. Resident agrees to pay Owner for any damages or costs caused by the Pet in excess of the pet and security deposits on demand by Owner.
4. Resident agrees to comply with:
  - a. This Agreement
  - b. All applicable governmental laws and regulations, such as, but not limited to licensing, etc.
  - c. PET POLICIES of the KINGSFORT HOUSING & REDEVELOPMENT AUTHORITY
5. Resident represents that the pet is quiet and housebroken, and will not cause any damage or annoy other residents.
6. Resident agrees that the Pet will not be permitted outside the Resident's unit, unless restrained by a leash and under the full control of the owner or responsible individual AT ALL TIMES.
7. Resident shall not permit the Pet to cause any damage, discomfort, annoyance, nuisance or in any way to inconvenience or cause complaints from any other Resident. Any "mess" created by the Pet shall be immediately cleaned up by the Resident.
8. Resident agrees to remedy any emergency situation involving Pet (e.g., attack by Pet on Maintenance representative, another resident, or a guest) immediately and any nuisance situations within five (5) days.
9. Resident will be financially responsible for any fleas or other insect infestation that affect his/her own or adjacent units as a result of his/her pet.

10. Any pet left unattended for 24 hours or more or whose health is jeopardized by the Resident's neglect, mistreatment, or inability to care for the animal shall be reported to the SPCA or other appropriate authority. Such circumstances shall be deemed an emergency for the purposes of the Owner's right to enter the Resident's unit to allow such authority to remove the animal from the premises. The owner accepts no responsibility for any pet so removed.
11. Resident agrees to maintain Pet in healthy condition and to update PET INFORMATION CARD during reexamination each year.
12. Resident has read and agrees to comply with the Pet Rules and Regulations and Pet Agreement, which are herein incorporated to the Lease by reference, and agrees to comply with such rules and regulations as may be reasonably adapted from time to time by Owner. Resident understands that failure to comply with these provisions may constitute reason for removal of pet from the premises and agrees to effect such removal. Further, Resident understands that failure to do so shall constitute grounds for eviction in accordance with the Lease and grievance Procedures. Repeated or continuous problems with a Pet will constitute cause for eviction.

**OWNER: KINGSPORT HOUSING & REDEVELOPMENT AUTHORITY**

**RESIDENT:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**RESIDENT:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**"EXHIBIT B**

**PET INFORMATION**

Phone Number \_\_\_\_\_

Resident's Name \_\_\_\_\_ Apt. No. \_\_\_\_\_  
\_\_\_\_\_

Pet's Name \_\_\_\_\_ Age \_\_\_\_\_

Description \_\_\_\_\_

Veterinarian's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

How long have you had this pet? \_\_\_\_\_

License No. \_\_\_\_\_ Date \_\_\_\_\_

Resident's signed statement regarding pet's disposition in case of resident's inability to care for pet is in Resident file \_\_\_\_\_.

Photo has been provided and is attached \_\_\_\_\_.

**DATE AND EVIDENCE OF:**

<b><u>TYPE</u></b>	<b><u>WEIGHT</u></b>	<b><u>VET'S. CERTIFICATE OF GOOD HEALTH</u></b>	<b><u>RABIES</u></b>
Dog	_____	_____	_____
Cat	_____	_____	_____

<b><u>TYPE</u></b>	<b><u>SPAYED/NEUTERED</u></b>
Dog	_____
Cat	_____

<b><u>TYPE</u></b>	<b><u>VET'S CERTIFICATE OF GOOD HEALTH</u></b>
Bird	_____

FISH AQUARIUM SIZE \_\_\_\_\_ gallons

## **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:



### **LEGAL AID OF EAST TENNESSEE, INC.**

311 West Walnut Street, P.O. Drawer 360, Johnson City, TN 37605-0360  
Telephone (423) 928-8311 Facsimile (423) 928-9488  
Toll-free Telephone (800) 821-1312

Executive Director  
David R. Yoder

Associate Director  
Eric D. Miller

March 23, 2004

Board of Commissioners  
Kingsport Housing and Redevelopment Authority  
P.O. Box 44  
906 E. Sevier Ave.  
Kingsport, TN 37662-0044

Re: Tenant Comments  
2004 PHA Plan

Dear Sir/Madam:

The Public Housing Resident Advisory Board (RAB) thanks the Kingsport Housing and Redevelopment Authority (KHRA) for this opportunity to comment on KHRA's Plan for the next five (5) years. The following are our comments:

#### **1. Rent**

There has been some concern expressed by KHRA regarding the percentage of tenants who pay their rent late. Not only is this causing administrative problems, but also it can lead to evictions. The RAB agrees that for consistently late payers, there should be an increased late fee. We feel that a late fee of \$5.00 for the first month and an increase of \$5.00 for each consecutive month that the tenant's rent is late would be appropriate. (If a tenant pays on time one (1) month, they should start over again with the \$5.00 late payment rate). The RAB also feels that the accumulation of the late fees should be used as an incentive for those who pay their rent on time for a full year.

The RAB also feels that an option to pay rent on the 1<sup>st</sup> or the 15<sup>th</sup> of the month would greatly accommodate individuals who are paid two (2) times per month and have many bills that accumulate on the 1<sup>st</sup> of the month. This may also help the collection process for KHRA.

Finally, RAB believes that electronic payment of rent to the Housing Authority should be an option provided.

**KHRA Response**

We appreciate your suggestions on the issue of a late charge and look forward to your participation and comments as we take action to address this. We probably will require a change to the Admissions and Continued Occupancy Policy (ACOP) concerning this; as well as a change being suggested by a recent RIMS review. We anticipate working on these items in February or March 2004.

**2. Safety.**

The RAB feels strongly that parking in Lee has created safety problems. They feel that the possible solution would be to acquire the property at the corner of Tennessee Avenue and Sevier and turn this in to a parking area for residents only.

**KHRA Response**

We have had many complaints concerning parking, traffic entering Sevier Street from the alley and neighborhood appearance. KHRA is preparing to purchase property in the area of Sevier and Tennessee streets as a solution. Your participation in this effort as we go forward is appreciated.

**3. Capital Improvements.**

The residents of Holston Terrace feel strongly that they should be able to have washers and dryers in their apartments at their expense and would like this policy adopted by the Board.

**KHRA Response**

Holston Terrace is a 48 unit Section 8 / 202 that KHRA manages. We are in the process of increasing the size of the current laundry room by renovating some existing space. The design of the individual living space does not allow for the convenient use of the space for a washer and dryer. We will, however, have the situation reviewed by an independent professional architect to determine what is allowable.

**4. Transportation.**

The RAB is aware that KHRA is having difficulty regarding van usage by residents due to insurance technicalities. The RAB would urge the Housing Authority to continue to maximize the use of the vans for transportation by the tenants and look into a possible contract for tenant drivers to utilize Section 3 and maximize the number of tenants who are working.

**KHRA Response**

A problem in an adjoining state that is part of a re-insurance pool that our insurer, Tennessee Municipal League (TML), has caused a review of all insured. TML has questioned our use of "volunteer" drivers, employees of partner organizations who provide services to our residents. We are complying with TML's request. One solution is to hire *as-needed drivers*. Residents will be able to apply for this position. The position is subject to the requirements of KHRA, TML and the State of Tennessee Department of Transportation.

**5. Right to a Hearing.**

The RAB continues to feel it important that a prospective tenant has a right to contest allegations made against them through the grievance procedure and afforded a full grievance hearing if necessary. We continue to feel this way.

**KHRA Response**

We have no objection to your position on this issue, however, due to it not being a requirement, we will continue to handle it as an informal process.

**6. Handicap.**

We continue to believe that the KHRA's use of Section 8 Vouchers to make reasonable accommodations for those handicapped is a worthwhile effort.

**KHRA Response**

Your comments are appreciated and we will continue to look for ways to meet the needs of disabled residents.

**7. Homeownership.**

This past year's inauguration of new homes through the Section 8 Homeowner's Program shows how far KHRA has come. We applaud their efforts and urge them to continue in this effort.

**KHRA Response**

We look forward to continuing and hopefully increasing our homeownership efforts.

**8. Community Service.**

The RAB is supportive of the community service requirement although it is far from perfect (e.g. childcare providers are not exempted). In addition, it is felt that in households who pay zero rent, all able body individuals should be able to provide twenty (20) hours per month of community service.

There was also a concern that community service requirements only applied to public housing residents and not those in Section 8 and other subsidized housing. The RAB finds this incongruous.

**KHRA Response**

As community service has been re-activated, your comments are interesting in that the 20 hours you recommend is a higher standard than adopted by KHRA. This will be reviewed in conjunction with other suggested areas of the ACOP.

We agree that Section 8 Participants not being required to perform community service is inconsistent with logic.

**9. Demolition.**

It is understood that the Housing Authority is still investigating the possibility of deconcentration in Riverview. The RAB understands a need for this but, insists that for each unit taken off line, a new one be added. The need for housing for low-income families in Kingsport has not diminished and reducing the overall number of units available to them is reversing the direction needed.

**KHRA Response**

Your concerns of one-for-one replacement is understood and a concern of KHRA. Please note that HUD no longer requires one-for-one replacement. KHRA at this time has no plans not to replace anything that is demolished. We do not want to lose any financial assistance currently available. We have a request for proposal for an assessment of our housing stock and what needs to be done to prepare for the long-term management of our affordable housing.

**10. Assisted Living.**

Continued pursuit of a partnership with area agencies to develop a plan to provide housing services as part of an assisted living environment is still worth pursuing and the RAB encourages KHRA to continue.

As Board Members, we thank you for your efforts on behalf of KHRA and its residents. We hope that you will take our comments to heart and continue to work with us to create the best living environment we can.

**KHRA Response**

We plan to continue our efforts to have a funding source for assisted living. We are working in cooperation with Tennessee Association of Housing & Redevelopment Agencies (TAHRA) on this need.

Sincerely,  
*Johy J. Ritchie, Exec Director*  
JAY REED  
*Jay Reed*  
MARIE LILLY REATTY  
*Marie Lilly Reatty*  
DOLLY FANNON  
*Dolly Fannon*  
DEBORAH CASH  
*Deborah S. Cash*  
NATALIE BALL  
*Natalie Ball*

Ba:H:\MyFiles\TIM\Housing\KingsportHousingRABComm.doc

**KHRA Final Comments**

Thank you for your input into this process.



## LEGAL AID OF EAST TENNESSEE, INC.

311 West Walnut Street, P.O. Drawer 360, Johnson City, TN 37605-0360  
Telephone (423) 928-8311 Facsimile (423) 928-9488  
Toll-free Telephone (800) 821-1312

Executive Director  
David R. Yoder

Associate Director  
Eric D. Miller

March 23, 2004

Board of Commissioners  
Kingsport Housing and Redevelopment Authority  
P.O. Box 44, 906 E. Sevier Ave.  
Kingsport, TN 37662-0044

Re: **Section 8 2004 PHA Plan**

Dear Sir/Madam:

As a Section 8 Resident Advisory Board (RAB), we have met with the Kingsport Housing and Redevelopment Authority (KHRA) regarding its Agency Plan. We make the following comments regarding it and appreciate the opportunity to address these issues.

### 1. **Waiting List.**

Last year it was proposed that Unicoi County Residents receive a one-time preference for vouchers in order to fill the available spots in Unicoi County. Those have not quite been filled and we would advocate the continued use of preferences until these are all filled. We also agree that the elderly and disabled should receive a preference on the Section 8 waiting list.

#### **KHRA Response**

The preference for Unicoi residents (up to 50 vouchers) is actively being implemented. We expect to have fifty (50) families from Unicoi County under lease by the end of the current fiscal year. We also have a preference for Johnson County of sixty (60) vouchers and we are near to achieving this as well. The elderly and disabled preference have been utilized as well.

### 2. **Homeownership.**

The RAB continues to applaud KHRA efforts to promote homeownership through the Section 8 program. Any additional efforts in this regard are urged.

#### **KHRA Response**

We will continue to implement a homeownership strategy. Success Rate Payment Standards have assisted our efforts. Our goal is to have six to twelve closings each year.

### 3. Assisted Living.

KHRA and the Section 8 RAB agreed in last years plan that there should be further efforts toward assisted living for the elderly served by KHRA. This has encountered some hurdles that have not been overcome. The RAB feels it necessary to continue to pursue the aid for those living in a KHRA through assisted living rather than them being forced to go into a nursing home, we feel it is worth whatever effort can be put forward. KHRA should continue to work with agencies to provide seniors the services they need.

#### **KHRA Response**

KHRA is continuing to work with the Tennessee Association of Housing & Redevelopment Agencies relative to the legislative changes necessary for Assisted Living to move forward.

### 4. Drug Elimination Funding.

The Section 8 RAB feels that the loss of the drug elimination funding, to keep children from drug use and to clean up the neighborhoods, was a great loss. There is particular concern in the Borden Park area. This area needs safety improvement with a possible police substation. It has a drug problem and it is dangerous for children to go out unsupervised. Children activities and education will greatly help in this area also.

#### **KHRA Response**

We agree that the lack of funding for the Drug Elimination Program is a loss. However, the City of Kingsport has funded the two officers previously by PHDEP dollars. Additionally KHRA is a participant on a Weed & Seed Grant application. We will convey the concerns about the Borden Park to the Kingsport Police Department.

### 5. Reasonable accommodations of ADA.

The RAB feels that using Section 8 vouchers is an accommodation for those in public housing who need reasonable accommodations due to disabilities is a worthwhile use of vouchers and urges the housing authority to continue to use them.

#### **KHRA Response**

Thank you for the endorsement of this preference in our Section 8 Program.

### 6. Rental Rates.

After some discussion and an explanation, the RAB feels strongly that keeping the "success rate standard" rent payment at 110% serves the residents, housing authority, and the community at large. By maximizing rent allowable, it allows a greater choice of units, and portability to move in to areas that are more affluent. It also affords higher quality of units.

#### **KHRA Response**

This issue of costs of housing assistance and levels of funding is receiving additional scrutiny in the proposed funding for the coming year. Your comments are appreciated.

**7. Electronic Transfers.**

The RAB feels that KHRA making all payments to the landlord through electronic transfers reduces the amount of error and speeds delivery of the check to the landlord, thereby creating a larger pool of landlords that will participate. This should continue.

**KHRA Response**

Thank you for your comments and understanding of the benefit that this administrative change brings to program participants.

**8. Homelessness and emergencies.**

The RAB felt strongly that the housing authority needs to continue to work with ARCH (Appalachian Regional Coalition on Homelessness) to provide a Continuum of Care for individuals and families that find themselves without housing. While KHRA may not be the first resort of those in emergency, bridging the gap between short stay emergency beds transitional housing, supportive housing and permanent housing is a job for all concerned in the housing area to work together on. It is imperative that the Kingsport Housing Authority continue to participate in working with other agencies to provide that continuing care.

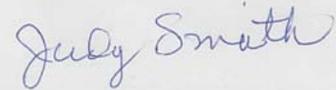
**KHRA Response**

In December 2003 we were informed that the Continuum of Care grant for the Shelter Plus Care program was funded. This should add around forty (40) units of housing assistance to homeless individuals.

to work together on. It is imperative that the Kingsport Housing Authority continue to participate in working with other agencies to provide that continuing care.

Sincerely,

JUDY SMITH



MARY STALLARD



CANDY BERNARD



TM/ba  
Enclosure

H:\MyFiles\TIMLETTER\KingsportComm.doc

**KHRA Final Comments**

Thank you for your time and efforts concerning the Agency Plan.

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

**3. Description of Resident Election Process**

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

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

**b. Eligible candidates: (select one)**

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

**c. Eligible voters: (select all that apply)**

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

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

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

1. Consolidated Plan jurisdiction: (provide name here)

**City of Kingsport**

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

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

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

**See appropriate sections of the Consolidated Plan in Attachment C of this Plan (tn006c03.doc)**

### **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.

	tn006v03.pdf	HUD-50075
A	tn006a03.pdf	CFP 501-04
B	tn006b03.pdf	Voluntary Conversion
C	tn006c03.pdf	Consolidated Plan
D	tn006d03.pdf	Deconcentration Plan
E	tn006e03.pdf	CFP 5-Year Plan
F	tn006f03.pdf	Follow-Up Plan
G	tn006g03.pdf	Section 8 Homeownership Statement
H	tn006h03.pdf	Substantial Deviation / Significant Amendment
I	tn006i03.pdf	Brief Progress Statement
J	tn006j03.pdf	Resident Advisory Boards
K	tn006k03.pdf	Resident Membership/Board of Commissioners
L	tn006l03.pdf	CFP P&E 501-01
M	tn006m03.pdf	CFP P&E 501-02
N	tn006n03.pdf	CFP P&E 501-03

ACOP	Admissions & Continued Occupancy Policy
Admin	Section 8 Administrative Plan
MOP	Maintenance Operation Procedures
FSS	FSS Action Plan

## PHA Plan Table Library

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

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
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	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**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

**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)

### 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	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CFP) Part I: Summary

US Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

<b>Kingsport Housing &amp; Redevelopment Authority</b> PO Box 44 Kingsport, TN 37662	Capital Fund Number TN37P006501-04	FFY of Grant Approval 2004
---	---------------------------------------	-------------------------------

- Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement/Revision Number  
 Performance and Evaluation Report for Program Year Ending \_\_\_\_\_     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>2</sup>	
		Original	Revised <sup>1</sup>	Obligated	Expended
1	Total Non-CGP Funds	-	-		
2	1406 Operations	187,971	-		
3	1408 Management Improvements	192,000	-		
4	1410 Administration	63,000	-		
5	1411 Audit	-	-		
6	1415 Liquidated Damages	-	-		
7	1430 Fees and Costs	53,000	-		
8	1440 Site Acquisition	-	-		
9	1450 Site Improvement	90,000	-		
10	1460 Dwelling Structures	271,152	-		
11	1465.1 Dwelling Equipment - Nonexpendable	4,500	-		
12	1470 Nondwelling Structures	18,233	-		
13	1475 Nondwelling Equipment	60,000	-		
14	1485 Demolition	-	-		
15	1490 Replacement Reserve	-	-		
16	1492 Moving to Work Demonstration	-	-		
17	1495.1 Relocation Costs	-	-		
18	1498 Mod Used for Development	-	-		
19	1502 Contingency (may not exceed 8% of line 20)	-	-		
<b>20</b>	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$939,856</b>	<b>-</b>		
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Compliance	0			
23	Amount of line 20 Related to Security	0			
24	Amount of line 20 Related to Energy Conservation Measures	0			

Signature of Executive Director and Date

**X**

Terry W. Cunningham, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

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

**US Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
<b>PHA-Wide Management Improvements</b>	Operations	1406		<b>187,971</b>				
	Vista Workers	1408		50,000				
	Vista Office Supplies	1408		4,000				
	Resident Training	1408		5,000				
	Resident Initiatives Manager	1408		41,000				
	Resident Initiatives Supplies	1408		2,000				
	Mgt/Maint Training	1408		8,000				
	CFP/Clerical Assistant	1408		10,000				
	UPCS Inspection/Services	1408		40,000				
	Telecomm/Computer Upgrades	1408		5,000				
	Energy Audit	1408		25,000				
	Resident Business Development	1408		2,000				
					<b>192,000</b>			
<b>PHA-Wide Administration</b>	Mod Manager/Employee Benefits	1410		57,000				
	Sundry	1410		2,500				
	Telephone	1410		1,500				
	Local Travel	1410		2,000				
					<b>\$63,000</b>			
<b>PHA-Wide Fees &amp; Costs</b>	A and E Fees PHA Wide	1430		28,000				
	Inspector / Employee Benefits	1430		25,000				
					<b>\$53,000</b>			
<b>PHA Wide Non-Dwelling Equipment</b>	Maint/Mgt Vehicle (Bus)	1475	1	60,000				
					<b>\$60,000</b>			
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date				
<b>X</b>				<b>X</b>				
Terry W Cunningham, Executive Director								

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CFP) Part II: Supporting Pages

US Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA Wide	Playground Improvements	1450		3,000				
	Landscaping/Sidewalks/Fence Repair/							
	Pest Control	1450		23,000				
	HVAC maintenance/service	1450		4,000				
				<b>30,000</b>				
PHA Wide Dwelling Equipment	Refrigerators	1465.1	5	1,500				
	ADA Modifications	1465.1		3,000				
				<b>4,500</b>				
TN 37P006001 Lee	Replace Ridge Vents	1460	10	10,000				
	Electric Ranges	1460	128	46,600				
	Remove Gas Meters/Install Elec Ranges	1460	128	30,604				
					<b>87,204</b>			
TN 37P006002 Riverview	Bathroom Heat	1460	56	9,200				
TN 37P006003 Riverview	Bathroom Heat	1460	36	5,200				
TN 37P006004 Cloud	Electric Ranges	1460	189	70,600				
	Remove Gas Meters/Install Elec Ranges	1460	189	47,164				
					<b>117,764</b>			
TN 37P006009 Holly Hills	Electric Ranges	1460	84	28,600				
	Remove Gas Meters/Install Elec Ranges	1460	84	18,184				
					<b>46,784</b>			
PHA Wide	Emergency Mold Abatement	1460	1	5,000				
Non-Dwelling Structures	TN6-4 Maint Shop/Garage Mods	1470	1	8,733				
TN 37P006001	Community Room Upgrade (tables/chairs)	1470	1	1,500				
TN 37P006003	Community Room Upgrade (tables/chairs)	1470	1	3,000				
TN 37P006004	Community Room Upgrade (tables/chairs)	1470	1	1,000				
TN 37P006007	Community Room Upgrade (tables/chairs)	1470	1	3,000				
TN 37P006009	Community Room Upgrade (tables/chairs)	1470	1	1,000				
				<b>9,500</b>				
TN 37P006001	Parking Lot Improvements	1450		60,000				

Signature of Executive Director and Date

**X**

Terry W Cunningham, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

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

US Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

Development Number/Name HA-Wide Activities	All Funds Obligated Quarter Ending Date			All Funds Expended Quarter Ending Date			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
1406	09/30/06			09/30/08			Obligate 18 mos after available Expend 3 yrs after available
1408	09/30/06			09/30/08			
1410	09/30/06			09/30/08			
1430	09/30/06			09/30/08			
1450	09/30/06			09/30/08			
1460	09/30/06			09/30/08			
1465.1	09/30/06			09/30/08			
1470	09/30/06			09/30/08			
1475	09/30/06			09/30/08			
TN 37P006001	09/30/06			09/30/08			
TN 37P006002	09/30/06			09/30/08			
TN 37P006003	09/30/06			09/30/08			
TN 37P006004	09/30/06			09/30/08			
TN 37P006007	09/30/06			09/30/08			
TN 37P006009	09/30/06			09/30/08			
TN 37P006011							
Signature of Executive Director and Date <b>X</b> Terry W Cunningham, Executive Director				Signature of Public Housing Director/Office of Native American Programs Administrator and Date <b>X</b>			

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

# Voluntary Conversion of Public Housing Developments Required Initial Assessment

## Kingsport Housing & Redevelopment Authority

As required by 24 CFR parts 972 – Conversion of Public Housing to Tenant-Based Assistance, we have:

1. Reviewed each development's operation as public housing;
2. Considered the implications of converting the public housing to tenant-based assistance; and
3. Concluded that the conversion of the development may be:
  - Inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion.

<b><i>Necessary conditions for voluntary conversion:</i></b>
<ul style="list-style-type: none"> <li>• <i>Not be more expensive than continuing to operate the development (or portion of it) as public housing;</i></li> <li>• <i>Principally benefit the residents of the public housing development to be converted and the community; and</i></li> <li>• <i>Not adversely affect the availability of affordable housing in the community.</i></li> </ul>

Development Number	Development Name	Development Exempted?	Exemption Reason	Conversion Appropriate?
TN006-01	Robert E Lee Apartments	No	N/A	No
TN006-02	Riverview Apartments	No	N/A	No
TN006-03	Riverview Apartments	No	N/A	No
TN006-04	Frank L Cloud Apartments	No	N/A	No
TN006-07	Dogwood Terrace Apartments	No	N/A	No
TN006-09	Holly Hills Apartments	No	N/A	No
TN006-11	Tiffany Court Apartments	No	N/A	No

Attached is a short descriptive narrative as documentation of reasoning with respect to each covered development.

\_\_\_\_\_  
*<signature on file>*  
 Terry W. Cunningham, Executive Director

\_\_\_\_\_  
 1/14/03  
 Date

# **Voluntary Conversion of Public Housing Developments**

## **Narrative**

Kingsport Housing & Redevelopment Authority has assessed the viability of voluntary conversion of public housing developments to Section 8 Tenant-Based Assistance.

We have determined that this voluntary conversion does not meet the necessary conditions and would be inappropriate. Conversion to Section 8 would be more expensive to operate than public housing. These calculations are part of the documentation required for our agency plan for the year starting April 1, 2003.

Additionally, we feel the conversion of these units would not principally benefit the residents and community. Also, it would possibly negatively affect the availability of affordable housing in the community.

**CONSOLIDATED PLAN**

**FOR**

**HOUSING AND COMMUNITY DEVELOPMENT**

**City of Kingsport**  
**July 1, 2000 - June 30, 2005**  
**Prepared By:**  
**Community Development Department**  
**April, 2000**

## TABLE OF CONTENTS

Page

Introduction

Housing & Homeless Needs Assessment

General

Categories of Persons Affected

Description of Housing Needs

Racial or Ethnic Group

Homeless Needs

Other Special Needs

Public Housing Residents

Lead-Based Paint Hazards

Housing Market Analysis

General

Community Description

Public & Assisted Housing

Homeless Facilities

Special Needs Facilities & Services

Barriers to Affordable Housing

Strategic Plan

General

Affordable Housing

Homelessness

Special Needs

Non-Housing Community Development Needs

Barriers to Affordable Housing

Lead-Based Paint Hazards Reduction

Anti-Poverty Strategy

Institutional Structure

Coordination Efforts

Public Housing Resident Initiatives

Action Plan

General

Federal Resources

Activities to be Undertaken

Geographic Distribution

Homeless and Other Special Needs Activities

Other Actions to be Undertaken

Monitoring Standards and Procedures  
General

Appendix A  
Citizen Participation Plan

Appendix B  
Consultation and Comments

Appendix C  
Certifications

Appendix D  
Tables

Appendix E  
Maps

## INTRODUCTION

The Consolidated Planning process is a collaborative endeavor whereby a community establishes a unified vision for community development actions. The Consolidated Plan brings together the planning, application and reporting requirements for the Community Development Block Grant (CDBG) program, the Home Investment Partnership (HOME) program, the Housing Opportunities for Persons With AIDS (HOPWA) program, and the Emergency Shelter Grant (ESG) program. This Consolidated Plan will permit Kingsport to apply a unified vision to address local problems comprehensively.

The goals, objectives and various actions outlined in the Plan are readily linked to certain “Key Values” identified by the Kingsport Board of Mayor and Aldermen in their “1999-2001 Strategic Initiatives and Plan” document approved in December 1999. The Board’s Strategic Plan identifies nine key values which influence and direct planning of and decisions for actions by the City. The goals and objectives of this Consolidated Plan are consistent with the following Key Values:

- ✓ Key Value #4: Economic Growth and Development
- ✓ Key Value #7: Reliable, Dependable Infrastructure
- ✓ Key Value #8: Superior Quality of Life
- ✓ Key Value #9: A Safe Community

The Consolidated Plan for Kingsport must also be explicitly consistent with the goals of the Community Development Block Grant program, which is the major source of Federal funds expected to assist the City with implementation of the Plan. The goals of the Plan are:

- to provide decent housing
- provide a suitable living environment
- expand economic opportunities for low income persons.

As part of the Plan’s preparation, the Community Development Staff consulted with other public and private agencies that provide assisted housing, health services and social services. The staff also encouraged citizens to participate in the development of the Plan through the Public Hearing process as outlined in the Citizen Participation Plan. This document was prepared following the requirements prescribed by Federal Regulations. The citation for each regulation is provided should the reader need to refer to it for clarification of specific sections.

**91.205 Housing & Homeless Needs Assessment**

**General**

This **Housing and Homeless Needs Assessment** describes the community's housing needs for the next five years. It estimates the number and type of families in need of housing assistance, describes these needs to include a discussion of cost burden and evaluates whether a disproportionately greater need for racial or ethnic minority groups exists in comparison to the needs of the community as a whole. It also describes the nature and extent of homelessness, including the characteristics of individuals and families with children currently housed but threatened with homelessness, and the nature and extent of homelessness by racial and ethnic group.

These needs are based on housing data from the U.S. Census and reflect consultation with housing providers, social service agencies, and input received through the citizen participation process. Housing needs in Kingsport are not expected to change significantly over the time period of this Plan, which is July, 2000 through June, 2005.

**Categories of Persons Affected**

The categories of persons affected, as defined by the Department of Housing & Urban Development (HUD) is based on the HUD Adjusted Median Family Income (HAMFI). These categories include extremely low income (0-30% HAMFI), low income (31-50% HAMFI), moderate income (51-80% HAMFI) and middle income (81-95% HAMFI).

HUD further separates categories into elderly household, in which the head of the household or spouse is at least 62 years of age, small household, consisting of 1-4 persons, and large households, consisting of 5 or more persons. Current HUD adjusted median family income for the Metropolitan Statistical Area (MSA) is \$38,600. Income breakdown provided by HUD for very low income and low income households is shown as follows:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Prsn</b>							
\$13,500	\$15,450	\$17,350	\$19,300	\$20,850	\$22,400	\$23,950	\$25,500
\$21,600	\$24,700	\$27,800	\$30,900	\$33,350	\$35,800	\$38,300	\$40,750

The chart below shows the estimated number of households in each category and the percentages as they relate to the city as a whole. The 1990 census shows the total number of households as 15,611.

<u>Households</u>				
<u>Renters</u>	<u>0-30%</u>	<u>31-50%</u>	<u>51-80%</u>	<u>81-95%</u>
Total	1582	911	962	307
Elderly	493	361	214	45
Small Family	705	254	431	130
Large Family	110	93	42	19
<u>Owners</u>				
Total	595	957	1315	725
Elderly	358	715	796	373
Small Family	127	133	378	228
Large Family	24	20	45	68
<b><u>TOTAL</u></b>	<b>2177</b>	<b>1868</b>	<b>2277</b>	<b>1032</b>
<b>% Total Households</b>	<b>14.0%</b>	<b>12.0%</b>	<b>15.0%</b>	<b>6.6%</b>

These figures show that 4,045 (25.9%) of the total number of households in the City are below 51% of the HAMFI and, more than likely, in need of housing or social service assistance. No quantitative data is available to estimate the number of persons with disabilities who do not require supportive housing services. However, through contact with various local agencies it appears adequate housing for people in this category is available. Information is not readily available for the number of persons with HIV/AIDS and their families. Between 1982-1992 there were 32 cases of AIDS confirmed in Sullivan County.

### **Description of Housing Needs**

Housing needs may be understood through an examination of cost burdens. The cost burden experienced by households is defined by HUD as the extent to which gross housing costs, including utility costs, exceed gross income. Severe cost burden is the extent to which housing costs exceed 50% of the gross income. The following chart shows the numbers of households experiencing housing costs which fall into these categories.

	<u>Cost Burden</u>							
	<u>0-30%</u>		<u>31-50%</u>		<u>51-80%</u>		<u>81-95%</u>	
	<u>30%</u>	<u>50%</u>	<u>30%</u>	<u>50%</u>	<u>30%</u>	<u>50%</u>	<u>30%</u>	<u>50%</u>
<u>Renters</u>								
Total	995	707	519	92	273	0	8	0
Elderly	263	171	174	32	79	0	8	0
Small Family	466	356	143	42	85	0	0	0
Large Family	82	49	52	0	13	0	0	0
<u>Owners</u>								
Total	405	245	305	98	204	54	31	0
Elderly	239	120	167	28	74	19	6	0
Small Family	97	71	80	49	90	21	10	0
Large Family	12	7	20	6	0	0	8	0
<b><u>TOTAL</u></b>	<b>1400</b>	<b>952</b>	<b>824</b>	<b>190</b>	<b>477</b>	<b>84</b>	<b>39</b>	<b>0</b>
<b><u>% Total Households</u></b>	<b>8.9%</b>	<b>6%</b>	<b>5.2%</b>	<b>1.2%</b>	<b>3%</b>	<b>.5%</b>	<b>.2%</b>	<b>0</b>

These figures show that for all categories the largest number of households with the greatest housing needs are those with very low income and a cost burden of thirty percent. This accounts for almost nine percent of the total households in the community.

The extent to which households are experiencing overcrowding or containing more than one person per room is shown as follows:

	<u>Households With Overcrowding</u>			
	<u>0-30%</u>	<u>31-50%</u>	<u>51-80%</u>	<u>81-95%</u>
<u>Renters</u>				
Total	58	45	21	5
Elderly	0	0	0	0
Small Family	0	5	0	5
Large Family	58	40	17	0
<u>Owners</u>				
Total	9	19	18	7
Elderly	0	0	0	0
Small Family	0	11	0	26
Large Family	9	8	18	0
<b><u>TOTAL</u></b>	<b>67</b>	<b>64</b>	<b>39</b>	<b>12</b>
<b><u>% Total Households</u></b>	<b>0.43%</b>	<b>0.41%</b>	<b>0.25%</b>	<b>0.08%</b>

Overcrowding for very low income and low income renters illustrates the greatest need. But currently this is not a major need in the city. The number of substandard units, or those experiencing housing problems, are shown below. This includes physical defects, overcrowding, or occupants who are experiencing cost burden or severe cost burden.

	<u>Housing Problems</u>			
	<u>0-30%</u>	<u>31-50%</u>	<u>51-80%</u>	<u>81-95%</u>
<u>Renters</u>				
Total	1032	545	294	13
Elderly	263	180	79	8
Small Family	480	143	91	5
Large Family	92	72	24	0
<u>Owners</u>				
Total	405	316	228	38
Elderly	239	167	80	6
Small Family	97	91	90	17
Large Family	12	20	18	8
<b><u>TOTAL</u></b>	<b>1437</b>	<b>861</b>	<b>522</b>	<b>51</b>
<b>% Total City</b>	<b>9.2%</b>	<b>5.5%</b>	<b>3.3%</b>	<b>0.33%</b>

Households experiencing the greatest need in this category are in the same categories as under cost burden. The percentage is almost double the next closest category which is low income households. The very low and low income households are experiencing the greatest needs. Identified needs of households with less than 50% HAMFI, and experiencing cost burden include the following:

- Substandard rental units;
- Assisted home ownership;
- Rehabilitation assistance for homeowners; and
- Rental assistance to reduce high cost burdens.

Moderate income households need some type of housing assistance. Even though those figures show no renter households experiencing a severe cost burden, 273 have a 30% cost burden and 294 have housing problems. Of the owner households, 84 in this income category have a severe cost burden, and 204 have a 30% cost burden. The number of Elderly households, in practically all categories, shows a great need. Need for moderate income households include:

- Affordable purchase units;
- Rehabilitation assistance for homeowners; and
- Credit counseling.

## Racial and Ethnic Groups

According to the CHAS Databook, the Caucasian category for Kingsport has 981 moderate income and 7,931 above middle income with 3,763 very low and 2,174 other moderate income. The black population includes 36 middle income and 259 above middle income with 251 moderate and 103 extremely low and low income. These figures show that Kingsport's white population includes more middle and above middle income households than very low and other low income; however the two figures (of combined middle and moderate opposed to low and extremely low income households) are very close. Kingsport's black population is just the reverse: its extremely low and low income combined outnumber the middle and moderate income.

To determine if there is a disproportionate greater need for black households, the charts below show number of households and housing problems by units and percentage of black population.

	<u>Housing - Black</u>			
	<u>0-30%</u>	<u>31-50%</u>	<u>51-80%</u>	<u>81-95%</u>
<u>Renters</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>
Total	129	53	57	2
Elderly	27	20	6	5
Small Family	84	10	30	7
Large Family	6	17	5	0
<u>Owners</u>				
Total	49	20	46	10
Elderly	28	7	22	10
Small Family	12	7	13	0
Large Family	0	6	2	0
<b><u>TOTAL</u></b>	<b>178</b>	<b>73</b>	<b>103</b>	<b>36</b>
<b><u>% Black</u></b>				
<b>Households</b>	<b>27%</b>	<b>11%</b>	<b>16%</b>	<b>5.5%</b>

Housing Problems - Black

	<u>0-30%</u>	<u>31-50%</u>	<u>51-80%</u>	<u>81-95%</u>
<u>Renters</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>
Total	81	27	19	0
Elderly	16	4	0	0
Small Family	53	0	11	0
Large Family	0	17	0	0
<u>Owners</u>				
Total	32	13	23	0
Elderly	28	0	7	0
Small Family	4	7	7	0
Large Family	0	6	0	0
<b><u>TOTAL</u></b>	<b>113</b>	<b>40</b>	<b>42</b>	<b>0</b>
<b><u>% Black</u></b>				
<b>Households</b>	<b>17%</b>	<b>6.1%</b>	<b>6.5%</b>	<b>.0%</b>

The number of black households in Kingsport is 649. Disproportionate need is considered 10% or greater than the need of the population as a whole. These figures show that a disproportionate number of black households are in the very low, low, and moderate income categories. Disproportionate need is only in the very low category for housing problems.

Available household information is not as detailed for other racial groups. The chart below shows households by minority and income group for Hispanic, Native American, and Asian and Pacific Islander (non-Hispanic).

	<u>Total</u>	<u>0-30%</u>	<u>31-50%</u>	<u>51-80%</u>	<u>81-95%</u>
Hispanic	30	18	0	0	12
Native American	0	0	0	0	0
Asian & Pacific	76	6	0	15	55

Disproportionate need is shown for the Hispanic population where 60% of the total are extremely low income. Other than this need, our assessment did not show a disproportionately greater need for any income category, family or tenure type for racial/ethnic groups in comparison to the needs as a whole.

**Homeless Needs**

Homelessness in Kingsport seems to be a growing category. This assessment is derived from consultation with the Salvation Army, Haven of Mercy, the Upper East Tennessee Human Development Agency, and other service providers. The needs of the homeless

extend beyond the primary needs of food, shelter and clothing. The need for intensive supportive services combined with shelter is emphasized by service providers. Accurate quantitative data does not exist for homelessness of families with children and homeless subpopulations (severe mental illness, alcohol/drug addiction, fleeing domestic violence, AIDS and related diseases, other). The 1990 Census counted 37 homeless persons in emergency shelters and 2 visible in street locales. Service providers strongly disagree with these figures. These groups indicate the homeless population is in the hundreds. The City Planning Department in conjunction with homeless service providers did a homeless count as part of the City-wide Special Census in April 1995. This count showed 7 visible, 16 sheltered, and 27 in some type of transient housing. Behavioral Services reported 2 homeless in Alcohol/Drug Inpatient with 23 open files on homeless individuals.

The Director of the Haven of Mercy provided the following assessment of homelessness. Homelessness can be divided into two major categories (chronic homeless and temporary homeless). Chronic homelessness constitutes almost 90% of those found in shelters. Although they have economic problems, these are not the main reasons they are homeless. The reasons for chronic homelessness are:

Substance Abuse	46.5%
Dysfunctional Personality	25.0%
Economic Problems	12.5%
Severe Mental Illness	10.2%
Physical Disability	5.6%
Other	.2%

More money, services, handouts, etc. will not solve chronic homelessness. In order to be effective, programs must be directed at solving the real problems. Programs that address only the physical needs are largely a waste of time and money. They are a Band-Aid solution. It is necessary to address both the physical and mental/emotional needs.

The basic needs of shelter, food, and clothing for the chronic homeless and temporary individuals are currently being met. Also, facilities and services for homeless persons who are severely mentally ill are being addressed by Frontier Health Services.

Current needs for homeless individuals that are not being met include:

- Rehabilitation programs for those addicted to alcohol or drugs, including aftercare;
- Employment training and job search assistance; and
- Life skills training and case management.

Temporary homelessness constitutes about 10% of the homeless and is generally caused by loss of income or an unusual group of expenses resulting in the loss of housing. Usually this group has family or friends who take them in until they can find a new job and housing. These groups seldom ended up in homeless shelters, although the need for

family shelter is becoming apparent. Temporary homelessness appears to be experienced more by families now than in the past.

The persons most threatened with homelessness are very low income families (0 to 30% HAMFI) with children, who are paying over 30% of their income on shelter. These families most at risk are not only the traditional family, but are many times single female heads of household which resulted from divorce, death, abandonment by spouse, etc. These families could benefit mostly from:

- Housing counseling to assist families facing foreclosure/eviction;
- Programs offering temporary financial assistance;
- Shelters which keep families together;
- Job training, counseling, placement, and follow-up;
- Payment of deposits and first month rent for permanent housing;
- Educational services such as GED preparation;
- Child care at shelters or accessible to shelters;
- Financial and budgetary training;
- Transportation;
- Programs to help very low income households pay rent and utility bills that exceed their ability to pay; and
- Job placement and retraining programs for laid-off workers, or adults entering the workforce for the first time.

One group of homeless subpopulations which constitutes temporary homeless are those fleeing domestic violence. Nationwide, 50% of the homeless women and children are due to physical violence. Safe House currently provides temporary shelter in these cases. Special needs of domestic violence are:

- Comprehensive services to move the families through the system;
- Support groups and outreach programs;
- Job training;
- Affordable daycare;
- Court advocacy; and
- Transportation.

The nature and extent of homelessness by race and ethnic group is unknown. A primary need in the development of homeless programs is a need for cultural and racial sensitivity. The existing delivery system for homeless shelter and services is largely all white and Christian oriented. This may alienate homeless individuals of different racial or religious backgrounds. In addition, the increase of foreign population, mainly Latin American, may result in a language barrier between service providers and this group.

There is an overwhelming need for coordination of existing services and an advocacy group for the homeless. Development of a Homeless Coalition in 1998 has attempted to meet this need.

## **Other Special Needs**

The greatest need for the elderly, frail elderly, disabled, persons with drug or alcohol addiction, or other special needs populations is for supportive services tied to affordable housing so individuals can remain in their homes. It is expensive and undesirable to institutionalize persons who could remain in their homes if they had assistance with daily living.

In 1980, the population 65 years and older was 4,210. Between 1980 and 1990 there has been 42% growth in this population. The 1990 Census showed 7,262 or 20% of the total population to be in this group. This growth is expected to continue and represents an emergency need for the elderly and especially the frail elderly.

"Frail elderly" is defined as "elderly persons who are unable to perform at least 3 activities of daily living (i.e., eating, dressing, bathing, grooming, and household management activities)". The number of elderly households in need of supportive housing is 34 while the number for frail elderly is 150. Based on the number served, the need for assistance to grow above the 150 elderly and/or frail elderly persons during the period covered under this Consolidated Plan is anticipated. Currently, Madison House provides day care for the frail elderly. The center has a planned therapeutic day program of restorative care, socialization and rehabilitative therapy for its participants.

No quantitative data is available to document housing needs of the elderly and persons with disabilities who do not require supportive housing services. However we have ascertained through contact with various local agencies that housing for people in these categories is available. We also discovered this type of housing is apparently plentiful for the disabled/handicapped, but the elderly population assisted through the Section 202 program is enough to warrant a waiting list of applicants. According to CHAS Databook (1990) figures, Kingsport has a total of 854 very low income elderly renter households with 203 of those having a severe cost burden (housing costs, including utilities, exceed 50% of gross income). An additional 214 (other) low income elderly renter households include 9 with a severe cost burden and 79 with a cost burden whereby housing costs (including utilities) exceed 30% of gross income. Of the 854 total very low income elderly renters, over half, 443, of those have some (unspecified) housing problems. The greatest needs for this population are:

- Increased capacity for Kingsport Meals on Wheels;
- Subsidized adult daycare at Madison House for those families unable to afford normal fees;
- Provision of adequate assisted living and independent living housing for all income levels;
- Educating the public on needs of the elderly;
- Encouraging elderly in need of services to ask for assistance; and
- Coordination of services currently available to allow for easier access and to provide a single entity to develop programming.

The number of households in need of supportive service for persons with disabilities are: severe mental illness (80), developmentally disabled (35), and physically disabled (24). Existing organizations which provide housing for the special needs populations include Kingsport Housing Authority, Roller-Russ Home, Rainbow Homes, and Frontier Health.

Identified needs for persons with disabilities include obtaining home health care services, adult daycare service, and homemaker services. The number of households in need of supportive services for persons with alcohol or other drug addiction is estimated in the CHAS at 120. Frontier Health provides counseling and rehabilitation/detoxification for chemically dependent individuals 18 years of age or older. The facility has 18 beds and averages 22 or more on the waiting list. The average wait for treatment is two weeks. Frontier Health anticipates the need for rehabilitation/detoxification, including counseling, to grow on a yearly basis. This number includes the homeless and residents of public housing assisted through contracts made between CAS and the Rural Health Consortium (Project KIND). This includes not only referral for help, but also provision of transportation to and from professional appointments through a local taxi company. The primary need in this area is for an expansion of existing services.

After checking with various agencies, we discovered that no housing is available specifically for persons with AIDS (PWA's). Therefore, we don't know if a need even exists for supportive housing of persons in this category or if the quantitative data to support such a facility is available anywhere. The only program which exists for PWA's is Project HOPE which provides education about the HIV/AIDS virus, prevention through awareness and education, confidential counseling and referral to other community services, and programs for their families. This program is available through Frontier Health Services.

The Eldreth (Rainbow) Home located on East Center Street houses mentally ill individuals. It is anticipated that the Eldreth Home will assist up to 15 individuals each year over this covered reporting period.

### **Public Housing Residents**

Kingsport Housing and Redevelopment Authority has been housing low-income families since 1939. Its mission is providing decent, safe, and affordable housing. Resident Initiatives have become a great need in all the communities. Resident Initiatives, such as education and job training are essential since jobs have become increasingly important in all our communities. Currently, several programs have been implemented and are provided to any public housing and/or Section 8 resident who takes the initiative to change their life. Each program listed is an ongoing program and has already changed the lives of many.

**Public Housing** - Public Housing manages 569 low rent public housing units at five sites: Lee, Riverview, Cloud, Dogwood Terrace, and Holly Hills Apartments. Fifty (50) low rent 202 Housing (Section 8/new construction) units for the elderly at Holston Terrace Apartments and six (6) units Public Housing plus eight (8) units of Section 8

existing housing at Tiffany Court, which are used to house participants in the Lift-Net program.

**Section 8** - The Section 8 program is a rental assistance program which assists eligible families by paying a portion of their rent to a property owner. The program is funded by the U.S. Department of Housing and Urban Development. Kingsport Housing and Redevelopment Authority presently assists 745 low income families in Sullivan, Hawkins, Washington, and Greene counties.

**O.R.D.I.S.** - (One Room Drop-In School) - The mission of O.R.D.I.S. is to provide lifelong alternative educational opportunities. O.R.D.I.S. also encourages knowledge, attitudes, skills, and habits necessary for productive, independent citizenship through collaborative efforts with Kingsport City Schools, Kingsport Housing and Redevelopment Authority, and other community resources. In supporting the belief that learning is a lifelong process, as an educational system we are committed to encourage all people to learn and to overcome barriers. O.R.D.I.S. is the delivery system to provide educational opportunities for the housing community residents.

**Smart K.I.D.S.** - (Kingsport Interagency Development and Support) - Smart K.I.D.S. is an after school program for children living in or near public housing communities in the Kingsport area. Smart K.I.D.S. provides recreational and educational opportunities to children who are high risk candidates of school drop-outs, substance abuse, delinquency or victims of child abuse. The program is designed to serve kids ages 6 to 17, and to inspire these kids to earn trust, friendship, and encourage them to expand their horizons. The Smart K.I.D.S. office also houses a family counselor who provides Family Counseling and Drug Intervention/ Prevention that is available to all KHRA residents.

**Head Start** - The Head Start program is housed in the Cloud Community Center and serves 3 & 4 year olds in Cloud and the surrounding community. They implement a Readiness program which prepares kids for kindergarten.

**Cloud Community Center** - The Cloud Community Center not only houses the Head Start program, but provides a spacious gym designed for various indoor sports to keep the kids of public housing active, with less time for trouble. Structured programs already implemented are girls' basketball, volleyball, boxing, gymnastics, karate, Girl and Boy Scouting, senior aerobics and other community or Resident Association planned events.

**Vista Volunteer** - The Vista Volunteer program is in its second year, with two Vistas, at Kingsport Housing and Redevelopment Authority. Vista's goal is to alleviate poverty in America by helping low-income people to improve the conditions of their own lives. The mission is to strengthen and supplement efforts to eliminate and alleviate poverty by encouraging and enabling people to perform meaningful and constructive volunteer service in agencies, institutions and situations where the application of human talent and dedication may assist in the solution of poverty and poverty-related problems.

**Lee Family Learning Center** - The Lee Family Learning Center provides tutoring, literacy programs, childhood and adult education, family life, parenting, nutrition,

computer classes, library trips, ABE/GED classes and many more development classes. The Center is in its seventh year and is open to all KHRA residents.

**KHRA Mini Police Substation** - In order to provide safe and drug-free communities, KHRA has implemented the concept of Community Policing which has worked well for both residents and the Police Department. The Substation Officer functions as the liaison between KHRA, Kingsport Police Department, and all five Resident Associations. He also works with several children's programs such as the Police Athletic League (PAL), which sponsors the Girl's Basketball team.

**Bike Patrol** - KHRA's Bike Patrol is active in the summer months and longer, depending on warm weather. The Bike Patrols are visible throughout all five of the KHRA communities and the kids love them. The officers have built close relationships and often become role models to many of the public housing kids.

**Extension Services** - Also known as the **Title XX Homemaker** program, Extension Services assists the elderly and disabled in order that they might continue independent living. This program provides chore assistance, errands, grocery shopping, laundry, and emotional support to 960 KHRA residents each year with 5800 hours of services per year.

**K.I.T.E., Inc.** - (Kingsport Initiatives for Training and Employment) - This program is a Resident Management non-profit corporation with a Board of Directors consisting of elected officers from all five of the Kingsport Housing and Redevelopment Authority communities. This group functions as a multi-disciplinary team whose focus is community improvement through education, employment, job training and special programs to benefit the residents.

**L.I.F.T./N.E.T.** - (Life Initiatives for Families in Transition/North East Tennessee) - L.I.F.T./N.E.T. is a new program at KHRA which will serve low income residents of public housing and Section 8 residents. L.I.F.T./N.E.T. will provide an array of services including community participation, resident outreach and mobilization, comprehensive case management, entrepreneurial training, and job and business creation.

**Project K.I.N.D. Clinic** - (Kingsport Interagency Network Development) - This community health clinic services Kingsport Housing and Redevelopment Authority residents and the homeless in the Kingsport area. Sponsored by the Rural Health Consortium, the clinic provides health care to those who could not otherwise afford it.

**DHS Workers** - (Department of Human Services) - The Department of Human Services has placed three eligibility counselors on-site who service Public Housing and Section 8 city residents. This "one-stop-shop" type of service is a benefit to KHRA residents because not only can they pay their rent, but also have the opportunity to see their DHS worker concerning food stamps and TennCare. This is especially beneficial for those who do not have transportation.

**Summer Playground Program** - Sponsored by the City of Kingsport Parks and Recreation Department, this program functions five days a week during the summer and in all five KHRA communities. This program provides **free** outings, swimming, tennis, and group sport opportunities. A winter program is available in the Riverview community.

**Greater Kingsport Alliance for Development** - This is a non-profit corporation created through the efforts of the Kingsport Affordable Housing Coalition. The purpose of the partnership is to provide a means for the public/private sector to cooperate in providing affordable housing to low income families in Kingsport.

**Tiffany Court** - Tiffany Court Apartments is an eight unit apartment complex which was purchased by Greater Kingsport Alliance for Development in 1991 with a grant from THDA H.O.U.S.E. Funds continue to be used in connection with the Kingsport Housing Authority's Family Self-Sufficiency program. This apartment complex houses families with single heads of household who are working and attending school in a program to enable them to become independent of any type of assistance.

**Lead-Base Paint Hazard**

The Environmental Update for the National Multi-Housing Council May 1993 Report cited lead-base paint as the top health concern having most significant impact on residential projects in the past ten years. Lead has been identified as the number one health hazard to American children, with 10-15% of all preschoolers in the country impacted by the problem. Lead poisoning causes many short and long term negative health effects in children and adults. These include learning disabilities, mental retardation, IQ reduction, and decreased attention span. No danger exists unless the lead is ingested which is a concern in children, not adults. Lead based paint was in use prior to 1980. It appears in white and yellow paints and not in colors. Of the existing housing stock of 16,742 units, there were 2,989 rental units and 8,494 units totaling 11,483 units constructed prior to this date. The chart below shows the likelihood of lead base paint in the existing housing stock.

<u>Year Structure Built</u>	<u>Owner Occupied</u>		<u>Renter Occupied</u>	
	<u>White</u>	<u>Black</u>	<u>White</u>	<u>Black</u>
1970 - 1980	1,185	49	1,617	97
1960 - 1969	1,499	23	675	55
1950 - 1959	2,225	69	842	56
1940 - 1949	1,885	46	697	74
1939 or Earlier	1,440	73	557	33
<b>TOTAL</b>	<b>8,234</b>	<b>260</b>	<b>4,388</b>	<b>315</b>

The estimated number of housing units containing lead-base paint hazards for very low, low and moderate income families is as follows:

<u>Occupied</u>	<u>Owner Occupied</u>	<u>Renter</u>
Very Low Income	277	1,582
Low Income	216	373
Moderate Income	156	201
<b>TOTAL</b>	<b>649</b>	<b>2,156</b>

The Sullivan County Health Department reported that in Kingsport no elevated levels were reported in 22 screenings the first quarter of 1995. There were 142 screenings in 1994, 6 were elevated but did not require a lead survey. This leads us to believe that the abatement programs in place are effective and should be continued. These programs include the CDBG housing rehabilitation programs, and Kingsport Housing and Redevelopment Authority's modernization program for its apartments.

**General**

This Housing Market Analysis looks at the supply, demand, condition, and cost of the existing housing stock. The analysis evaluates existing public and assisted housing facilities, inventories homeless facilities, and explains if public policies create a barrier to providing affordable housing.

**Community Description**

The City of Kingsport is located in the northeast portion of the state and contains approximately 40 square miles. It is an industrialized community with a diverse group of people residing here. The top employers in the city are Tennessee Eastman Company (8,500 employees), AFG Industries (2,500 employees), Quebecor Printing (2,375 employees), Wellmont (2,200 employees), Willamette Corporation, Fine Paper Division (425 employees), British Aerospace Royal Ordnance, NA (112 employees), Kingsport City Schools (900 employees), and Indian Path Medical Center (583 employees). Though some recent workforce “downsizing” has occurred, this highly diverse industrial base gives the city and its area a generally healthy economy. Kingsport's population grew by 13.5% between 1980 and 1990. The U.S. Census population for the City of Kingsport in 1980 was 32,027 and in 1990 it was 36,365. This population included 34,480 white, 1,611 black, and 495 other races. The current State certified population for 1998 is 41,414.

This small city is well known for its "volunteerism", community and hometown spirit, and for being a "good place to live and raise a family." It has tourist appeal with its annual Fun Fest and all the beautiful scenery including Riverfront Park, Greenbelt and Bays Mountain Park (largest city-owned park in U.S. in acreage). Kingsport was formally incorporated as a city in 1917 after a long period of settlement going all the way back to colonial times. Its name originated from Colonel James King who used the Boatyard as a port for shipping various commodities.

Kingsport as it is today has a diversified industrial and commercial base. The City's land area has increased significantly following several annexations. The city is surrounded by an urbanized region which extends into Virginia to the north and Hawkins County to the west, as well as easterly and southerly within Sullivan County.

Kingsport has grown considerably over the past 15 years and is still focused on growth, particularly to attract new industry and commercial concerns to the city and surrounding urbanized area. Three cities - Kingsport, Johnson City, and Bristol - comprise the Tri-Cities and are included in the Upper East Tennessee Metropolitan Statistical Area or MSA. The growth trend has involved most of the Upper East Tennessee region, including Washington and Sullivan Counties. Scott County and Washington County, Virginia, and the City of Bristol, Virginia have played and continue to play a role in defining the greater Metropolitan Area.

The Upper East Tennessee region is unusual in that there are three primary growth centers rather than a central city. This situation has led to a certain degree of cooperation among the three cities, but has also fostered an atmosphere of competition. That competition applies to attracting industrial and commercial establishments and their constituent employment and consumer opportunities.

All three cities have shown a predominantly steady population increase although the rate over four consecutive ten-year census periods shows a large degree of variation. Much of this variation can be attributed to varying rates of annexation rather than natural increase or net migration although the latter two components play a very definite role in population fluctuations.

The 1990 Census figures show the City of Kingsport had a total of 16,742 housing units, of which 1,113 (6%) were vacant. Of these 15,629 total households, 9,832 (63%) were owner-occupied and 5,797 (37%) were renter-occupied. Population per household was 2.28 persons. The homeowner vacancy rate was 1.9% and rental vacancy rate was 7.1%. The Housing Inventory below is based on 1990 Census figures.

### HOUSING INVENTORY

Total Housing Units	16,742	Vacant	1,113
Units in Structure	1-unit detached		11,013
	1-unit attached		504
	2-4 units		1,165
	5-9 units		1,404
	10 or more units		2,109
	mobile home, trailer		547
	<b><u>Large</u></b>	<b><u>Small</u></b>	<b><u>Elderly</u></b>
	<b><u>Family</u></b>	<b><u>Family</u></b>	
Structures with Housing Problems	3,150	301	1,156
Owner Occupied	1,217	113	428
Renter Occupied	1,933	188	728

## HOUSEHOLD CHARACTERISTICS

Total Households	15,629		
Owner Occupied	9,832	Percent63%	
Renter Occupied	5,797	Percent37%	
 Income			
HUD Adjusted Median Family Income (MFI)		\$38,600	1999
Census designated Median Household Income		\$22,750	1990
 Housing Value Owner Occupied Units			
		8,685	
Less than \$50,000		3,820	
\$50,000 to \$99,000		3,218	
\$100,000 to \$149,000		892	
\$150,000 to \$199,999		486	
\$200,000 to \$299,999		231	
\$300,000 or more		38	
 Renter Occupied Units Paying Cash Rent			
		5,365	
Less than \$250 monthly		3,024	
\$250 to \$499		2,177	
\$500 to \$749		123	
\$750 to \$999		20	
\$1,000 or more		15	

In 1995, U.S. Census changed the total housing units within the City to 18,457. This count reflects boundary changes due to annexation. There has not been an inventory made for this new count.

No recent surveys have been conducted to ascertain the physical condition of the existing housing stock. In 1986, the City Planning Department did a windshield survey of the City for its Land Use Plan 2010 which classified housing units by condition. This survey showed the following: 419 units were substandard, defined as run-down but could be repaired; 314 units were in deteriorated condition, which is defined as no major structural deficiencies and the unit could be rehabilitated to meet building codes; 105 residences classified as dilapidated, not able to be brought to meet City code. Units within the city can be brought into code compliance as they become vacant. The City Building Department may refuse to have electrical service restored to substandard structures. This mechanism is effective for rental units since these have a higher turnover than owner occupied residences. New construction has consisted mainly of houses in the upper price range (\$85,000 and up). Not unlike most cities, lower-priced (new) housing built has been minimal and, realistically speaking, practically non-existent. Therefore, we concluded that affordable housing in Kingsport is minimal at best.

Building permit data for the City of Kingsport, which tracks construction of new residential units, shows that 121 single-family homes and 60 multi-family units were

constructed in 1999. Permits were also issued for 744 additions, alterations, and remodelings to residential structures. The number of new single-family dwellings was down from 1998 and 1997, which showed 140 units, and 131 units, respectively. However, construction has been on an overall increase since 1980. The estimated construction cost of the 121 houses was \$12,981,538, with the average cost of a new single-family dwelling at \$107,285. This is an average decrease of \$2,260 over 1998. A breakdown of the construction costs of the homes is listed below:

Under \$25,000	7
\$26,000-50,000	13
\$51,000-100,000	54
\$101,000-200,000	39
\$201,000-300,000	7
<u>\$301,000-400,000</u>	<u>1</u>
TOTAL	121

Multi-family permits, mainly new apartment projects, decreased dramatically from 168 units in 1998 to 60 permits in 1999. The Needs Assessment Report developed by the United Way of Greater Kingsport indicates there is a shortage of affordable housing units and a need for housing assistance in Kingsport. The City strongly promotes Fair Housing practices to insure that the limited housing stock is made available to all citizens, regardless of racial or ethnic background and persons with HIV/AIDS and their families.

The 1994 Comprehensive Housing Affordability Strategy (CHAS) identified areas of low income families concentrated in the Gibsontown/Nelsontown, Rotherwood Heights, Sunset Hills, and Highland sections. The CHAS also identified a previous neighborhood development project area which includes Maple/Dale/Sevier Street portions of the City. These areas are located in Census Tracts 408,411, 416, and 506. Areas in which more than 65% of the families fall within 80% of the median family income are considered low income areas. A high concentration of low income households is also located in the recently annexed areas of Lynn Garden, Midfields, Westview, and Vernon Heights. This has been documented through awarding of Sewer Tap Fee Grants paid through the Community Development Block Grant program.

Minority/racial concentrations exist in the Riverview area, Rotherwood Heights area, and Maple/Dale/Sevier Street area. These are Census Tracts 402, 406, and 506. A relatively high percentage of the minority concentrations are also designated "low income". Census tracts where minority populations constitute more than 65% are considered areas of minority concentrations. Kingsport contains an overall small percentage of minorities (under 5%). In 1990, the ethnic composition of the City was:

White	34,480	94.8%
Black	1,611	4.4%
Asian	204	.56%
Native American	41	.11%
Pacific Islander	8	.02%
Other	21	.05%

A Special Census of annexed areas completed in 1998 enumerated Kingsport's population at 41,414 (certified). The increase is due to a number of annexations which became effective in the last few years. Previously mentioned areas annexed include a large percentage of low and very low income people, some of those elderly including a good number of female heads-of-household. The Special Census was conducted by the City of Kingsport Planning Department whereby employees actually went into affected neighborhoods and obtained names of its residents in a door-to-door setting. The State of Tennessee certified this census and numbers derived as a result of it, but the assumptions as to family status were derived from the Planning staff's assessment.

**Public and Assisted Housing**

The Kingsport Housing and Redevelopment Authority has a total of 617 households assisted through its public housing units and 707 through Section 8 certificates and vouchers. Latest statistics showed 277 families on a waiting list to receive housing assistance. In order to be on the Federal Preference List, applications must meet one of these conditions:

- Live in overcrowded conditions which must be verified either by an agency or minister;
- Spend 50% or more of income on rent and utilities;
- Live in substandard housing, i.e., housing not meeting Housing Quality Standards set forth by HUD;
- Be a victim of domestic violence which must be verified by police reports, agencies, social services, etc.; or
- Be homeless due to no fault of their own.

Kingsport Housing and Redevelopment Authority utilizes the Federal Preference only, and does not have a local preference.

**Apartments Managed by Kingsport Housing and Redevelopment Authority**

<u>Apartments</u>	<u>Units</u>
Cloud	189
Dogwood Terrace	76
Holly Hills	84
Holston Terrace	48 (Elderly/Disabled)
Lee	128
Riverview	92
Tiffany Court	14

## Subsidized Apartments Managed by Developers and Others

<u>Apartments</u>	<u>Units</u>
Hickory Hills	48
Kingsport Manor	100
Kingsport West	103
Kiwanis Towers	94
Maple Oak	175
Miller Village	153
Model City	256
One Wilcox Place	72

It is not anticipated that any subsidized units will be lost over the time frame of this Plan.

### **Homeless Facilities**

The following is a listing of facilities and agencies which provide some level of service to the homeless and persons threatened with homelessness.

**Salvation Army Transient Lodge** - Provides emergency shelter with 54 beds. The Salvation Army also uses Model City Motel to temporarily house families and single women. This facility contains 20 rooms and 2 apartments for emergency situations in conjunction with the Upper East TN. Human Development Agency. The Salvation Army also provides hot meals each day at Noon, and at 4:00 p.m. on Sunday.

**Hope Haven Ministries** - A Christian halfway house that provides a supportive living environment and counseling for up to 18 men. More of a rehabilitative type of organization which offers programs for drug and alcohol rehabilitation, they also offer a job search program for those lacking training and education.

**Link House, Inc.** - A not-for-profit corporation that currently has 2 facilities for homeless teenagers. Emergency Shelter-Group Home is licensed for a short-term stay for 8 residents (4 males, 4 females) and up to 20 in an emergency. An Independent Living For Boys facility houses 4 male clients for long-term stays.

**Safe House** - A shelter for abused women and children which can provide 9 beds and 3 cribs.

**John Hay House** - Provides transitional housing for 18 persons. It is a residential program for men who can benefit from an alternative to prison. Eligible clients include non-violent youthful and/or first time offenders, and are often court ordered referrals for probationers. The Hay House program is designed around a six-month structured residency during which time the resident receives professional counseling, educational or vocational opportunities, job placement, and after-care services.

**Emergency Relief Agency** - Provides short-term crisis assistance to permanent residents of the Kingsport area who are having temporary financial emergencies as a result of loss of employment, illness, desertion, and domestic violence.

**Department of Human Services** - Refers individuals and families to agencies that can provide housing or emergency assistance.

**United Way of Greater Kingsport** - Provides funding to Salvation Army, Red Cross, Link House, and Safe House so these agencies can give emergency relief to individuals and families in need.

**American Red Cross, Kingsport Area-Hawkins County Chapter** - Provides planning for community disasters, assistance to fire and disaster victims, and case work for an emergency fuel assistance program.

**Upper East Tennessee Human Development Agency** - Provides temporary shelter, education and job assistance for the homeless. Sometimes UETHDA works in conjunction with the local housing authority to provide temporary housing and assistance through the Alliance of Business and Training.

**Contact Concern** - Provides an answering and referral service to agencies for those looking for assistance.

Local homeless programs consist of:

- Homeless Chronically Mentally Ill Veterans  
(Administered by V.A.)
- Homeless Chronically for Families & Individuals (8 counties)  
(Administered by U.E.T.H.D.A.)
- Homeless Chronically Mentally Ill Citizens  
(Housing Assistance provided by Frontier Health Services)

Currently, there are no organizations within Kingsport that provide permanent supportive housing or permanent housing for the homeless who are not in the mentally ill category of Special Needs.

### **Special Needs Facilities and Services**

Existing organizations which provide housing for the special needs populations include the Kingsport Housing and Redevelopment Authority, Roller-Russ Home, and Rainbow Homes. There are currently no programs to insure persons returning from mental or physical health institutions will receive appropriate housing, and there is no facility to house persons with HIV/AIDS.

Kingsport has two Section 202 (for elderly and disabled) units: Holston Terrace and Kiwanis Towers which together total 144 units. The units are all occupied and have a waiting list of prospective applicants. There are 20 units (10 each) available for mentally challenged at Rainbow (Eldreth) Home and for the physically challenged at Roller-Russ

Home. In addition, Link House, Holston Methodist Home, and Sullivan County Youth Center provide assistance for approximately 250 young people per year.

Kingsport has endeavored to assist people with special needs. One area in which it has been successful is with the Madison House project which provides day care for its frail, elderly citizens. The Center provides a planned therapeutic day program of restorative care, socialization, and rehabilitative therapy for its participants.

Madison House has set many goals for the facility, including:

- Furnish help during the day, allowing the participant to continue living at home, thereby preventing premature institutionalization.
- Decrease the severity of physical disability.
- Promote health maintenance through an ongoing health education program.
- Minimize social isolation by providing a safe environment which stimulates peer interaction.
- Assist families caring for a disabled participant.

### **Barriers To Affordable Housing**

While neither state nor local policies and regulations in and of themselves are considered to be major barriers to the development of affordable housing in Kingsport, the combination of the difficult terrain in the area with these regulations makes new construction rather costly. The ridge and valley topography of the Kingsport area, geology and general lack of vacant buildable sites within the existing corporate boundaries have proven challenges to developers who have targeted moderate-cost housing as a viable market. The Board of Mayor and Aldermen have challenged the Development Services Department to review land use policies as they apply to potential projects which propose to construct affordable housing, especially in topographically difficult areas. Beyond these issues, City policies are applied evenly to developers of affordable housing. Land use controls administered through the City of Kingsport Planning and Building Departments provide equitable and fair treatment to all applicants for various services provided by the respective departments. All zoning, subdivisions, requests for variances, building permits and business licenses are evaluated on site selection and other housing construction requirements. Building codes are not deemed to be significant barriers to production of affordable housing in Kingsport. Also, the withholding of developable land or establishment of growth limits is not employed as a development policy. The adequacy of current infrastructure is considered within rezoning requests to higher intensive use.

Property taxes for the City of Kingsport are comparable to other jurisdictions in the East Tennessee area. The City's current tax rate is \$2.39 with Sullivan County's tax rate of \$2.58 on \$100 of assessed value. There are no Special Assessment districts within the City. For residential properties, the assessed value is based on 25% of the appraised value of the property as opposed to 30% for commercial, and 40% for industrial properties.

Building permit fees, plat review fees, and utility connection costs are considered reasonable for the City and are not viewed as an impediment to affordable housing development. These fees are established through public hearings and budget review processes which are open to the public for comment. There are no public policies that affect the return on residential development within the community. As is indicated, upon the increase in multi-family construction that return on investment is governed by market conditions.

## **91.215 STRATEGIC PLAN**

### **General**

The Strategic Plan identifies the priority needs established by the community and obstacles to address underserved needs. These strategies will continue to be followed over the time period of this Plan (2000-2005). The following discusses priority needs and proposes objectives to addressing the needs in the categories of Affordable Housing, Homelessness, Special Needs and Non-Housing Community Development. The needs identified as “high” in priority in HUD Needs Tables provided in the Community 2020 software are addressed in the Strategic Plan with specific objectives. There are also needs identified as “medium” in priority included in the Strategic Plan as well. The objectives in the Strategic Plan are long-term in nature and should be achieved over the five-year time period of this plan.

#### **A. Affordable Housing**

The basis for assigning each relative priority in the HUD “Priority Needs Summary Table” are the numbers of estimated households in each category. These numbers were provided in the CHAS Databook. The range of numbers extended from 0 to 480 units. A scale was used to rank the priorities as 0-160 units (low), 160-320 units (medium) and 320-480 units (high). While specific subgroups, such as elderly households, may have problems that are unique to that population, housing problems in Kingsport are primarily related to low and moderate income, elderly or disabled and/or aging housing stock. The highest priorities identified in this table are:

- Very low income, small related families, experiencing cost burdens of 30% and 50%, living in substandard rental and owned units.
- Very low income elderly, experiencing a cost burden over 30%, living in substandard rental units.
- Very low, low and moderate income owner-occupied households, experiencing severe cost burden and living in substandard housing.

Housing market conditions also drive the assignment of priority to housing needs and determination of Community Development fund planning. The primary market condition which influences fund planning in Kingsport is the shortage of affordable housing in the metropolitan area. This is the major factor contributing to high rental rates. The number of rental assistance certificates and vouchers currently available does not meet the existing need. Fair market rent for a two-bedroom unit in Kingsport was represented in the 1990 CHAS Databook as \$324, but the latest local statistics for the Kingsport area show that the current average rent for a two-bedroom unit is \$348 per month. Vacancy rates average 2.41% for one-bedroom, 1.57% for two-bedroom, and 4.0% for three or more bedrooms. Although construction of rental units has increased during the last five years, most of those units were aimed at the high end of the market.

Local corporate and collective knowledge of area housing market conditions also affect Community Development/Housing Strategic Planning. The Kingsport area has seen a marked increase in new single-family, owner-occupied housing construction. However, this construction again is aimed at the high end of the market. Combined with a marked increase of retired and elderly populations, the existing housing stock is aging and is becoming increasingly in need of rehabilitation. The City believes rehabilitation of the existing housing stock is in the best interest of the community, especially for the low and moderate income populations. Also, by assisting people to maintain their homes we avoid creating a greater demand for rental assistance.

While the City recognizes a high priority for owner-occupied rehabilitation and emergency repair, it also is cognizant of a need to develop new housing and homeownership opportunities for low and moderate income persons and families, especially those who have been living in substandard rental units. Even as the population ages, there remains some growth in young families for which homeownership should be available.

With these factors in mind, the City proposes to undertake the following strategies and objectives:

#### Owner-occupied Housing Rehabilitation

The City proposes to provide rehabilitation to 12-15 owner-occupied housing City-wide per year for the next three years, for a total of 36-45 homes, utilizing approximately \$850,000 Federal and/or State funding. It is expected that these funds would be provided through the Community Development Block Grant Entitlement program and the HOME program administered through the State of Tennessee. After the three-year period, the City expects CDBG funding to be available to rehabilitate 6-8 houses per year for two years at a cost of approximately \$400,000.

#### Emergency Repair

As part of the rehabilitation program, some housing is identified which need only emergency and/or minor repair to bring them up to minimum code without substantial rehabilitation. Typically the City completes five of these projects per year at a total cost of approximately \$25,000. For the next five years, the City proposes to continue utilizing CDBG funding in this manner.

#### Acquisition/Relocation

Occasionally, the City encounters owner-occupied housing units, which cannot be rehabilitated to meet even the most basic of housing and building codes. In this case, the City proposes to acquire the properties and relocate the families to standard housing. The costs of these type projects are usually \$45,000 to \$60,000 total, including acquisition, clearance and relocation. Because of the severe, expensive and disruptive nature of these projects, the City proposes to complete no more than one per year. Funding expected to be available are the CDBG and HOME programs.

### Rental Rehabilitation

In the next five years, the City plans to address needs for rehabilitation of various rental properties within strict parameters. Those parameters relate to the City's position that community development efforts, whether utilizing CDBG funding or not, be directed to benefiting low and moderate income persons. To that end, the City will work with rental properties owned primarily by organizations such as Greater Kingsport Alliance for Development (GKAD) which owns properties primarily housing low/mod families. The first project to be completed will be rehabilitation of 24 units of rental property owned by GKAD. This project will utilize \$78,000 Tennessee Housing Development Agency HOUSE program funds. The project will be completed during the first year of the 2000 Consolidated Plan. Upon completion of this program, the City will identify others which fit this mold.

### New Construction

Currently, the City has no plans for new construction of affordable housing. Although the CDBG program does not allow new construction by the grantee, it does allow the grantee to contract with other appropriate community development organizations to conduct the activity. The City will work with the Greater Kingsport Alliance for Development (GKAD) and the South Central Kingsport CDC to consider opportunities to utilize CDBG and future HOME funding for new construction projects.

### Homeownership

As part of its housing rehabilitation program, in the next three to five years, the City will work with GKAD and South Central Kingsport CDC to initiate a homeownership element. This program will require the marriage of CDBG, HOME and other State and local funding. The Consolidated Plan will be updated and amended, if needed, as plans become more definite.

### HOME Consortium

During the planning stages of this Consolidated Plan, Community Development staff had an opportunity to meet with other entitlement cities, Bristol and Johnson City, representatives from Eastern Eight Community Development Corporation, TONYA, Inc. (HUD technical assistance contractor) representatives, and HUD staff to explore the possibility of forming a HOME Consortium. This consortium would be a collection of local governments, through a written cooperation agreement, which would be eligible to receive direct funding from HUD under the HOME program. It is anticipated that an agreement could be reached among member governments within 1.5 years. The City will pursue this possibility within the period covered by this Plan.

## **B. Homelessness**

Priority needs for the homeless include emergency shelter, transitional and permanent housing and services for some special needs categories such as substance abuse and mentally challenged persons. These needs were identified in 1997-98 by an organization studying homeless needs in the Northeast Tennessee Region – the Northeast Tennessee

Coalition for the Homeless. The results of this study are included in the Continuum of Care: Gaps Analysis Priority Needs Table.

During the next five years the City expects to receive Emergency Shelter Grant funds in the amount of approximately \$40,000 per year. Each year, the City proposes to contract with the Salvation Army to provide emergency shelter to approximately 160 persons per year.

For the other identified needs, the City is working with the Coalition to pursue Federal and State grant funds to address the priority needs. The Consolidated Plan may be updated and/or amended as plans become more definite.

### **C. Special Needs**

The City recognizes the need to provide housing for the frail elderly, persons with disabilities, persons with HIV/AIDS and others who need a supportive housing environment. Such facilities should be located in group home situations throughout the city. This is based on the number of elderly residents currently within the city, the limited number of facilities for disabled persons, the lack of facilities for persons returning from mental and physical institutions, and for persons with HIV/AIDS. Obstacles to meeting underserved needs include inadequate resources, lack of coordination among service providers, and neighborhood opposition to proposals for supporting living facilities locating in residential areas. Funding for such facilities have been secured through private and semi-public entities in the past. It is reasonable that such funding will continue in the future, and that the City will support these organizations to the fullest extent possible. Proposed accomplishments over the next five years will be an increase in the capacity of existing facilities and services previously identified in this Plan, and possible addition of new programs.

### **D. Non-Housing Community Development Needs**

The City of Kingsport has received assistance under the Community Development Block Grant program since the mid-1970's. The framework of the CDBG program requires activities to serve low and moderate income households, eliminate blight, or provide for urgent needs. Kingsport has targeted a large portion of its block grant funds to specific neighborhoods so that a comprehensive approach to revitalization can be taken. These neighborhoods are selected because of the condition of housing, income levels, and adequacy or inadequacy of existing infrastructure to protect the health, safety and welfare of the residents.

Through a consultation process, taking into consideration information provided through the 1990 Census, the City has identified several non-housing community development needs in the following categories:

- Infrastructure
- Economic Development
- Public Facilities
- Public Services
- Downtown

These are the categories which have been identified as having the highest priorities. These priorities reflect consultation with government agencies, housing and public service providers, and reference to the new Strategic Plan designed and approved by the current Board of Mayor and Aldermen. Objectives listed within each category have been evaluated and planned as follows:

High Priority – Activities to address this need will be funded by the locality during the five-year period.

Medium Priority – If funds are available, activities to address this need may be funded by the locality during the five-year period. Also, the locality will take other actions to help this group locate other sources of funds.

Low Priority – The locality will not fund activities to address this need during the five-year period. The locality will consider certificates of consistency for other entities' applications for Federal assistance.

No Such Need – The locality finds there is no need or the grantee shows that this need is substantially addressed. No certifications of consistency will be considered.

A matrix outline of identified non-housing community development needs may be found in the Community Development Needs Table attached to the Consolidated Plan document. One note that should be recognized here concerns the “estimate dollars to address” section of this table. The guidelines for preparing the Consolidated Plan state, “Enter the estimated expenditure need (in current dollars) to correct the priority needs the jurisdiction has or will have over the period of time designated in the strategy portion of this document. Include all funds (public and private) that would be needed to correct the priority needs.” The estimates outlined in the attached table are “educated guesses” based upon comparisons to other similar projects, or other information relevant to local conditions.

Following are descriptions of objectives to projects and activities to address identified non-housing community development needs for the period of 2000-2005, organized by the above mentioned categories:

a. Infrastructure

In 1990, the City of Kingsport committed to an improvement strategy for one of its neighborhoods, Highland. Since 1991, the City has utilized CDBG funding to provide for street improvements, utility upgrades and housing rehabilitation for this low-mod income neighborhood. While most of the owner-occupied houses have received rehabilitation, and “D”, “E”, “F” Streets and a portion of

Westmoreland Avenue have been improved, with a second portion of Westmoreland and "G" Street being improved in the Spring of 2000, there remains other improvements to be undertaken. In the next three to five years, the City will provide improvements to pavement, sidewalks, drainage and utilities to the final section of Westmoreland Avenue (approx. 300 feet), approximately 900 feet of Overlook Road and the entire length of Reedy Creek Road (approx. 2500 feet). Estimates for Westmoreland and Overlook are about \$70,000 per 300 feet. Due to difficult terrain, estimates for Reedy Creek Road will be significantly more per foot. Community Development Block Grant funds will be the source of funding for this objective.

For other infrastructure-related objectives, the City is currently reviewing and updating its Capital Improvements Program. The strategy for this program will be on a five-year basis. The Board of Mayor and Aldermen has set April, 2000 as the deadline for approving a five-year CIP for the City. Community Development will be reviewing this "list" for potential projects for the five-year period covered by this Consolidated Plan. Criteria will include potential benefit to low and moderate income persons, overall benefit for community development consistent with Community Development Block Grant Program goals and objectives, and other qualifying criteria outlined by HUD for funding under the CDBG program. As projects are identified, the Consolidated Plan will be amended appropriately.

#### b. Economic Development

The Board of Mayor and Aldermen has identified economic development as one of its primary areas of emphasis in its Strategic Plan and has consistently cited economic development as one of its highest priorities. Therefore, the Consolidated Plan outlines several objectives in meeting economic development needs in the City, particularly as they pertain to benefiting low and moderate income persons.

*Riverview Employment Outreach* – The City will fund the Riverview Employment Outreach Office for a period of three to five years through the Community Development Block Grant program. It is expected that the South Central Kingsport Community Development Corporation, the newly formed Community-Based Development Organization, will be the applicant operating as a sub-recipient. It is also expected that funding levels will be in the \$25,000 to \$30,000 range for each of these years. The Office will assist approximately 300 low income persons per year in preparing for and finding employment.

*South Central Kingsport CDC Micro-Enterprise Initiative* – South Central is underway in planning and forming a micro-enterprise program for low and moderate income persons within their neighborhood and target area, generally defined as Census Tracts 402 and 406. While plans are still being formulated, it is likely that one initiative will be a Peer Lending Program, targeting public housing residents in particular. The program will act as an enabler and resource,

including funding, for peer-lending groups focusing on micro-enterprises and smaller businesses. Funding is expected to be from the CDBG program and other local business contributors. CDBG funds will be in the \$5,000 to \$10,000 per year range.

*Redevelopment* – A focus of the City in recent months has been the issue of redevelopment as it relates to re-use of vacant, previously developed land in the city as well as economic development potential. Several initiatives have been undertaken to approach the redevelopment topic. Most recent has been the appointment of the Redevelopment Subcommittee of the Mayor’s Economic Development Taskforce. The role of this subcommittee is to evaluate and recommend areas that have potential for redevelopment. For the next three to five years, redevelopment will be the economic development tool most likely to involve the Community Development program and/or the CDBG program which could be used either in support of redevelopment initiatives or as “hard dollars” for a specific project. For example, initially CDBG funding could be used to match local contributions for development of a financial plan for a redevelopment district. As plans become more firm, the Consolidated Plan may be updated with specific projects/plans.

c. Public Facilities

Through its Capital Improvements Program planning effort, the City may identify public facilities improvements projects eligible for CDBG funding. As the “CIP” becomes more firm, plans for specific projects will be evaluated for eligibility and feasibility for the Community Development program.

One on-going project the City will be undertaking over the next three to five years is improvements to the V.O. Dobbins Center which houses the Riverview Employment Outreach Office, Upper East Tennessee Human Development Agency and the Dobbins Gymnasium which primarily serves the Riverview Neighborhood. Improvements will include an upgrade of the HVAC system, installation of modern windows systems, handicapped accessibility and conversion of the auditorium to a multi-use community facility. Costs of these items have been estimated to exceed \$150,000. CDBG and local funding are expected to be utilized to complete this multi-year project.

d. Public Services

In the past five years, the City has utilized Community Development Block Grant funds to enhance the efforts of local agencies involved with activities defined as “Public Services” in CDBG program regulations. In the next five years it is expected the City will continue in this vein. Among the Public Services the City expects to fund are the Lee Family Learning Center and CASA of Sullivan County.

*Lee Family Learning Center* – For the past 3-5 years the City has provided CDBG funding to Lee Family through a subrecipient agreement in the amount of approx. \$55,000 to \$60,000 per year. Lee Family has consistently served 200-300 low and moderate income children and adults with literacy services per year, targeting in particular those from Public Housing. The City expects to continue funding Lee Family in the manner it has in the previous Consolidated Plan tenure.

*CASA of Sullivan County* – The City expects that CDBG funding for CASA will continue in some form over the next three to five years. Funding levels will fall in the \$15,000 to \$20,000 range per year. CASA will provide advocacy services to approximately 200 abused and neglected children, 80% to 90% of which have been from low and very low income families.

Beyond working with these agencies, the City will continue to evaluate service gaps for low and moderate income persons and families for possible funding in the future.

e. Downtown

The primary objectives for the Central Business District are the prevention and/or elimination of slums and blight, and the generation or retention of employment through appropriate economic development activities. In 1997, the “Model City Coalition” was formed as a visioning and planning committee with a stated goal of “making downtown Kingsport a viable place to work, live, shop and entertain.” The Coalition sponsored a research group of planners, architects and economists to develop a study and plan for the downtown area. This plan “would provide both short-term goals and long-term direction for future plans to revitalize the downtown area and those gateways leading to it.” The plan has been completed and is under review by Coalition members, Planning Commission and the Board of Mayor and Aldermen for adoption as an action document for the City. There are several elements of the Plan which may be eligible for CDBG funding and/or support. Upon adoption, Community Development will take a more focused look at the Plan for possible projects and downtown activities involving CDBG funding.

### **Barriers to Affordable Housing**

While State and local public policies are not considered to be major barriers to the development of affordable housing in Kingsport, the combination of policies with difficult terrain and the lack of buildable sites have presented significant challenges to the development of new construction of housing which is considered affordable in this market. Changes in the local housing market and national standardization of building codes have also had impacts on new construction. The City of Kingsport proposes the following strategies to monitor factors which influence affordable housing to ensure such barriers and challenges are not established, and in some cases avoided:

*Land Use Controls* – The Kingsport Regional Planning Commission will continue working to implement land-use controls that promote housing development in a safe, efficient manner that is harmonious with existing neighborhoods.

*Zoning Ordinance* – The Kingsport Board of Zoning Appeals shall monitor requests for zoning variances due to hardships imposed by specific zoning regulations to determine if existing regulations are unreasonable.

*Building Codes* – The City Building Department will continue to monitor the Southern Building Code for changes in restrictions which might be extraordinary and potentially unreasonable.

*Infrastructure Requirements* – The City Planning Department will scrutinize the impact of infrastructure costs, along with utility fees and subdivision design requirements on the provision of affordable housing.

*Court Orders and HUD Sanctions* – There are no court orders or HUD sanctions in force for the City of Kingsport.

*Actions to Affirmatively Further Fair Housing* – The City will keep an aggressive approach to affirmatively further fair housing by completing many fair housing activities. Its primary focus is to educate the public about fair housing through videos on local television and audio spots on local radio stations. This has been shown to be the most effective of all Fair Housing activities due to the wide exposure of these two media. Other activities include distribution of fair housing booklets (“About Renting – Rights and Responsibilities of Landlords and Tenants”) to the public.

Implementing these goals will provide for more affordable housing and thereby ameliorate negative effects of any public policies which may keep housing costs above the affordable index.

### **Lead-Based Paint Hazards Reduction**

Reduction of lead-based paint hazard will be accomplished in the rehabilitation of existing owner-occupied residences built before 1978. Homes showing signs of peeling and cracking paint will be abated. Contractors will be instructed to encapsulate existing lead-based contaminated walls and ceilings with new ½” drywall and replace any existing trim, doors, and windows originally painted with lead-based paint with new materials.

### **Anti-Poverty Strategy**

Eighteen percent (18%) of persons in Kingsport are living below the poverty level compared to 16% for Tennessee and 13% nationally. Fourteen percent (14%) of all persons in Kingsport 65 years of age and older have incomes below the poverty level. Employment opportunities are the key to reducing the number of households living in poverty. Many times a lack of education and/or skills training for many adults limit their

employment potential. Efforts such as the Lee Family Learning Center and Riverview Employment Outreach Office which assist in preparing individuals with education and skills, as well as connecting them with employment opportunities, are vital to the City's anti-poverty strategy.

Growing the economy of Kingsport and employment opportunities are also an essential element in the City's Anti-Poverty Strategy. The Kingsport Industrial Development Board works toward development of industrial sites, assisting existing industries to grow and expand, forming new (home grown) industries, and helping to relocate responsible, community minded industries into the area.

The Mayor's Economic Development Taskforce is also taking a broad view of the City's efforts to grow the economy of the Kingsport area. These efforts will help the City address the needs of those who need opportunities to lift themselves out of poverty status.

### **Institutional Structure**

The following agencies will carry out the Housing and Community Development Plan for Kingsport:

*Public Institutions* – The City of Kingsport is a municipal government which receives Federal funds to use for administering its Housing/Community Development program. The Planning Department is the City department responsible for that administration and for writing and carrying out the Plan. The Community Development Program consists of rehabilitation of substandard housing, acquisition of dilapidated (not feasible to rehab) housing and other administrative activities related to the Consolidated Plan. The Planning Department is responsible for carrying out the strategies via administration of the Community Development Block Grant (CDBG) program.

The Kingsport Housing and Redevelopment Authority (KHRA) is the public housing authority which receives Federal and State funding for administering its public housing and Section 8 programs in addition to other initiatives. KRHA is responsible for carrying out its own activities and programs outlined in the Plan.

Upper East Tennessee Human Development Agency (UETHDA) is a local community action/social services agency with programs to assist the homeless and very low income with housing needs. UETHDA is responsible for carrying out its own public assistance programs, such as the Weatherization Program and Commodities Program.

*Non-Profit Organizations* – Salvation Army and Hope Haven Ministries are non-profit social service agencies which provide shelter, meals and other services to the homeless. The Army's primary role is to continue administration of its services/programs to the homeless and to provide the statistics necessary for compilation of the Plan.

Holston Habitat for Humanity shall continue to help needy, qualified families to build and to own their own homes.

The Hunger Coalition of Northeast Tennessee is a coalition of care givers and program participants that empower each other to alleviate the causes of hunger and poverty in this area.

United Way is a non-profit social services agency which provides funding to local agencies for persons in the different categories of: non-homeless with special needs, the homeless (including youth, families and families with children), shelter for the persistently mentally ill, etc. Emergency Relief Agency also comes under Red Cross Social Services and provides basic needs assistance to those in dire need of financial assistance. Their role and responsibility in carrying out the strategies is that of soliciting and distributing funds to the various social service providers and in administering its other functions.

### **Coordination Efforts**

While the above institutional structure is seen as generally adequate to carry out the strategies outlined in the Consolidated Plan, there exists some initiatives which may provide opportunities to coordinate community development efforts in a more effective and/or comprehensive fashion.

*Regional Homeless Coalition* – The City has been participating with a regional homeless coalition to assess, monitor and develop plans for addressing the needs of the homeless population in Northeast Tennessee. The approach has been on a Continuum of Care strategy whereby homeless needs are considered across the spectrum. This has been an effort to eliminate gaps and increase access to services available to the homeless. In the next five years, the Community Development program will continue to coordinate efforts with the Coalition.

*Greater Kingsport Alliance for Development* – Formerly Housing Partnerships of Kingsport, Inc., GKAD is a local not-for-profit which works to provide housing opportunities to low and moderate income persons. In 1999, the City developed a State grant application and program in cooperation with GKAD for the rehabilitation of rental property owned by the organization. In the next five years, the City expects to coordinate other similar projects with GKAD.

*HOME Consortium* – During the Consolidated Planning process, the City had an opportunity to meet with Community Development Planners from Bristol, TN and Johnson City, at the Knoxville HUD office, to receive information and discuss the possibility of forming a HOME Consortium. This would allow local jurisdictions to receive HOME funding directly from HUD in place of applying for HOME funding on a competitive basis from the State of Tennessee. During the next two years, it is expected that the City will continue to work with local governments in forming a consortium and begin planning for housing programs which are eligible under the HOME program.

## **Public Housing Resident Initiatives**

The Kingsport Housing and Redevelopment Authority (KHRA) is the public housing agency that is responsible for disbursing local, State and Federal funds made available for public housing and rental assistance programs under Section 8. The appointing authority for the KHRA board is the Kingsport Board of Mayor and Aldermen. KHRA is completely autonomous with regard to hiring, contracting and procurement; however, it is a subrecipient for funds from the CDBG program (Lee Family Learning Center). Kingsport Housing and Redevelopment Authority is independent with regard to the jurisdiction of proposed development sites, of the Comprehensive Plan of the agency, and any proposed demolition or disposition of public housing development. KHRA is not designated as “troubled by HUD”.

The City encourages and supports the efforts of the Housing Authority to promote resident initiatives in the public housing developments in their system. KHRA and the City developed a police sub-station in the area of Riverview Apartments (public housing development). The sub-station is currently staffed by the Kingsport Police Department and will continue. Cloud Community Center, located in the City’s largest public housing community, will be utilized by residents for the next five years and in the future beyond. The Center contains space being utilized for Head Start, day care, and includes community space plus a full-sized gymnasium. Funds for construction of this facility were provided by the Upper East Tennessee Human Development Agency (UETHDA) and the Department of Housing and Urban Development (HUD) including CDBG funds given by the City of Kingsport.

The Lee Family Learning Center, housed in the Lee Apartments public housing development, is in its seventh year of operation. It receives CDBG funding through a subrecipient agreement between the City and KHRA. The Lee center offers one-on-one basic reading and writing instruction to residents of Lee Apartments and surrounding low-income families, teaches parents and other adults reading skills along with children, and helps parents become involved in the learning process of their children. In addition, the Center provides a GED (General Equivalency Diploma) class, appropriate referrals to adult education classes, computer skills instruction, and a growing library for family readers.

The City encouraged KHRA in the formation of a resident council which in turn formed a non-profit corporation, Kingsport Initiative for Training and Employment (K.I.T.E.). This corporation promotes resident management and employment by employing several public housing residents who are doing maintenance. This program accomplishes several positive things. It makes these residents “self-sufficient”, builds self-esteem and pride by allowing them to be productive citizens and therefore mutually benefits the residents and their employer, both tangibly and intangibly.

KHRA will continue to provide assistance and support to strengthen resident organizations. Those organizations will continue their neighborhood watch, cooperation

with Clean Kingsport to “clean up and fix up”, and participate in the Resident Initiative Recycling program. In addition, the family literacy, Smart Kids, and One Room Drop-in School (ORDIS) programs will be continued. KHRA continually works to initiate innovative and uplifting programs which will boost the confidence, abilities and opportunities for residents of public housing. The City will continue to support Federal programs undertaken by the Kingsport Housing and Redevelopment Authority to promote economic independence and self-sufficiency for participating families. Such programs may include Project Self-Sufficiency and Operation Lift-Net programs that originated under earlier Section 8 rental certificate and voucher initiatives, as well as the Family Self-Sufficiency program. In addition, the City will encourage locally developed programs or special projects designed to promote economic independence and self-sufficiency.

**91.220 Annual Action Plan FY 00/01**

**General**

The Annual Action Plan provides a description of the projects and activities expected to be undertaken using grant funds and program income the City expects to receive during the program year.

**Federal Resources**

The Federal resources expected to be available to address the priority needs and specific objectives in the strategic plan of the Consolidated Plan include:

<u>Program</u>	<u>Funds</u>	<u>Program Income</u>	<u>Total</u>
CDBG	\$512,000	\$2,000*	\$514,000

The chart below shows how the CDBG funds for the Annual Action Plan will be used.

\*Projected.

**COMMUNITY DEVELOPMENT BLOCK GRANT**

Infrastructure	
Overlook Road Improvements	\$100,000
Economic Development	
South Central Kingsport CDC	\$ 40,000
Housing	
Housing Needs Program	\$180,000
(Program Income)	\$ 2,000
Public Services	
Lee Family Learning Center	\$ 59,750
CASA of Sullivan County	\$ 17,050
Redevelopment Program	\$ 45,000
Administration	<u>\$ 70,200</u>
<b>TOTAL</b>	<b>\$514,000</b>

**Other Resources**

In 1998, the City of Kingsport was approved for funding in the amount of \$312,683 from the Tennessee Housing Development Agency under the Home Investment Program (HOME). These funds will be utilized to supplement the housing rehabilitation program the City offers low and very low-income families citywide. The HOME grant is a five-year grant; however the City expects to complete the program in three years, with approximately \$100,000 spent each year. The number of families per year expected to be assisted is 12-14.

Other than Federal and State funds, the City expects to receive no other resources designated for Community Development.

**TOTAL FUNDS ANTICIPATED FY 00/01** **\$614,000**

**Activities To Be Undertaken**

**Community Development Block Grant** – The activities to be undertaken with CDBG funds will meet both housing and non-housing priorities. As outlined in the “Priority Needs Summary Table” of the overall Consolidated Plan, the housing needs with high priority, more specifically owner-occupied rehabilitation, will be targeted. Non-housing needs of high and medium priority outlined in the Summary, and included as targets of this year’s plan, are public facility improvements (street improvements, sidewalk improvements, water and sewer improvements, drainage); economic development needs, public service needs, such as literacy services provided by the Lee Family Learning Center and CASA of Sullivan County projects. The activities planned in this year’s program, through which these needs will be addressed, are described below.

**Infrastructure** – The proposed **\$100,000** to be expended for infrastructure will provide for improvements as described below:

***Overlook Road Improvements -*** **\$100,000**

This project will utilize \$100,000 to provide improvements to Overlook Road in the Highland CDBG Target Area. The scope of the project will be Overlook Road from “F” Street to Reedy Creek Road. Improvements will include widening of the street to City standard, replacement of utilities, as needed, including water and sewer lines and storm sewer, and installation of sidewalks. As the plans and designs will be completed prior to the program year, this project is expected to be completed within FY 00/01.

**Economic Development** – The proposed **\$85,000** to be expended for economic development activities will be for the following activities:

**Redevelopment Program**

**\$45,000**

This project will utilize \$45,000 to build the capacity of the Kingsport Housing and Redevelopment Authority to conduct redevelopment projects in the City of Kingsport. KHRA will work with the Redevelopment Subcommittee of the Mayor’s Economic Development Task Force to identify potential redevelopment districts and prepare a “boiler-plate” Redevelopment Plan for future projects. The program will be administered through a sub-recipient agreement with KHRA and have a grant period consisting of Fiscal Year 2000-01.

**South Central Kingsport CDC -**

**\$40,000**

This project will utilize \$40,000 to continue operation of the Riverview Employment Outreach Office which prepares and connects job seekers with employment opportunities. Primary beneficiaries include public housing residents and other low and very low income persons seeking employment. The project will also initiate a micro-enterprise program, of which a peer lending pilot program will be an element. This activity will be administered through a sub-recipient agreement with South Central Kingsport Community Development Corporation. South Central is a Community-Based Development Organization which was parented by the “Catch the Vision” committee.

**Housing** - For FY 00/01 the City has programmed **\$180,000** for projects, which are offered on a citywide basis. These projects are described below.

**Housing Needs Program** – The proposed \$180,000 for this program will be spent towards the rehabilitation of substandard, low and very low income, owner-occupied housing. As noted previously, this program will be matched with \$100,000 HOME funds during this Fiscal Year. Approximately 12-14 houses will be rehabilitated.

**Program Income** – Any program income received during FY 00/01 will be allocated to The Housing Needs Program.

**Literacy Program** – The proposed CDBG funds utilized by the Lee Family Learning Center will provide **\$59,750** to continue the operation of its Literacy Program. The Center is located in KHRA’s Lee Public Housing Development. This activity will be administered through a subrecipient agreement with the Kingsport Housing and Redevelopment Authority. Funding will be completed within the program year. Approximately 300 youth and adults from low and moderate-income families in the public housing community will benefit from the program.

***CASA of Sullivan County*** - \$17,050 has been programmed for CASA of Sullivan County for FY 00/01. CASA, or Court Appointed Special Advocates, is an advocacy program for alleged abused/neglected children in Sullivan County and Kingsport. CDBG funds are proposed to cover the costs of a part-time administrative assistant and rent for offices. CDBG funds will flow through a subrecipient agreement.

***Community Development Administration*** – The \$70,000 for Community Development Administration will be used to provide staffing and meet necessary expenses in the Community Development program. The figure is 14% of the total entitlement grant for FY 00/01. It does not exceed the allowable administrative costs established by the U.S. Dept. of Housing and Urban Development.

### **Geographic Distribution**

The maps attached to this plan illustrate the geographic locations of projects and activities to be undertaken by the City. These maps also indicate the relation of proposed activities to areas of low and moderate income, minority and unemployment concentrations. The maps showing low/mod population and proposed projects indicate that most are located in an area of such concentration. The maps showing minority population and proposed projects indicate that projects located in areas of minority concentration include the Catch the Vision project and the Lee Family Learning Center. The maps showing unemployment and proposed projects indicate a fairly even spread across unemployment groups. Citywide projects, i.e. Housing Needs Grants are not located on the map exhibits. The only series of projects, which are geographically located by strategy, are those within the Highland Neighborhood Target Area. In 1989, the City committed to a program of community development in this neighborhood based upon concentration of low and moderate-income persons/ families and housing and non-housing needs discussed in the previous section.

### **Homeless and Other Special Needs Activities**

***Homeless*** – In 1997, Community Development staffs from Kingsport, Bristol and Johnson City met with staff from a local service provider, Frontier Health, a representative from Douglas-Cherokee Economic Authority, and staff from the First Tennessee Development District to continue discussion the development of a regional Continuum of Care Plan for the homeless. As a result Frontier Health hired a local planning consultant to write a draft Continuum of Care Plan. The three entitlement cities mentioned above worked with the consultant in assembling necessary information for the plan. The Community Development Department of the City of Kingsport will continue to work with the coalition in the fine-tuning of its plans and applications for funding.

The City will also continue to participate with the Salvation Army in provision of homeless services. The City provides pass through funding of Emergency Shelter Grant funds from the State of Tennessee. The expected allocation for FY 00/01 is \$41,900.

***Assisted Living*** – Staff of the Community Development program are witnessing a phenomenal growth in private sector assisted living and adult day care facilities in

Kingsport. As the City becomes aware of the initiatives, Community Development staff is providing technical assistance with planning the projects and fund raising, seeking not only private funding but also Federal and State funding as well.

### **Other Action To Be Undertaken**

The City plans to continue making applications to use Federal entitlement funds and State funds to preserve and improve the existing housing stock by providing funds to rehabilitate existing owner-occupied housing. The goal is to address underserved needs.

***Homeownership*** – In 1998, the City of Kingsport participated in the formation of the Eastern Eight Housing Development Corporation. EEHDC is a regional not-for-profit community development corporation that will attempt to address housing needs in the upper eight counties of Tennessee. It is expected that a major priority of EEHDC will be homeownership.

Another initiative in Homeownership will be explored during Program Year 2000-2001 through a proposed HOME Consortium. During the planning stages of this Consolidated Plan, the Knoxville Field Office of HUD sponsored an informational meeting for local grantees to consider forming a HOME Consortium. The three upper East Tennessee entitlement cities, Kingsport, Bristol and Johnson City, will work during the program year to continue this initiative. Although a definite program has yet to be established for possible direct HOME funding of the Kingsport community development program, a likely component will be some type of homeownership element. The Consolidated Plan will be updated as plans become more definite.

***Barriers to Affordable Housing*** – The City of Kingsport is underway with a critical review of local land use and building codes to determine if any create barriers to affordable housing, particularly in areas where difficult terrain exists. The Board of Mayor and Aldermen will take appropriate action if it is determined that any local codes are onerous or create an unnecessary burden on potential affordable housing developments.

The Community Development program will continue efforts to affirmatively further fair housing. Local television commercials and newspaper advertisements that advise citizens of Fair Housing Law and practices will continue to appear throughout the year, concentrating in April as “Fair Housing Month”. These advertisements have proven effective in generating questions and some discrimination complaints. In 1999, the City began placing fair housing television advertisements on cable television. Staff believes these advertisements have proven more effective as they reach more people.. All questions and complaints concerning fair housing will be duly investigated.

***Lead-Based Paint Hazards*** – Housing rehabilitation programs and modernization of public housing units by the Kingsport Housing and Redevelopment Authority will continue to abate lead-based paint as it is encountered. Each unit rehabilitated by the City will be assessed for existing and potential lead-based paint hazards, which will be abated. The number of units targeted for rehabilitation in the next year is 12-14.

***Reduce Number of Households Below Poverty Line*** – The City will provide support to activities and agencies that are currently in place which address the root causes of poverty. An area of special emphasis is the participation in self-sufficiency programs by residents of public housing. Changes in the Federal Welfare System have had an impact upon the types of services needed by extremely low-income households to help them move out of poverty.

Community Development staff will also continue supporting and actively participating with groups such as South Central Kingsport Community Development Corporation and Kingsport Initiative for Training and Employment (KITE) as they create programs which forward economic development for low income persons. Some of the initiatives these groups have communicated include employment training and small and micro-business development.

***Institutional Structure*** – There are no proposals to change the existing Institutional Structure. The Kingsport Housing and Redevelopment Authority is not considered a “troubled” public housing agency and most of the other public and social service agencies in the Kingsport area are very well organized and strong. Actions to improve the structure will be taken, as they become apparent.

***Enhanced Coordination*** – The City will continue to support and participate in efforts to enhance coordination of public and private housing agencies, and social service providers, both locally and on a regional basis. As previously indicated, during Program Year 2000, the City will pursue an initiative to form a HOME Consortium with area jurisdictions. This relationship could be beneficial, not only to the City’s housing program through potential direct HOME funding, but to a unified and more consistent affordable housing production region-wide.

***Public Housing*** – The Kingsport Housing and Redevelopment Authority is expected to forward its Annual Comprehensive Grant Plan (CGP) to the City for review, comment and request for support. The CGP sets out KHRA’s plan for expending HUD Public Housing funding to improve the public housing communities in the system. The Community Development Department will review this plan and forward appropriate comments to KHRA.

## **91.230 Monitoring Standards and Procedures**

### **General**

The City of Kingsport Planning Division of the Development Services Department has been designated as the agency to monitor progress of strategies, priorities, and goals contained in the Consolidated Plan. The Planning Department has primary responsibility for administering the CDBG program for the City and is directly involved with most housing and service agencies throughout the jurisdiction as well as monitoring of projects and activities. All activities are reviewed annually to assure they are carried out in accordance with applicable Federal, State and local laws and regulations and are consistent with local and HUD goals and objectives.

The City's CDBG program consistently has several subrecipients carrying out program activities. The City has in place a specific plan for monitoring subrecipients, which will be utilized over the life of the 2000 Consolidated Plan.

The Planning Department also works with the City's Purchasing Department to ensure that a program of outreach and recruitment of minority business is undertaken. In this program, a list of minority businesses is maintained, new businesses regularly recruited and businesses specifically invited to participate in bidding processes for contracts using Federal funding sources.

**APPENDIX A**  
**CITIZEN PARTICIPATION PLAN**

**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**CITIZEN PARTICIPATION PLAN**  
**12-14-94**

1.0 PURPOSE

The City of Kingsport Community Development Citizen Participation Plan represents a document and program to actively seek the advice and counsel of the citizens of Kingsport in the preparation, administration and implementation of the Community Development Program. It is the express purpose of this plan to develop mechanisms which will insure that the citizens of the City of Kingsport have the continuing opportunity for ongoing citizen participation. It is also intended to establish procedures through which the Community Development staff and officials of the City of Kingsport may solicit and receive input from citizens, non-profit organizations, and other interested parties an adequate opportunity to review and comment on the Community Development program, goals, priorities, and projects.

The City of Kingsport Community Development staff will be responsible for the implementation and coordination of citizen participation activities, responses, and comments.

2.0 METHOD OF APPROACH

Several approaches or techniques will be utilized to implement this plan. All retain the primary purpose of soliciting and receiving citizen input on the Community Development program, goals, priorities, and projects.

3.0 Public Hearings

The Kingsport Community Development staff will conduct two Public Hearings each fiscal year. At each Public Hearing the citizens of Kingsport will be invited to participate for the purpose of obtaining their views as well as those of public agencies, and other interested parties. The Public Hearings will identify housing and Community Development needs of the community, review proposed uses of funds, and review program performance.

- One Public Hearing shall be conducted by the City of Kingsport Community Development staff at 7:00 p.m. in the large courtroom on the second floor of City Hall during the fourth quarter of the program year cycle (April, May or June).
- A second Public Hearing shall be conducted by the City of Kingsport Community Development staff during the second quarter of the regular program year cycle (October, November, or December) at a location in a neighborhood of Community Development activity.

The citizens of Kingsport, public agencies, and other interested parties are invited to comment on the Community Development program, goals,

priorities, and projects at the Public Hearings or within 30 days after the Public Hearings.

The Community Development staff will ensure that special procedures will be used to assist low and moderate income persons, elderly, persons with disabilities, and non-English speaking persons serving on or attending meetings have access to information and material.

The City of Kingsport encourages citizen participation in the Community Development program, emphasizing the involvement of low, very low, and poverty income residents where housing and Community Development funds may be spent. The City of Kingsport shall afford the citizens adequate and timely notification of all local meetings, public forums, and Public Hearings.

- Notice shall be placed in the local newspaper of general circulation no less than 15 days before the meeting, forum, and hearings.

The Citizen Participation Plan guarantees the access of information for the citizens, public agencies, and other interested parties including those most affected to have the opportunity to review information, review and submit comments on any proposed submission concerning the amount of funds available, including the estimated amount proposed to benefit low, very low, and poverty income residents. Community Development information can be accessed at City Hall, 225 W. Center Street, Kingsport, Tennessee 37660 in the Planning Department.

Plans to minimize displacement and assist those displaced as a result of these activities shall be made available to all citizens, public agencies, and other interested parties.

The Community Development staff shall provide technical assistance to low, very low, and poverty income groups that request assistance concerning the Community Development program, goals, priorities, and projects.

#### 4.0 Community-Wide and Project Area Activities

In keeping with the scope of the Community Development program, the City of Kingsport has established and will utilize the Kingsport Citizens Advisory Committee to provide broad citizen representation of the entire city concerning the Community Development program, goals, priorities, and projects.

The Kingsport Citizens Advisory Committee has and shall maintain a sub-committee devoted to the Community Development program. The President of the Kingsport Citizens Advisory Committee will take care to insure that an appropriate number of low and moderate income, as well as minority persons, are appointed to the sub-committee.

It is the responsibility of the Kingsport Citizens Advisory Committee to act as a communication link between the citizens of the City of Kingsport and the Community Development staff. The members of the Kingsport Citizens Advisory Committee should attempt to gather information concerning desires of the citizens with respect to Community Development and communicate these desires to the appropriate City officials.

The Community Development staff will disseminate project information to the Kingsport Citizens Advisory Committee and to other interested citizens. The Kingsport Citizens Advisory Committee and the sub-committee will actively assist the Community Development staff in developing plans for Community Development programs, goals, priorities, and projects. The members of the Kingsport Citizens Advisory Committee will bring to the attention of the Community Development staff those situations which may be particular to the City including special needs and specific problems, and will identify housing and Community Development needs, use of funds, and program performance. The Kingsport Citizens Advisory Committee meetings will be open to the public and conducted on a regular basis.

The Kingsport Regional Planning Commission will comment on the Community Development program, goals, priorities, and projects in keeping with the scope of the Community Development Block Grant Program prior to the Public Hearings. The Planning Commission will be requested to identify housing and Community Development needs, review proposed use of funds, and review program performance. Planning Commission meetings are open to the public and conducted on a regular basis. The Community Development staff will ensure that special procedures will be used to assist low and moderate income persons, elderly, handicapped, and non-English speaking persons serving on or attending meetings have access to information and material.

The City of Kingsport Community Development Citizen Participation Plan will utilize the citizens group, Kingsport Tomorrow, to provide ongoing opportunity to comment on the Community Development program, goals, priorities, and projects in keeping with the scope of the Community Development Block Grant Program. The Kingsport Tomorrow organization will be requested to identify housing and Community Development needs, review proposed use of funds, and review program performance on an annual basis prior to each Public Hearing. The Community Development staff will insure that special procedures will be utilized to assist low and moderate income persons, elderly, handicapped, and non-English speaking persons serving on or attending meetings dealing with Community Development issues, will have access to information and materials concerning the Community Development Program.

#### 5.0 PROGRAM CHANGES

Prior to the submission of any substantial change in the proposed use of CD funds, citizens shall have notice of, an opportunity to comment on, the proposed amendment.

The Community Development staff shall contact other City departments, local agencies, and organizations to assist in the identification of housing and Community Development needs, review proposed use of funds, and review program performance. Public agencies and other interested parties shall include, but not be limited to, Kingsport Housing Authority for public housing residents, Downtown Kingsport Association, Kingsport Citizens Advisory Committee, Kingsport Regional Planning Commission, Kingsport Tomorrow, and Kingsport Affordable Housing Coalition.

6.0 PLAN AMENDMENT

This plan may be amended from time to time in order to strengthen the process for encouraging constructive citizen participation in the Community Development program, goals, priorities, and projects. Prior to plan amendment the citizens of Kingsport, non-profit organizations, public agencies, and other interested parties shall be invited to comment on plan amendments by notification in the Kingsport Times-News, a newspaper of general circulation.

**APPENDIX B**  
**CONSULTATION AND COMMENTS**

In accordance with HUD, and other Federal, regulations and the City of Kingsport's Citizen Participation Plan, a prescribed method of soliciting citizen involvement and consultation was followed in preparing the 2000 Consolidated Plan. Public meetings/hearings and other comment opportunities were provided to the public and various agencies and organizations which are involved in community development in Kingsport.

### **Public Meetings**

As prescribed by the Citizens Participation Plan and CDBG rules, two public hearings/meetings were held for public comment and input. The first public meeting was held at Jefferson Elementary School in the Highland Neighborhood Target Area on December 13, 1999 at 6:30 PM. This meeting had two purposes or functions: 1) to provide a report on the City's efforts in implementing the 1995 Consolidated Plan; and 2) to solicit comments and input from the public for consideration for the 2000 Consolidated Plan. After a presentation from Community Development staff, the floor was opened for public comments/input. Four persons from the neighborhood and citywide were present and provided information relevant to the Community Development program in general.

The second public hearing was held at City Hall on Tuesday, March 21, 2000 in conjunction with the regular Board of Mayor and Aldermen meeting. At this meeting, the proposed 2000 Consolidated Plan was presented for consideration to the Board. After a staff presentation, the Mayor opened the meeting for public comment. No persons came forward with comments. After the public hearing, the Board of Mayor and Aldermen approved the 2000 Consolidated Plan.

Copies of the Minutes of these meetings are on file in the Community Development office for public review.

### **Consultation**

As part of the Consolidated Planning process, the City Community Development Department consulted with various City departments, committees, public service organizations and others. From these consultations came identification of needs, funding proposals and recommendations. The following organizations were consulted and invited to provide assistance to the Community Development staff during the process:

- US Dept. of Housing and Urban Development (Knoxville office)
- Kingsport Housing and Redevelopment Authority
- Salvation Army
- Hope Haven Ministries
- Safe House
- United Way of Greater Kingsport
- Link House
- Frontier Health
- Kingsport Tomorrow

Dept. of Human Services  
Kingsport Ministries  
Holston Habitat for Humanity  
Kingsport Affordable Housing Coalition  
American Red Cross  
Sullivan County Health Department  
Neighborhood Service Center  
Hunger Coalition for Northeast Tennessee  
Behavioral Health Services  
Homebuilders Association of Greater Kingsport  
Downtown Kingsport Association  
Kingsport Regional Planning Commission  
Kingsport Citizens Advisory Committee

### **Comments**

On April 12, 2000, a Consolidated Plan Summary was published in the Kingsport Times News for public review and comment. The Plan was made available for public comment for a period of thirty (30) days, from April 12, 2000 through May 12, 2000. Copies of the Plan were placed at City Hall, the Kingsport Public Library and the Kingsport Housing and Redevelopment Authority. As of the closing date for comments (May 12), the Kingsport Community Development Department had received no comments.

**APPENDIX C**  
**CERTIFICATIONS**

**APPENDIX D**  
**TABLES/FORMS**

**APPENDIX E**  
**MAPS**

May 12, 2000

Ms. Virginia Peck, Director  
Community Planning and Development  
Department of Housing and Urban Development  
John J. Duncan Federal Building  
710 Locust Street  
Knoxville, TN 37902-2526

Dear Ms. Peck:

On behalf of the City of Kingsport I am pleased to submit to your office one original and four (4) copies of the City's 2000 Consolidated Plan for Housing and Community Development. I believe this Plan, with the critical assistance of the Department of Housing and Urban Development, will benefit this City's Community Development program in meeting the needs of our citizens, particularly those that are low and moderate income. I would also like to thank you and your staff for the assistance we received in completing this Plan. Your guidance is always very helpful. I look forward to a continued working relationship with you in putting the 2000 Consolidated Plan into action.

If you should have any questions or need additional information, please contact our Community Development office at (423) 229-9485.

Sincerely,

Jeanette D. Blazier  
Mayor

JDB/mh  
Enclosure

C: Jeff Fleming  
Fred Crowell

## DECONCENTRATION POLICY

*(adopted as part of the Admissions and Continued Occupancy Policy on November 29, 1999, effective December 1, 1999)*

It is Kingsport Housing & Redevelopment Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Kingsport Housing & Redevelopment Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement. The worksheet for the analysis is as follows:

### Income Limits and Deconcentration Worksheet

Development Name	Number of Units Under ACC	Number of Occupied Units	Number of Units Occupied by Very Poor Families	% Occupied by Very Poor Families
TN00601 Robert E Lee	<b>128</b>	<b>120</b>	<b>95</b>	<b>79.2%</b>
TN00602 Riverview Apts	<b>56</b>	<b>48</b>	<b>42</b>	<b>87.5%</b>
TN00603 Riverview Apts	<b>36</b>	<b>36</b>	<b>33</b>	<b>91.7%</b>
TN00604 Frank L Cloud	<b>189</b>	<b>179</b>	<b>144</b>	<b>80.4%</b>
TN00607 Dogwood Terrace	<b>76</b>	<b>74</b>	<b>56</b>	<b>75.7%</b>
TN00609 Holly Hills	<b>84</b>	<b>81</b>	<b>67</b>	<b>82.7%</b>
TN00611 Tiffany Court	<b>14</b>	<b>12</b>	<b>8</b>	<b>66.7%</b>
Overall KHRA	<b>583</b>	<b>550</b>	<b>445</b>	<b>80.9%</b>

**% Very Poor in Census Tracts:**

CT 402 (TN00601, TN00602, TN00603)	- 28.4%
CT 406 (TN00604, TN00611)	- 30.4%
CT 407 (TN00607)	- 10.3%
CT 506 (TN00609)	- 11.2%

**Target Number:**

**Number Needed of below 30% of median area income:**

**Number Needed above 30% of median area income:**

**Waiting list number of families: 417**

# Five-Year Action Plan

## Part I: Summary

Capital Fund Program (CFP)

HA Name: <b>Kingsport Housing &amp; Redevelopment Authority</b>	Locality: (City/County & State) <b>Kingsport/Sullivan, Tennessee</b>	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No: _____
--	---	--

A. Development Number/Name	Work Stmt. for Year 1 FFY: <u>2004</u>	Work Statement for Year 2 FFY: <u>2005</u>	Work Statement for Year 3 FFY: <u>2006</u>	Work Statement for Year 4 FFY: <u>2007</u>	Work Statement for Year 5 FFY: <u>2008</u>
TN6-1 Robert E Lee Homes	<b>See Annual Statement 501-04</b>	27,000	49,000		115,200
TN6-2 Riverview Apartments		12,000	8,885	30,000	
TN6-3 Riverview Apartments		42,250		33,500	
TN6-4 Frank L Cloud Homes		137,000		78,500	194,561
TN6-7 Dogwood Terrace		137,561		207,561	11,400
TN6-9 Holly Hills			260,561		22,500
TN6-11 Tiffany Court			12,000		
PHA-Wide			79,635	75,000	70,385
B. Physical Improvements Subtotal 1450 & 1460 & 1465		\$ 423,446	\$ 417,446	\$ 419,946	\$ 413,446
C. Management Improvements 1408		173,000	177,000	179,000	179,000
D. HA - Wide Nondwelling Structures and Equipment 1470 & 1475		25,000	25,000	21,500	25,000
E. Administration 1410		63,000	64,000	64,000	64,000
F. Other - A&E 1430		55,000	56,000	55,000	58,000
G. Operations 1406		187,971	187,971	187,971	187,971
H. Demolition					
I. Replacement Reserve					
J. Mod Used for Development					
K. Total CGP Funds		\$ 927,417	\$ 927,417	\$ 927,417	\$ 927,417
L. Total Non-CGP Funds					
M. Grand Total		\$ 927,417	\$ 927,417	\$ 927,417	\$ 927,417

Signature of Executive Director & Date:	Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
---	---



**Five-Year Action Plan**  
**Part III: Supporting Pages**  
**Management Needs Work Statement(s)**

Capital Fund Program (CFP)

Work Statement for Year 1 FFY: <b>2004</b>	2 Work Statement for Year FFY: <b>2005</b>			3 Work Statement for Year FFY: <b>2006</b>		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	<b>See Annual Statement</b>	<b>1406</b> <b>Operations</b>		187,971 <b>\$ 187,971</b>	<b>1406</b> <b>Operations</b>	
<b>1408</b>				<b>1408</b>		
VISTA Workers			50,000	VISTA Workers		50,000
VISTA Office Supplies			4,000	VISTA Office Supplies		4,000
Resident Training			5,000	Resident Training		5,000
Resident Initiatives Manager			42,000	Resident Initiatives Manager		42,000
Resident Initiatives Supplies			2,000	Resident Initiatives Supplies		2,000
Mgt/Maint Training			8,000	Mgt/Maint Training		8,000
CFP/Clerical Assistant			15,000	CFP/Clerical Assistant		17,000
UPCS Inspection/Services			40,000	UPCS Inspection/Services		40,000
Telecommunications/Computer Upgrades		5,000	Telecommunications/Computer Upgrades		7,000	
Resident Business Development		2,000	Resident Business Development		2,000	
			<b>\$ 173,000</b>			<b>\$ 177,000</b>
<b>Non-Dwelling Equipment</b> Maint/Mgt Vehicle	<b>1475</b>		25,000	<b>Non-Dwelling Equipment</b> Maint/Mgt Vehicle	<b>1475</b>	25,000
<b>Total</b>			<b>\$ 25,000</b>	<b>Total</b>		<b>\$ 25,000</b>
<b>Total</b>						
	Subtotal of Estimated Cost		<b>\$ 385,971</b>	Subtotal of Estimated Cost		<b>\$ 389,971</b>

**Five-Year Action Plan**  
**Part II: Supporting Pages**

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

**Physical Needs Work Statement(s)**

Capital Fund Program (CFP)

Work Statement for Year <b>4</b>				Work Statement for Year <b>5</b>			
Work Statement for Year 1 FFY: <b>2004</b>		FFY: <b>2007</b>		FFY: <b>2008</b>			
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	
<b>See Annual Statement</b>	<b>PHA Administration</b>	<b>1410</b>		<b>PHA Administration</b>	<b>1410</b>		
	Mod Manager / Employee Benefits		58,000	Mod Manager / Employee Benefits		58,000	
	Sundry		2,500	Sundry		2,500	
	Telephone		1,500	Telephone		1,500	
	Local Travel		2,000	Local Travel		2,000	
	<b>Total</b>		<b>\$ 64,000</b>	<b>Total</b>		<b>\$ 64,000</b>	
	<b>Fees and Costs</b>	<b>1430</b>		<b>Fees and Costs</b>	<b>1430</b>		
	PHA Wide - A and E Fees		25,000	PHA Wide - A and E Fees		27,000	
	Inspector / Employee Benefits		25,000	Inspector / Employee Benefits		26,000	
	A&E Mold Abatement		5,000	A&E Mold Abatement		5,000	
	<b>Total</b>		<b>\$ 55,000</b>	<b>Total</b>		<b>\$ 58,000</b>	
	<b>PHA Wide</b>	<b>1450</b>		<b>PHA Wide</b>	<b>1450</b>		
	Playground Improvements		2,000	Playground Improvements		2,000	
	Landscaping/Sidewalk Repair/Pest Control/Fence Repairs		38,000	Landscaping/Sidewalk Repair/Pest Control/Fence Repairs		43,000	
	HVAC maintenance/service		13,000	HVAC maintenance/service		14,000	
	<b>Total</b>		<b>\$ 53,000</b>	<b>Total</b>		<b>\$ 59,000</b>	
	<b>TN 6-2 Riverview Apartments</b>	<b>1460</b>		<b>TN 6-1 Lee Apartments</b>	<b>1460</b>		
	Replace interior light fixtures		30,000	Interior/Exterior Door Latches/Locks		51,200	
	<b>Total</b>		<b>\$ 30,000</b>	Foundation/Porch Mortar Repair		64,000	
	<b>TN 6-3 Riverview Apartments</b>	<b>1460</b>		<b>Total</b>		<b>\$ 115,200</b>	
Interior Doors		30,500	<b>TN 6-4 Cloud Apartments</b>	<b>1460</b>			
Attic Lights		3,000	Interior Doors/Hardware		194,561		
<b>Total</b>		<b>\$ 33,500</b>	<b>Total</b>		<b>\$ 194,561</b>		
<b>TN 6-4 Frank L Cloud Homes</b>	<b>1460</b>		<b>TN 6-7 Dogwood Terrace</b>	<b>1460</b>			
Attic Lights		15,500	Kitchen Light Fixtures		11,400		
Replace Water Heaters		60,000	<b>Total</b>		<b>\$ 11,400</b>		
Gutter Splash Blocks		3,000	<b>TN 6-9 Holly Hills</b>	<b>1460</b>			
<b>Total</b>		<b>\$ 78,500</b>	Replace Building & Porch Lights		22,500		
<b>TN 6-7 Dogwood Terrace</b>	<b>1460</b>		<b>Total</b>		<b>\$ 22,500</b>		
Replace Windows		207,561	<b>PHA Wide</b>	<b>1465</b>			
<b>Total</b>		<b>\$ 207,561</b>	Refrigerators		2,785		
<b>PHA Wide</b>	<b>1465</b>		ADA Modifications		3,000		
Refrigerators		6,000	Emergency Mold Remediation		5,000		
Dumpster Repair		6,385	<b>Total</b>		<b>\$ 10,785</b>		
Emergency Mold Remediation		5,000	<b>Total</b>		<b>\$ 10,785</b>		
<b>Total</b>		<b>\$ 17,385</b>	<b>Subtotal of Estimated Cost</b>		<b>\$ 538,946</b>		
<b>Subtotal of Estimated Cost</b>		<b>\$ 538,946</b>	<b>Subtotal of Estimated Cost</b>		<b>\$ 535,446</b>		

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**

Capital Fund Program (CFP)

Work Statement for Year		4		Work Statement for Year		5	
Work Statement for Year 1	FFY: 2007	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	FFY: 2008
FFY: 2004							
<b>See Annual Statement</b>	<b>1406</b>			<b>1406</b>			
	<b>Operations</b>		187,971	<b>Operations</b>		187,971	
			<b>\$ 187,971</b>			<b>\$ 187,971</b>	
	<b>1408</b>			<b>1408</b>			
	VISTA Workers		50,000	VISTA Workers		50,000	
	VISTA Office Supplies		4,000	VISTA Office Supplies		4,000	
	Resident Training		5,000	Resident Training		5,000	
	Resident Initiatives Manager		43,000	Resident Initiatives Manager		43,000	
	Resident Initiatives Supplies		2,000	Resident Initiatives Supplies		2,000	
	Mgt/Maint Training		8,000	Mgt/Maint Training		8,000	
CFP/Clerical Assistant		18,000	CFP/Clerical Assistant		18,000		
UPCS Inspection/Services		40,000	UPCS Inspection/Services		40,000		
Telecommunications/Computer Upgrades		7,000	Telecommunications/Computer Upgrades		7,000		
Resident Business Development		2,000	Resident Business Development		2,000		
			<b>\$ 179,000</b>			<b>\$ 179,000</b>	
<b>Non-Dwelling Equipment</b>		<b>1475</b>		<b>Non-Dwelling Equipment</b>		<b>1475</b>	
Maint/Mgt Vehicle			20,000	Maint/Mgt Vehicle		25,000	
Utility Trailer			1,500				
<b>Total</b>			<b>\$ 21,500</b>	<b>Total</b>		<b>\$ 25,000</b>	
Subtotal of Estimated Cost			<b>\$ 388,471</b>	Subtotal of Estimated Cost			<b>\$ 391,971</b>

# Attachment F

## 2003 Resident Assessment Follow-Up Plan for the 2004 Agency Plan

### Survey Maintenance and Repair Section

Score: 93.5% (increase from 2002 – 92.0%)

No Additional Action Required

### Survey Communication Section

Score: 74.6% (decrease from 2002 – 78.7%)

Inclusion in a follow-up plan is required.

We will work to improve communication through additional information being provided in our newsletter. We will work closely with the Resident Associations and KITE Council to provide information at meetings and other functions. We will request suggestions for improving communications from the Resident Associations and KITE. All site managers are issued cell phones with the capability of forwarding office phones to the cell number. Also, we will review the location of bulletin boards and monitor the information posted on them.

### Survey Safety Section

Score: 73.9% (increase from 2002 – 72.1%)

Inclusion in a follow-up plan is required.

Please note that this is an increase from the previous year. The Capital Fund Program provided security screens in TN 6-1, 6-2, 6-3, 6-4 and 6-7. This includes 485 of the 583 units in the public housing program. TN 6-11 already had security screens, thus 499 of 583 units have them installed as of September 2000. TN 6-9 is scheduled for installation in FY2004. Additionally, the front porch lights on all units except at TN 6-9 have been replaced with fluorescent lights that are on dusk to dawn sensors. TN 6-9 was scheduled for these lights, however they require a different type of fixture that is being evaluated. When a suitable fixture is located it will be installed. The lights have been well received; however, some complaints concerning attracting insects during summer evenings have been registered. A number of residents have addressed that problem by covering the sensor and the light does not come on. The TN 6-2/6-3 Riverview Resident Association requested that the light be installed in the back door porch lights as well. We were able to comply with this request with the lights from TN 6-9. The uniform level of illumination has been well received by the residents. Additionally, these lights have been marked with the unit address so that it is easier to identify by emergency service

providers. They have indicated that these improvements in lighting and identification have helped them. The total cost of the screens and porch lighting is \$267,340. The residents of TN 6-7 have requested the same light for street-side doors. These will be installed in early 2003. Also, a comprehensive annual review of street and alley lighting is underway.

The Public Housing Drug Elimination Program funding expired June 30, 2003. This ended the KHRA funding of two police officers with the Kingsport Police Department. However, the City of Kingsport determined that the program was needed and has continued funding for the two positions. KHRA has continued the availability of two deprogrammed units, one in Riverview and one in Cloud Apartments.

In the scoring, knowledge of a functional Neighborhood Watch is a heavily weighted item. We have had very little success with publicized Neighborhood Watches. Again, we will try working with the Kingsport Police Department to establish one and make its presence known. We are concerned about the loss of PHDEP funds. We are working on a Weed & Seed Grant.

#### **Survey Services Section**

Score: 94.6% (decrease from last year 96.1%)

No Additional Action Required

#### **Survey Neighborhood Appearance Section**

Score: 70.9% (increase from last year – 65.4%)

Inclusion in a follow-up plan is required.

Please note that this score is an increase from the previous year. We will continue our efforts to improve by increasing enforcement of the lease relative to exteriors, trash/litter and broken glass. This includes additional exterior inspections by Housing Management and Maintenance Staff. Funding has been allocated from the Capital Fund Program for additional landscaping and items identified in the Physical Inspection by HUD. Staff will consult with Resident Associations for recommendation for improvement in this area.

#### **Overall**

Score: 4.0 (2002 - 4.0)

318 Surveys Sent, 55 Surveys Returned

## **Section 8 Homeownership Capacity Statement**

Kingsport Housing & Redevelopment Authority has developed capacity in the Section 8 Homeownership Program. We feel we have demonstrated the capacity to administer this program due to the following reasons.

First, we currently administer 1,129 units of Section 8 Tenant-Based Assistance with over 25 years of experience.

Second, we are administering 66 Family Self-Sufficiency Vouchers with 10 having contributions to their escrow accounts.

Third, a review in 2001 of the Section 8 program participant's income level indicated 81 families that meet the initial income level for homeownership eligibility. We have surveyed these families and a number expressed interest in homeownership and are enrolled in Family Self Sufficiency.

Fourth, Kingsport Housing & Redevelopment Authority has and is administering the financial part of a homeownership program sponsored by the Greater Kingsport Alliance for Development. This fund has financed down payment and closing costs that have led to the purchase of over forty homes.

Fifth, Kingsport Housing & Redevelopment Authority continues to work in partnership with the local legal services office on this program. Kingsport Housing & Redevelopment Authority will make the program known to potential homeowners and Legal Services will provide counseling. Kingsport Housing & Redevelopment Authority has revised the Section 8 Administrative Plan concerning Homeownership.

Lastly, Kingsport Housing & Redevelopment Authority is working with Eastern Eight Community Development Corporation on the implementation of our Homeownership Program. Currently, thirty-eight (38) FSS participants attended an Eastern Eight Homeownership Training Class.

To date during the current fiscal year that will end March 31, 2004, KHRA has closed on two homes with a third scheduled to close in February. Three other program participants have been approved and are looking for homes to purchase.

## **Definition of "Substantial Deviation" and "Significant Amendment or Modification"**

Kingsport Housing & Redevelopment Authority will consider the following to be significant amendments or modifications:

- changes to rent or admissions policies or organization of the waiting list;
- 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;
- and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

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

## **Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals**

Kingsport Housing & Redevelopment Authority made significant progress on a number of our goals listed in the Five Year Plan. Among these is progress on our efforts to increase the availability of decent, safe and affordable housing. This was accomplished through putting under lease additional Section 8 vouchers provided by THDA to KHRA to administer. This consisted of 163 units designated for Johnson, Unicoi, Sullivan, Hawkins and Washington Counties. KHRA completed the transaction of 79 vouchers of a Section 8 project-based contract to tenant-based Section 8 in Greene County. Kingsport Housing & Redevelopment Authority has leased up 58-unit senior development that utilizes low-income housing tax credit and Federal Home Loan Bank funds. This development is partially owned by the Greater Kingsport Alliance for Development, an instrumentality developed by Kingsport Housing & Redevelopment Authority.

We continue to make progress on the modernization of our various communities. Chief among these improvements is the installation of new heating systems that include air conditioning. This was completed in TN006-07. Specifications for TN006-09 are being prepared. We feel this will add substantially to the quality of life and marketability of the community.

Through the Section 8 program we have revised our Administrative Plan concerning a homeownership program. This is being coordinated by our Family Self-Sufficiency staff. Legal Services continues to assist with the housing counseling. Eastern Eight Community Development Corporation is also a partner in this program. Also we have added a local preference for disabled individuals.

We have continued to promote self-sufficiency in both public housing and Section 8. We have 66 FSS program participants in Section 8, with 10 having contributions to escrow accounts. Thirty-eight (38) FSS participants are involved in homeownership training.

We have been funded for the Shelter Plus Care program as part of the Homeless Consortium of Care.

Funds have been utilized to meet various needs of persons with disabilities. This has primarily taken the form of the building of access ramps and bathroom grab bars.

The Holly Hills Learning Center has been expanded in collaboration with the Kingsport Boys & Girls Club. Also a Boys and Girls Club has been started in the Riverview Community.

Additionally, we have implemented direct deposit of HAP payments to landlords thereby reducing administrative costs.

Our PHAS Score increased to 94. Our Section 8 Management Assessment Program (SEMAP) rating was 100.

## **Resident Advisory Board Membership Information**

If the number of participants is too large to reasonably list, then the document should include a list of the organizations represented on the RAB or other description sufficient to identify how members were chosen.

Suggested Format:

### **Public Housing Resident Advisory Board**

<b><u>Name</u></b>	<b><u>Resident Association/Organization Represented</u></b>
Fay Reed	TN006-01 Lee Resident Association President TN006-02/03 Riverview Resident Association President
Darlene Davidson	TN006-04 Cloud Resident Association President
Bea Taylor	TN006-07 Dogwood Resident Association Acting President
Bob Foley	TN006-09 Holly Hills Resident Association President
Johnny Ritchie	Executive Director, KITE*
Arlena Lovin	Holston Terrace Auxiliary President
Tim Matheson	Attorney, Tennessee Legal Services

### **Section 8 Resident Advisory Board**

<b><u>Name</u></b>	<b><u>Resident Association/Organization Represented</u></b>
Janice E. Riddle	Section 8 Resident
Donna Debien	Section 8 Resident
Octavia L. Fain	Section 8 Resident
Candy Bernard	Section 8 Resident
Pat Carpenter	KHRA Section 8 Family Self-Sufficiency Manager
Tim Matheson	Attorney, Tennessee Legal Services

\*KITE: Kingsport Initiative for Training & Employment (KITE) is a 501(c)3 Corporation made up of Kingsport Housing & Redevelopment Authority public housing and Section 8/202 (Holston Terrace) Resident Association Presidents and Designees. The Kingsport Housing & Redevelopment Authority Board of Commissioners designated KITE as the Resident Advisory Board by Resolution #2000-23. KITE accepted the role as RAB for Public Housing and requested KHRA designate a separate RAB for Section 8.

**Resident Membership of the  
Kingsport Housing & Redevelopment Authority  
Board of Commissioners**

**Name:** Nedra Griffin, current Section 8 Participant (former public housing resident)  
**Method of Selection:** Appointed by Board of Mayor & Alderman  
**Term of Appointment:** 11/5/02 through 3/1/2006

**Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CGP) Part I: Summary**

**US Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

**Kingsport Housing & Redevelopment Authority**

**PO Box 44 Kingsport, TN 37662**

Capital Fund Number  
**TN37P006501-01**

FFY of Grant Approval  
**2001**

- Original Annual Statement       Reserve for Disasters/Emergencies       Revised Annual Statement/Revision Number  
 Performance and Evaluation Report for Program Year Ending **9/30/03**       Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>2</sup>	
		Original	Revised <sup>1</sup>	Obligated	Expended
1	Total Non-CGP Funds	-	-	-	-
2	1406 Operations	167,578	167,578	167,578	167,578
3	1408 Management Improvements	156,649	156,649	156,649	156,649
4	1410 Administration	55,198	55,198	55,198	55,198
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	44,748	44,748	44,748	44,748
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	27,898	27,898	27,898	27,714
10	1460 Dwelling Structures	459,803	459,803	459,803	459,803
11	1465.1 Dwelling Equipment - Nonexpendable	28,136	28,136	28,136	27,922
12	1470 Nondwelling Structures	6,755	6,755	6,755	6,755
13	1475 Nondwelling Equipment	44,027	44,027	44,027	44,027
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1498 Mod Used for Development	-	-	-	-
19	1502 Contingency (may not exceed 8% of line 19)	-	-	-	-
<b>20</b>	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>990,792</b>	<b>990,792</b>	<b>990,792</b>	<b>990,394</b>
21	Amount of line 20 Related to LBP Activities	-	-	-	-
22	Amount of line 20 Related to Section 504 Compliance	-	-	-	-
23	Amount of line 20 Related to Security	-	-	-	-
24	Amount of line 20 Related to Energy Conservation Measures	-	-	-	-

Signature of Executive Director and Date

**X**

Terry W. Cunningham, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CGP) Part II: Supporting Pages**

**US Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
<b>PHA-Wide Management Improvements</b>	Operations	1406		<b>167,578</b>	<b>167,578</b>	<b>167,578</b>	<b>167,578</b>	Complete
	Vista Workers	1408	4	49,649	49,649	49,649	49,649	Complete
	Vista Office Supplies	1408		4,000	4,000	4,000	4,000	Complete
	Resident Training	1408		5,000	5,000	5,000	5,000	Complete
	Resident Initiatives Manager	1408	1	40,000	40,000	40,000	40,000	Complete
	Resident Initiatives Supplies	1408		2,000	2,000	2,000	2,000	Complete
	Mgt/Maint Training	1408		8,000	8,000	8,000	8,000	Complete
	MIS Specialist	1408	1	16,000	16,000	16,000	16,000	Complete
UPCS Inspection/Services	1408		32,000	32,000	32,000	32,000	Complete	
				<b>156,649</b>	<b>156,649</b>	<b>156,649</b>	<b>156,649</b>	
<b>PHA-Wide Administration</b>	Mod Manager	1410	1	35,650	35,650	35,650	35,650	Complete
	Employee Benefits	1410		11,851	11,851	11,851	11,851	Complete
	Sundry	1410		696	696	696	696	Complete
	Telephone	1410		4,780	4,780	4,780	4,780	Complete
	Local Travel	1410		2,221	2,221	2,221	2,221	Complete
				<b>55,198</b>	<b>55,198</b>	<b>55,198</b>	<b>55,198</b>	
<b>PHA-Wide Fees &amp; Costs</b>	A and E Fees PHA Wide	1430		24,000	24,000	24,000	24,000	Complete
	Inspector / Employee Benefits	1430	1	20,748	20,748	20,748	20,748	Complete
				<b>44,748</b>	<b>44,748</b>	<b>44,748</b>	<b>44,748</b>	

Signature of Executive Director and Date

**X**

Terry W Cunningham, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CGP) Part II: Supporting Pages**

**US Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
<b>KHRA-Wide</b>	Landscaping	1450		<b>27,898</b>	<b>27,898</b>	<b>27,898</b>	<b>27,714</b>	
<b>TN 37P006001 Lee Homes</b>	Replace HVAC	1460	128units	<b>381,033</b>	<b>381,033</b>	<b>381,033</b>	<b>381,033</b>	Complete
<b>TN 37P006004 Frank L Cloud</b>	Replace HVAC	1460	189units	<b>53,086</b>	<b>53,086</b>	<b>53,086</b>	<b>53,086</b>	Complete
<b>TN 37P006009 Holly Hills</b>	Replace Water Heaters	1460	84units	<b>25,286</b>	<b>25,286</b>	<b>25,286</b>	<b>25,286</b>	Complete
<b>TN 37P006011 Tiffany Court</b>	Replace Water Heaters	1460	14units	<b>398</b>	<b>398</b>	<b>398</b>	<b>398</b>	Complete
<b>KHRA-Wide Dwelling Equipment</b>	Refrigerators	1465	34	22,136	22,136	22,136	22,102	Deleted
	Ranges	1465	20	-	-	-	-	
	ADA Modification/Equipment	1465	5	6,000	6,000	6,000	5,820	
				<b>28,136</b>	<b>28,136</b>	<b>28,136</b>	<b>27,922</b>	
<b>TN 37P006001 Lee Homes</b>	Maintenance Shop Renovation	1470		<b>6,755</b>	<b>6,755</b>	<b>6,755</b>	<b>6,755</b>	Complete
<b>KHRA-Wide Non-Dwelling Equipment</b>	Maint/Mgt Vehicle	1475	1	<b>44,027</b>	<b>44,027</b>	<b>44,027</b>	<b>44,027</b>	Complete

Signature of Executive Director and Date

**X**

Terry W Cunningham, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CGP) Part III: Implementation Schedule**

**US Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

Development Number/Name HA-Wide Activities	All Funds Obligated Quarter Ending Date			All Funds Expended Quarter Ending Date			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
<b>1406</b>	12/31/02	12/31/02	6/30/01	6/30/04	6/30/04	6/30/01	
<b>1408</b>	12/31/02	12/31/02	6/30/01	6/30/04	6/30/04	9/30/03	
<b>1410</b>	12/31/02	12/31/02	6/30/01	6/30/04	6/30/04	5/31/03	
<b>1430</b>	12/31/02	12/31/02	6/30/01	6/30/04	6/30/04	3/31/03	
<b>1450</b>	12/31/02	12/31/02	6/30/01	6/30/04	6/30/04		
<b>1460</b>	12/31/02	12/31/02	12/31/01	6/30/04	6/30/04	6/30/03	
<b>1465</b>	12/31/02	12/31/02	6/30/01	6/30/04	6/30/04		
<b>1470</b>	12/31/02	12/31/02	12/31/01	6/30/04	6/30/04	12/31/02	
<b>1475</b>	12/31/02	12/31/02	6/30/01	6/30/04	6/30/04	9/30/02	
<b>TN 37P006001</b>	12/31/02	12/31/02	9/30/01	6/30/04	6/30/04	12/31/02	
<b>TN 37P006004</b>	12/31/02	12/31/02	12/31/01	6/30/04	6/30/04	9/30/02	
<b>TN 37P006009</b>	12/31/02	12/31/02	6/30/01	6/30/04	6/30/04	6/30/03	
<b>TN 37P006011</b>	12/31/02	12/31/02	6/30/01	6/30/04	6/30/04	<u>6/30/03</u>	

Signature of Executive Director and Date

**X**

Terry W Cunningham, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CGP) Part I: Summary**

**US Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

**Kingsport Housing & Redevelopment Authority**

**PO Box 44 Kingsport, TN 37662**

Capital Fund Number  
**TN37P006501-02**

FFY of Grant Approval  
**2002**

- Original Annual Statement       Reserve for Disasters/Emergencies       Revised Annual Statement/Revision Number  
 Performance and Evaluation Report for Program Year Ending **9/30/03**       Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>2</sup>	
		Original	Revised <sup>1</sup>	Obligated	Expended
1	Total Non-CGP Funds	-	-	-	-
2	1406 Operations	187,971	187,971	187,971	187,971
3	1408 Management Improvements	184,882	184,882	184,882	131,833
4	1410 Administration	63,000	63,000	63,000	62,585
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	54,000	54,000	54,000	50,803
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	27,000	27,000	27,000	24,630
10	1460 Dwelling Structures	369,085	369,085	369,085	253,964
11	1465.1 Dwelling Equipment - Nonexpendable	36,800	36,800	36,800	28,275
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	17,118	17,118	17,118	17,118
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1498 Mod Used for Development	-	-	-	-
19	1502 Contingency (may not exceed 8% of line 19)	-	-	-	-
<b>20</b>	<b>Amount of Annual Grant (Sum of lines 2-18)</b>	<b>939,856</b>	<b>939,856</b>	<b>939,856</b>	<b>757,179</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director and Date

**X**

Terry W. Cunningham, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CGP) Part II: Supporting Pages**

**US Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
<b>PHA-Wide Management Improvements</b>	Operations	1406		<b>187,971</b>	<b>187,971</b>	<b>187,971</b>	<b>187,971</b>	Complete
	Vista Workers	1408	4	50,000	50,000	50,000	46,156	Complete
	Vista Office Supplies	1408		4,000	4,000	4,000	1,012	
	Resident Training	1408		5,000	5,000	5,000	1,276	
	Resident Initiatives Manager	1408	1	40,000	40,000	40,000	36,092	
	Resident Initiatives Supplies	1408		2,000	2,000	2,000	1,589	
	Mgt/Maint Training	1408		8,000	8,000	8,000	8,966	
	MIS Specialist	1408	1	16,000	16,000	16,000	10,362	
	UPCS Inspection/Services	1408		32,000	32,000	32,000	26,380	
	Telecomm/Computer Upgrades	1408		27,882	27,882	27,882	-	
				<b>184,882</b>	<b>184,882</b>	<b>184,882</b>	<b>131,833</b>	
<b>PHA-Wide Administration</b>	Mod Manager	1410	1	41,000	41,000	41,000	38,555	Complete
	Employee Benefits	1410		16,000	16,000	16,000	15,662	
	Sundry	1410		2,500	2,500	2,500	214	Complete
	Telephone	1410		1,500	1,500	1,500	5,354	Complete
	Local Travel	1410		2,000	2,000	2,000	2,800	Complete
					<b>63,000</b>	<b>63,000</b>	<b>63,000</b>	<b>62,585</b>
<b>PHA-Wide Fees &amp; Costs</b>	A and E Fees PHA Wide	1430		24,000	24,000	24,000	20,885	Complete
	Inspector / Employee Benefits	1430	1	25,000	25,000	25,000	29,918	
					<b>49,000</b>	<b>49,000</b>	<b>49,000</b>	<b>50,803</b>

Signature of Executive Director and Date

**X**

Terry W Cunningham, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CGP) Part II: Supporting Pages**

**US Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
<b>KHRA-Wide</b>	Landscaping	1450		<b>24,000</b>	<b>24,000</b>	<b>24,000</b>	<b>24,630</b>	
<b>TN 37P006001 Lee Homes</b>	Replace Water Lines	1450		<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	-	
	Replace HVAC	1460		90,183	90,183	90,183	90,183	Complete
	Address/Security Lights	1460		6,100	6,100	6,100	6,126	
	Replace Water Heaters	1460		-	-	-	-	Deleted
				<b>96,283</b>	<b>96,283</b>	<b>96,283</b>	<b>96,309</b>	
<b>TN 37P006002 Riverview</b>	Demolition (#49-56)	1485		-	-	-	-	Deleted
	Reconfigure 2&3BR units to 4&5BR	1460		-	-	-	-	Deleted
	Remove Gas Mtr/Install Elec Ranges	1460		15,456	15,456	15,456	116	
				<b>15,456</b>	<b>15,456</b>	<b>15,456</b>	<b>116</b>	
	Electric Ranges	1465		<b>22,400</b>	<b>22,400</b>	<b>22,400</b>	<b>13,638</b>	
<b>TN 37P006003 Riverview</b>	Remove Gas Mtr/Install Elec Ranges	1460		<b>9,930</b>	<b>9,930</b>	<b>9,930</b>	<b>74</b>	
	Electric Ranges	1465		<b>14,400</b>	<b>14,400</b>	<b>14,400</b>	<b>14,637</b>	
<b>TN 37P006007 Dogwood</b>	Replace HVAC	1460		<b>235,416</b>	<b>235,416</b>	<b>235,416</b>	<b>157,465</b>	
<b>TN 37P006011 Tiffany Court</b>	A&E Services	1430		<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	-	Complete
	Emergency Mold Abatement	1460		<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	-	Complete
<b>KHRA-Wide Non-Dwelling Equipment</b>	Maint/Mgt Vehicle	1475	2	<b>17,118</b>	<b>17,118</b>	<b>17,118</b>	<b>17,118</b>	Complete

Signature of Executive Director and Date

**X**

Terry W Cunningham, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CGP) Part III: Implementation Schedule**

**US Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

Development Number/Name HA-Wide Activities	All Funds Obligated Quarter Ending Date			All Funds Expended Quarter Ending Date			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
<b>1406</b>	6/30/04	6/30/04	9/30/02	6/30/06	6/30/06	9/30/02	
<b>1408</b>	6/30/04	6/30/04	9/30/02	6/30/06	6/30/06		
<b>1410</b>	6/30/04	6/30/04	9/30/02	6/30/06	6/30/06		
<b>1430</b>	6/30/04	6/30/04	9/30/02	6/30/06	6/30/06		
<b>1450</b>	6/30/04	6/30/04	9/30/02	6/30/06	6/30/06		
<b>1460</b>	6/30/04	6/30/04	9/30/02	6/30/06	6/30/06		
<b>1475</b>	6/30/04	6/30/04	9/30/02	6/30/06	6/30/06	6/30/03	
<b>TN 37P006001</b>	6/30/04	6/30/04	9/30/02	6/30/06	6/30/06		
<b>TN 37P006002</b>	6/30/04	6/30/04	6/30/03	6/30/06	6/30/06		
<b>TN 37P006007</b>	6/30/04	6/30/04	9/30/02	6/30/06	6/30/06		

Signature of Executive Director and Date

**X**

Terry W Cunningham, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CGP) Part I: Summary**

**US Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

<b>Kingsport Housing &amp; Redevelopment Authority</b>	Capital Fund Number	FFY of Grant Approval
<b>PO Box 44 Kingsport, TN 37662</b>	<b>TN37P006501-03</b>	<b>2003</b>

- Original Annual Statement     
 Reserve for Disasters/Emergencies     
 Revised Annual Statement/Revision Number  
 Performance and Evaluation Report for Program Year Ending **9/30/03**     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>2</sup>	
		Original	Revised <sup>1</sup>	Obligated	Expended
1	Total Non-CGP Funds	-	-	-	-
2	1406 Operations	187,971	187,971	187,971	187,971
3	1408 Management Improvements	202,000	202,000	202,000	-
4	1410 Administration	63,000	63,000	63,000	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	50,000	50,000	50,000	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	21,000	21,000	21,000	-
10	1460 Dwelling Structures	217,387	217,387	217,387	-
11	1465.1 Dwelling Equipment - Nonexpendable	6,942	6,942	6,942	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	25,000	25,000	25,000	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1498 Mod Used for Development	-	-	-	-
19	1502 Contingency (may not exceed 8% of line 20)	-	-	-	-
<b>20</b>	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>773,300</b>	<b>773,300</b>	<b>773,300</b>	<b>187,971</b>
21	Amount of line 20 Related to LBP Activities	-	-	-	-
22	Amount of line 20 Related to Section 504 Compliance	-	-	-	-
23	Amount of line 20 Related to Security	-	-	-	-
24	Amount of line 20 Related to Energy Conservation Measures	-	-	-	-

Signature of Executive Director and Date

**X**

Terry W. Cunningham, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CGP) Part II: Supporting Pages**

**US Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
<b>PHA-Wide Management Improvements</b>	Operations	1406		<b>187,971</b>	<b>187,971</b>	<b>187,971</b>	<b>187,971</b>	Complete
	Vista Workers	1408	4	50,000	50,000	50,000	-	
	Vista Office Supplies	1408		4,000	4,000	4,000	-	
	Resident Training	1408		5,000	5,000	5,000	-	
	Resident Initiatives Manager	1408	1	41,000	41,000	41,000	-	
	Resident Initiatives Supplies	1408		2,000	2,000	2,000	-	
	Mgt/Maint Training	1408		8,000	8,000	8,000	-	
	MIS Specialist	1408	1	17,000	17,000	17,000	-	
	UPCS Inspection/Services	1408		45,000	45,000	45,000	-	
	Telecomm/Computer Upgrades	1408		5,000	5,000	5,000	-	
	Long Term Asset Management Plan			25,000	25,000	25,000	-	
				<b>202,000</b>	<b>202,000</b>	<b>202,000</b>	-	
<b>PHA-Wide Administration</b>								
	Mod Manager	1410	1	41,000	41,000	41,000	-	
	Employee Benefits	1410		16,000	16,000	16,000	-	
	Sundry	1410		2,500	2,500	2,500	-	
	Telephone	1410		1,500	1,500	1,500	-	
	Local Travel	1410		2,000	2,000	2,000	-	
				<b>63,000</b>	<b>63,000</b>	<b>63,000</b>	-	
<b>PHA-Wide Fees &amp; Costs</b>								
	A and E Fees PHA Wide	1430		25,000	25,000	25,000	-	
	Inspector / Employee Benefits	1430	1	25,000	25,000	25,000	-	
				<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	-	
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date				
<b>X</b>				<b>X</b>				
Terry W Cunningham, Executive Director								

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CGP) Part II: Supporting Pages**

**US Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work <sup>2</sup>
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
<b>PHA Wide</b>	Landscaping	1450		<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>-</b>	
<b>PHA Wide Dwelling Equipment</b>	Refrigerators	1465.1		<b>6,942</b>	<b>6,942</b>	<b>6,942</b>	<b>-</b>	
<b>TN 37P006002 Riverview</b>	Repair Ceilings	1460		<b>31,064</b>	<b>31,064</b>	<b>31,064</b>	<b>-</b>	
<b>TN 37P006004 Cloud</b>	Floor Tile	1460	95	<b>67,459</b>	<b>67,459</b>	<b>67,459</b>	<b>-</b>	
<b>TN 37P006007 Dogwood</b>	Lights in Attics	1460	76	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>	
<b>TN 37P006009 Holly Hills</b>	Replace HVAC	1460		<b>111,864</b>	<b>111,864</b>	<b>111,864</b>	<b>-</b>	
<b>PHA Wide Non-Dwelling Equipment</b>	Maint/Mgt Vehicle	1475	1	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	

Signature of Executive Director and Date

**X**

Terry W Cunningham, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Annual Statement /Performance and Evaluation Report  
Capital Fund Program (CGP) Part III: Implementation Schedule**

**US Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

OMB Approval No. 2577 - 0157 (Exp. 3/31/2002)

Development Number/Name HA-Wide Activities	All Funds Obligated Quarter Ending Date			All Funds Expended Quarter Ending Date			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
<b>1406</b>	9/30/2005		9/30/2003	9/30/2007		9/30/2003	
<b>1408</b>	9/30/2005		9/30/2003	9/30/2007			
<b>1410</b>	9/30/2005		9/30/2003	9/30/2007			
<b>1430</b>	9/30/2005		9/30/2003	9/30/2007			
<b>1450</b>	9/30/2005		9/30/2003	9/30/2007			
<b>1460</b>	9/30/2005		9/30/2003	9/30/2007			
<b>1465.1</b>	9/30/2005		9/30/2003	9/30/2007			
<b>1470</b>							
<b>1475</b>	9/30/2005		9/30/2003	9/30/2007			
<b>TN 37P006001</b>							
<b>TN 37P006002</b>	9/30/2005		9/30/2003	9/30/2007			
<b>TN 37P006003</b>							
<b>TN 37P006004</b>	9/30/2005		9/30/2003	9/30/2007			
<b>TN 37P006007</b>	9/30/2005		9/30/2003	9/30/2007			
<b>TN 37P006009</b>	9/30/2005		9/30/2003	9/30/2007			
<b>TN 37P006011</b>							

Signature of Executive Director and Date

**X**

Terry W Cunningham, Executive Director

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.