

12/29/03 2:37 PM

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 Plan
Agency Identification**

PHA Name: Town of Crossville Housing Authority

PHA Number: TN04201V01

PHA Fiscal Year Beginning: 1/2004

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)

5-YEAR PLAN
PHA FISCAL YEARS 2004 - 2008
[24 CFR Part 903.5]

A. Mission

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

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

The mission of the Crossville Housing Authority is to serve low-income families within the Authority's jurisdiction. The Crossville Housing Authority will strive to provide safe and sanitary housing that is affordable, and to promote the economic well being of our clients by providing stable housing without discrimination.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) 95
 - Improve voucher management: (SEMAP score) 94
 - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

**Annual PHA Plan
PHA Fiscal Year 2004**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Crossville Housing Authority has completed this Agency Plan in consultation with CHA residents and the local communities. The Plan was discussed with the Residents on **May 8, 2003**, a policy meeting on **May 29, 2003**, a planning meeting on **June 10, 2003**, and on **July 10, 2003** a luncheon meeting was held. The Resident Management Committee met on **March 31, 2003**, the Resident Initiatives Committee met on **April 7, 2003**, the Security Committee met on **May 16, 2003** and the Maintenance Committee met on **May 16, 2003**.

The public was afforded the opportunity to review the plan between **July 31, 2003** and **September 16, 2003** and to offer comments at a public hearing held on **September 15, 2003**. The Annual Agency Plan is summarized as follows:

- **Housing Needs**

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

- **Financial Resources**

The CHA expects to expend approximately \$ 3,112,054 in the year 2004 for operations, capital improvements and administrative costs.

- **Eligibility, Selection and Admission Policies**

The CHA has revised its standard operating policies and Section 8 policies to comply with the requirements of the QHWRA through regulations published in the Federal Register on March 29, 2000. These policies will be updated as HUD issues further guidance.

- **Rent Determination – Discretionary Policies**

Our discretionary rent policies include:

1. Ceiling Rents
2. Flat Rents
3. Minimum Rent of \$50.00 for Public Housing and Section 8

- **Operations and Management**

The CHA has developed a Practice and Procedures Manual, which includes all of our policies relating to public housing and Section 8 administration, management, maintenance, leasing and occupancy. These policies have been revised to comply with the recently mandated requirements of the QHWRA.

- **Grievance Procedure**

The CHA has revised its Grievance Procedure to comply with the QHWRA and will continue to make revisions as additional issues are addressed by HUD regulations.

- **Capital Improvements**

Our projected funding under the Capital Funds Program is \$ 410,094. Our focus for the 2004 program year is to modernize 42-1, 42-2 and 42-4.

- **Demolition and/or Disposition**

The CHA has no current plans for demolition or disposition.

- **Designation**

The CHA plans to maintain the current elderly/disable designation that applies to a portion of its units. The CHA has no plans to designate additional units in the future.

- **Conversion of Public Housing**

The CHA has no current plans to designate any developments or buildings to tenant-based assistance.

- **Homeownership**

The CHA currently has a Section 5(h) Homeownership Program to provide the working low and moderate-income public housing families the opportunity to purchase their own homes. The CHA also has in place a Section 8 Homeownership program that was adopted July 13, 2001.

- **Self-Sufficiency Programs**

The CHA offers and provides a variety of services to their residents. These services include educational programs such as GED classes, learning works, stay-in-school program and TNT program as well as daycare services and homeownership opportunities. The CHA also administers a Family Self-Sufficiency Program. This program combines housing assistance with career planning, training and support services to help families toward their own goal of self-sufficiency. Services offered through the FSS program include career explorations, small business training and development, life skills training and budget and money management counseling.

Elderly/Disabled Service Coordinator- Crossville Housing Authority has an Elderly/Disabled Service Program. The purpose of this program is to improve quality of life of the frail senior and challenged residents of Crossville Housing Authority; and, to prevent residents from being placed into nursing homes. The elderly/disabled Coordinator identifies resident needs and maintains an individual assistance plan to meet those needs. The coordinator also networks with agencies that can assist these individuals, provides stimulating social interaction and attends or teaches community workshops that are beneficial to the residents.

- **Safety and Crime Prevention**

The CHA has addressed and will continue to address the problems with security and crime in their developments as well as the surrounding neighborhoods. The CHA will work in cooperation with the police department, residents and private security services to address safety and crime. In addition to the current anti-crime and security activities the CHA has a strict applicant screening policy and partnerships with law enforcement agencies. The CHA has identified additional goals and objectives to further combat criminal activities. These goals and objectives include applying for and receiving ROSS Grant funds, of \$150,000 and \$250,000.

- **Ownership of Pets**

The CHA has a policy related to tenant-owned pets. This policy permits all CHA residents to own pets subject to compliance with specific requirements of our pet lease.

- **Civil Rights Certification**

We have included the required certification regarding Fair Housing and Civil Rights in this plan.

- **Annual Audit**

Our most recent annual audit for fiscal year 2001 is on file at our local HUD office in Knoxville, Tennessee and is also available for review in our main office during normal business hours.

- **Asset Management**

It is the goal of the CHA to manage our assets (physical properties, financial resources and manpower) as efficiently as possible to meet the intent of our Mission Statement.

- **Other Information**

1. Resident Advisory Board Recommendation
2. Statement of Consistency with the Consolidated Plan

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>
Annual Plan	
i. Executive Summary	4
ii. Table of Contents	8
1. Housing Needs	12
2. Financial Resources	18
3. Policies on Eligibility, Selection and Admissions	19
4. Rent Determination Policies	27
5. Operations and Management Policies	32
6. Grievance Procedures	33
7. Capital Improvement Needs	34
8. Demolition and Disposition	36
9. Designation of Housing	36
10. Conversions of Public Housing	37
11. Homeownership	39
12. Community Service Programs	42
13. Crime and Safety	47
14. Pets (Inactive for January 1 PHAs)	49
15. Civil Rights Certifications (included with PHA Plan Certifications)	51
16. Audit	51
17. Asset Management	52
18. Other Information	52

Attachments

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

Required Attachments:

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

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Other (List below, providing each attachment name)

1. Capital Fund Program Tables (Performance & Evaluation Report TN37PO4250104)
2. Comments of Resident Meetings
 - Attachment A: Resident Meeting on May 8, 2003
 - Attachment B: Resident Meeting on May 29, 2003
 - Attachment C: Resident Meeting on June 10, 2003
3. Comments from Resident Advisory Board Meetings
 - Attachment D: Security Meeting on May 16, 2003
 - Attachment E: Maintenance Meeting on May 16, 2003
 - Attachment F: Management Meeting on March 31, 2003
 - Attachment G: Resident Initiatives Meeting on April 7, 2003
4. Attachment H: "Statement of Progress in meeting the 5-year plan mission and goals"
5. Attachment I: "Resident Membership of the PHA Governing Board"
6. Attachment J: "Membership of the Resident Advisory Board"
7. Attachment K: "Resident Survey Action Plan"
8. Attachment L: "Section 8 Homeownership Program Capacity Statement"
9. Attachment M: "Voluntary Conversion of Public Housing Developments Required Initial Assessment"
10. Attachment N: "Resident Survey Action Plan"
11. Attachment O: "Deconcentration Policy"
12. Attachment P: "PHA Plan Minutes from Resident Luncheon Meeting"
13. Attachment Q: "CHA Management Organizational Chart"

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Y	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Y	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Y	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
Y	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair	Annual Plan: Housing Needs

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	
Y	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Y	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	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
Y	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
Y	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
Y	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Y	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
Y	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Y	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Y	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
Y	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Y	Most recent, approved 5 Year Action Plan for the Capital	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
Y	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Y	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Y	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Y	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Y	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Y	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
Y	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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	348	5	5	5	5	N/A	N/A
Income >30% but <=50% of AMI	441	4	4	4	4	N/A	N/A
Income >50% but <80% of AMI	640	3	3	3	3	N/A	N/A
Elderly	355	4	5	5	4	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity (Hispanic)	11	5	4	4	4	N/A	N/A
Race/Ethnicity						N/A	N/A
Race/Ethnicity						N/A	N/A
Race/Ethnicity						N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
Indicate year: 2002
- 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)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 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	318		193
Extremely low income <=30% AMI	251	79%	
Very low income (>30% but <=50% AMI)	66	20%	
Low income (>50% but <80% AMI)	1	1%	
Families with children	217	68%	
Elderly families	3	1%	
Families with Disabilities	60	19%	
Race/ethnicity (W)	317	99%	
Race/ethnicity (B)	1	1%	
Race/ethnicity	N/A	N/A	
Race/ethnicity	N/A	N/A	
information updated as of June 2003			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 1 MONTH

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

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	107		145
Extremely low income <=30% AMI	81	76%	
Very low income (>30% but <=50% AMI)	20	19%	
Low income (>50% but <80% AMI)	6	5%	
Families with children	45	42%	
Elderly families	8	7%	
Families with Disabilities	30	28%	
Race/ethnicity (W)	106	99%	
Race/ethnicity (B)	1	1%	
Race/ethnicity	N/A	N/A	
Race/ethnicity	N/A	N/A	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	59	55%	
2 BR	25	24%	

Housing Needs of Families on the Waiting List			
3 BR	20	19%	
4 BR	1	1%	
5 BR	1	1%	
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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	519,520	
b) Public Housing Capital Fund	410,094	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,232,920	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	740,000	Public Housing Operations
4. Other income (list below)		
Interest	3,000	Public Housing Operations
Non-dwelling income	30,000	Public Housing Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)		
Total resources	2,935,534.00	

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: At time of application

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: Credit and Personal References

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

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

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

(2) Waiting List Organization

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

- Community-wide list
 Sub-jurisdictional lists

- Site-based waiting lists
- Other (describe)

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
 Overhoused
 Underhoused
 Medical justification
 Administrative reasons determined by the PHA (e.g., to permit modernization work)
 Resident choice: If no applicants are on the priority list.
 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.

1 Date and Time

Former Federal preferences:

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

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: If requested: The information in Crossville Housing Authorities files relate to suitability.

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

If requested by the client for personal family reasons or market conditions, or if elderly, any reason.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other: Through government and non-profit organizations.

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:

The CHA uses HUD's minimum rent hardship exemptions, which are as follows:

1. The family has lost eligibility or is awaiting an eligibility determination for a Federal, State or Local assistance program;
2. The family would be evicted as a result of the imposition of the minimum rent requirement;
3. The income of the family has decreased because of changed circumstance, including loss of employment;
4. A death in the family has occurred, and;
5. Other circumstances determined by the CHA or HUD.

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:

The Crossville Housing Authority uses ceiling rents and flat rents as identified in other sections of this document.

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: Deduction for child support

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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$100 per month increase
- Other (list below)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
 Survey of rents listed in local newspaper
 Survey of similar unassisted units in the neighborhood
 Other: The CHA has adopted ceiling rents as flat rents for this plan year.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
 Other (list below)

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

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

(2) Minimum Rent

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

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

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

The CHA uses HUD's required minimum rent hardship exemptions, which are as follows:
The family has lost eligibility or is awaiting an eligibility determination for a Federal, State or Local assistance program;
The family would be evicted as a result of the imposition of the minimum rent requirement;
The income of the family has decreased because of changed circumstances, including loss of employment;
A death in the family has occurred; and
Other circumstances determined by the CHA or HUD.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	329	145
Section 8 Vouchers	293	78
Section 8 Certificates	0	N/A
Section 8 Mod Rehab	0	N/A
Special Purpose Section 8 Certificates/Vouchers: (list individually)		
1. Unification	52	16
2. Mainstream	9	0
3. Homeownership	3	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		
HOMES	59	

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:

Check Cashing Policy, Capitalization, Maintenance Uniform Policy, Check Signing Policy, Disposition Policy, Drug Free Workplace Policy, Grievance Procedure, General Depository, Insurance Register, Personnel Policy, Pet Policy, Petty Cash, Procurement Policy, Rent Collection Policy, Employee Retirement Plan, Sexual Harassment Policy, Travel Policy, Admissions and Continued Occupancy Policy, Deconcentration, Community Service.

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

1. Yes 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) Capital Fund Program Tables

-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 with the Capital Fund Tables (Capital Fund Program Tables)

-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.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:

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

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
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p>

<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

N/A

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

N/A

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to

component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Rosewood Terrace	
1b. Development (project) number: 42-1	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (01/08/1999)	
5. Number of units affected: 8	
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Goodwin Court	
1b. Development (project) number: 42-4	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (01/08/1999)	

6. Number of units affected: 6
6. Coverage of action: (select one)
<input checked="" type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Netherton Court, Storie Avenue Homes
1b. Development (project) number: 42-14
2. Federal Program authority:
<input type="checkbox"/> HOPE I
<input checked="" 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 checked="" 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: (01/08/1999)
5. Number of units affected: 15
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input checked="" type="checkbox"/> Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Braun Hill, Braun Cove, Woody Court Homes
1b. Development (project) number: 42-16
2. Federal Program authority:
<input type="checkbox"/> HOPE I
<input checked="" 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 checked="" 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: (01/08/1999)
5. Number of units affected: 25

6. Coverage of action: (select one)

Part of the development

Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[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? 05/26/1997

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)

Teens Need Training (TNT)	7	First Come	Main Office	Both
Learning Works	30	First Come	Main Office	Both
Gateway Educational Center	71	First Come	Gateway	Both
Young Marines	20	Random	Main Office	Both
Meals on Wheels	17	Random	Main Office	Both
Elderly/Disabled Services	20	Random	Main Office	Both
Summer Youth Program	18	Random	Main Office	Both
Tae Kwon Do	8	Random	Main Office	Both
Senior Day Out	12	Random	Main Office	Both
Weight Training	5	Random	Main Office	Both
Spanish Class	8	Random	Main Office	Both
Coffee with the Director	8	Random	Main Office	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: 01/01/2003)
Public Housing	25	25
Section 8	25	37

- 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

“Implementation of Public Housing Resident Community Service Requirements”

INTRODUCTION

A. REQUIREMENT

Each adult resident of the PHA shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

A. EXEMPTIONS

The PHA shall provide an exemption from the community service requirement for an individual who:

Is 62 years of age or older;

Is a blind or disabled individual, as defined under section 216[I][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity as defined in section 407[d] of the Social Security Act;

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State administered welfare-to-work program, and has not been found by the State or other administering entity to be in compliance with such program.

Has pre-school children at home.

The PHA will re-verify exemption status annually except in the case of an individual who is 62 years of age or older.

The PHA will permit residents to change exemption status during the year if status changes.

B. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

In addition to the HUD definition above, the PHA definition may include any of the following:

Participating in the Family Self-Sufficiency Program and being current in the steps outlined in the Individual Training and Services Plan.

Other activities as approved by the PHA on a case-by-case basis.

The PHA will give residents the greatest choice possible in identifying community service opportunities.

The PHA will consider a broad range of self-sufficiency opportunities.

D. ANNUAL DETERMINATIONS

Requirement – For each public housing resident subject to the requirement of community service, the PHA shall, 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

The PHA will verify compliance annually. If qualifying activities are administered by an organization other than the PHA, the PHA will obtain verification of family compliance form such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

E. NONCOMPLIANCE

If the PHA determines that a resident subject to the community service requirement has not complied with the requirement, the PHA shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the PHA's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The PHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the HA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

Ineligibility for Occupancy for Noncompliance

The PHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

F. PHA RESPONSIBILITY

The PHA will ensure that all community service programs are accessible for persons with disabilities.

The PHA will ensure that:

The conditions under which the work is to be performed are not hazardous;

The work is not labor that would be performed by the PHA's employees responsible for essential maintenance and property services; or

The work is not otherwise unacceptable.

G. PHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

The PHA will administer its own community service program.

The PHA will provide to residents a list of community service and volunteer opportunities available throughout the community.

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 use 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?

All CHA developments.

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

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

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

Educational Programs

2. Which developments are most affected?

All CHA developments.

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?

All CHA developments.

D. Additional information as required by PHDEP/PHDEP Plan

PHA 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)]

“Pet Policy”

LEASE ADDENDUM

TO ALLOW FOR PETS

Lessee: _____ Unit No. _____

Address: _____ Pet Deposit: _____

I, _____, agree to the following rules and statements made in this Lease Addendum as set by the Crossville Housing Authority.

When the Crossville Housing Authority refers to pets, that means only dogs, cats, birds, and fish are included. This Lease Addendum tells me what I am responsible for and what the Crossville Housing Authority is responsible for concerning my dog or cat.

Only one pet is allowed per family.

I also understand that my pet cannot be larger than:

- Dog – 15 inches tall when full grown
- Cat – 10 inches tall when full grown

I agree to pay a damage deposit of \$100.00 (subject to increase) for cats and dogs, none for birds or fish. This deposit shall be paid in advance. This deposit is refundable if no damage is done, by or as a result of the pet, as verified by Management, after tenant disposes of the pet or moves.

WHAT I MUST DO

- I must provide the Crossville Housing Authority with all verifications of my pet's inoculations, neutering, license, etc. before I can have my pet and I must bring verification of inoculations each year at the annual reexamination time.
- I must make sure my pet receives the medical care necessary for my pet to maintain good health.
- I must have my dog or cat on a leash any time it is out of my own unit.
- My dog or cat will remain inside my unit except for short periods of time while being walked or exercised by a responsible person. No animal shall be permitted in the Community Room. **NO DOG HOUSES**, animal runs, etc., will be permitted.
- I must accept complete responsibility for any damages to property caused by my pet. This includes other residents' property as well as all Crossville Housing Authority property.
- I will hold harmless the Crossville Housing Authority for any injuries or damages caused by my pet.
- I must accept complete responsibility for the behavior and conduct of my pet at all times.
- I will be responsible for promptly cleaning up pet droppings on the grounds by placing in a plastic bag with closure and properly disposing of said droppings.
- I will take adequate precautions to eliminate any pet odors within or around my unit and maintain sanitary conditions at all times.

- I will provide litter boxes for cat waste, which will be kept in the unit. I will not let waste accumulate. I will be responsible for properly disposing of cat waste by placing it in a plastic bag with closure and placing it in a trash container.
- I will not alter my unit or grounds to create an enclosure for any pet.
- I understand that tenants are prohibited from harboring and feeding stray animals. The feeding of stray animals shall constitute having a pet without permission of Management.
- I understand that no pet may be kept in violation of state humane or health laws, or local ordinances.
- In the event of my pet's death, I must dispose of the remains according to local health regulations.

WHAT THE CROSSVILLE HOUSING AUTHORITY WILL NOT DO

- The CHA will not be responsible for my pet at any time regardless of the circumstances.
- The CHA will not be responsible for any damages or injuries caused by my pet.
- The CHA will not permit my pet to become a nuisance to management or any residents.

WHAT THE CROSSVILLE HOUSING AUTHORITY WILL DO

- When it is necessary for the CHA to spray for fleas and ticks or other insects caused by my pet other than at the regular appointed time, the CHA will charge me for the cost of spraying.
- The CHA will dispose of my pet in any way necessary, if at any time I leave my pet unattended or abandoned.
- The CHA will take appropriate actions if my pet is causing the living or working conditions in my project to be unsafe, unsanitary or indecent.

Tenants who violate these rules are subject to: (a) being required to permanently remove the pet within fourteen (14) days of notice by Management; and/or (b) eviction.

DO I UNDERSTAND THIS LEASE ADDENDUM?

By signing this Lease Addendum, I am saying that the CHA has gone over it with me. I am also saying that I understand all of it. I understand that this is an agreement between me and the Housing Authority and that it is a legally binding contract between me and the Crossville Housing Authority.

We signed this Lease Addendum on _____ 20_____

Lessee

Housing Authority

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

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 (Security, Maintenance, Management and Resident Initiatives Meetings) ATTACHMENTS: D, E, F & G

Provided below:

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 N/A

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: State of Tennessee, Tennessee Housing Development Agency

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

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

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

Crossville Housing Authorities PHA Plan corresponds with many of the points in the State of Tennessee's Consolidated plan written under the auspices of the Tennessee Housing Development Agency (THDA).

One of the key points in Tennessee's consolidated plan is to increase the amount of affordable housing and to preserve the existing affordable housing. CHA's plan also calls for the expansion and improvement of affordable housing. CHA continues to work to keep its housing inventory well maintained and modernized on a regular basis. Another main aspect of the Tennessee Consolidated plan is to promote the general enhancement of the quality of life for low-income residents. CHA has a well-developed resident service program that serves children to seniors with educational improvement, self-improvement and social activities. CHA also works toward the deconcentration of poverty working toward a mix of income levels in its developments and neighborhoods.

D. Other Information Required by HUD

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

Attachments

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

Attachment A

COMMENTS FROM RESIDENT MEETING ON PHA PLANS 2004-2008 MAY 8, 2003

PRESENT WERE:

Don Alexander, Director
Cyndie Dyal, Resident Service Coordinator
Donna Parker, CHA employee
Beulah Lewis, Twin Oaks Resident
Dorcus Webb, Twin Oaks Resident
Gladys McNeal, 42-1
Ollie Holmes, 42-1
Joy Watson, 42-1
Wilma Dyal, 42-4
Marie Burden, 42-4
Elsa Carmelino, 42-4
Lela Farris, 42-4
Peggy Riddle, 42-6
Mary Kean, 42-16
Kenny Kean, 42-16

Discussed was the following:

1. SUBMITTAL OF HOME APPLICATION

We are in the process of submitting HOME Grant applications and part of the process is notifying residents. The purpose is to build 2 new additions to Brookside Apartments. We currently have 2 buildings and will build 2 more if we are able to obtain funding. These apartments are targeted to victims of domestic violence. The units will be setup with panic alarms, video surveillance and security patrol. We have added to the grant to provide down payment assistance. We currently have funded 4 families for Homeownership and have 10 more lined up. There will be no extra funding for additional staffing.

Ms. Watson asked if the alarms would be close to the bathtub. Mr. Alexander responded by saying the alarms are not for medical emergency calls associated with accidents but for police help.

PROPOSED AGENDA OF 5-YEAR PLAN

Next is the timeline for the 5-year plan. We have to submit a completed plan to HUD for approval 75 days prior to year's end. On July 10, 2003 we will have a 4-hour meeting to go through the plan in detail and to make corrections before advertising in the paper. Today is the first meeting. Our next meeting is scheduled for May 29, 2003 and we will discuss policies. If anyone would like a copy please let us know.

On June 10, 2003 we will discuss budgets, etc. Does anyone have any questions on the 5-year timeline?

REPORT ON CAPITAL FUNDS LAST YEAR

Currently we are working on 42-4 and will be there for a while. In 2002 we modernized 22 units in 42-4. We also renovated a 4-bedroom unit into a 3-bedroom unit. Construction on that unit was completed in February 2003. Ms.

Lewis asked what was done after removal of the extra bedroom. Mr. Alexander responded by saying the converted rooms were much larger than before and a wall separating the kitchen from the living room has been taken down providing a more open area. There is also a dining area now. Ms. Watson asked if it could be possible to take a tour of some of the remodeled homes. Mr. Alexander asked Ms. Cyndie Dyal, Resident Services Coordinator to make arrangements for before and after tours if possible. Ms. Burden stated she likes the 1-bedroom units at 42-4 better with the wall taken down. Ms. Dyal did not like it.

When we begin work on 42-1 we will be working on the site longer than 42-4. In 42-1 we have system problems. We will need to re-plumb and rewire every unit. Ms. Watson asked when was 42-6 renovated? Mr. Alexander stated several years ago. We did CIAP in 42-4 when it was first done and it costed 1.4 million. Ms. Dyal asked how old is 42-4. Mr. Alexander said it was built in the mid 60's. Ms. Watson stated it is a nice development. We done modernization in 42-4, 1, 2, 3, and 5. The program was changed from CIAP to Comp Grant whenever we modernized 42-5. We are now back in 42-4 and then will go to 42-1.

The persons who done the modernization in 42-1 botched the job. You can only have CIAP in the same project in 20-year intervals. They did CIAP in 1983 and when we came back in 1992 or 1993 we could not do CIAP. All we could do were items that came up to be a problem. We could not do prior issues already done. The CIAP program only has small amounts of dollars available and it's not sufficient to do an entire job.

The grant application 2003 was \$498,000 and the prior year was \$524,000. Some items done were to build a CHA Center. This building costed \$234,000. This was a higher price than expected for a 2700 square foot addition. We had to dig a hole 10' to 12' deep, it was a marshy area of soft gray clay. You cannot build on that, we had to add shot rock and then small rock on top of that, pack it down, then dig footers into that material. Footers are normally 1 to 2' deep. We had to have 4' deep and with all of that it drove up the cost. We could have built it in 42-4 but that would have been inconvenient for the office. We will be putting more dollars into the units instead of exterior work. We need the units done more than new sidewalks.

Ms. Watson asked why the money was put into the CHA Center instead of the discontinuing the children's programs.

Mr. Alexander responded that Capital Funds are used for the purpose of modernizing; you can only spend 10% on management improvements, which include, Office operations (Staff training, drug elimination activities), Resident service (Security). The max amount is 10% of \$498,000. The drug elimination grant was eliminated.

Ms. Watson asked if there was a way to get more drug elimination money. Mr. Alexander stated that there are lots of ways to fund but not enough money to go around. There is more competition. In addition to losing drug elimination we also lost dollars on operating funds. We started with \$200,000 fewer dollars than last year. We had to make adjustments. Funds for the mod program come available October or November. Then an environmental assessment is done and when that's approved we can start drawing funds. Funds approved in 2003 you start using Jan. 2004. Try to make the dollars last till the end of the year. If we lost dollars I would have to layoff the modernization crew. These are skilled individuals and would probably not be able to get them back.

We have 2 work categories, emergency and labor & capital intensive. Emergency category entails painting; the paint is inexpensive compared to the labor. Installation of expensive equipment like stoves, refrigerators and heating systems can take 3 days to install.

You have to have a blend of both, that's the way you control capital funds spent. Are there any questions on the financial part?

Ms. Webb asked if there was any word on the Assisted Living Facilities (ALF). Mr. Alexander stated he had a meeting with Mannie Martin, State Department of Tenn Care on April 23, 2003 and made a pitch for the ALF's. Mr. Martin was enthusiastic but the administrator there was not as upbeat as Mr. Martin. The deputy Governor asked us to meet with Mr. Martin and his #1 concern was whether he's increasing the number of people served. He wants to see how other states have handled the problem. We are now doing research on that. I asked him if he can make this happen with the change to Tenn Care rules and he said Yes. That is a positive sign, if he did not like the program he would have made excuses.

Ms. Lewis asked what affect would it have on Medicare? Will Medicare pay for it?

Mr. Alexander stated it's called a Medicaid Waiver. Ms. Webb asked if we would build another building for it? Mr. Alexander stated he only wanted to start the initial process and that he preferred for someone else to do a pilot program. This would mean no ALF's in Crossville for at least 3 years. Would like for other housing authorities to do it first. Some already have elderly high rises. They could gut the bottom floor and have commercial kitchens and community rooms, etc.

CALL FROM SHERRIFF

I received a call from the Sheriff, Butch Burgess, and he is looking for a residential setting to bring children to, children who were in drug settings and their parents or caregivers were arrested. Currently they have to stay at the Police station until the Department of Children's Services (DCS) gets them and then they go into foster care. He would like a temporary residence so these children will have a place to go between being taken from their homes until DCS gets them. We are considering a unit in 42-4. We are currently in the process of remodeling the unit. DCS handles a 3 county area, Cumberland, Fentress, and Overton County. The director is Denise Rhomer. They have offices here on Dooley St and the main office is in Jamestown. I just wanted to make everyone aware that we are considering this.

Hospice has approached us to have a HOSPICE house. They care for the terminally ill. They have had to deny services to some persons because they do not have any room. Ms. Webb stated they are a wonderful organization.

Mr. Kean asked if the Sherriff's Department could use the Activity Center for the kids removed from their homes. Mr. Alexander explained that if the parents of these children came around it might cause volatile situations. Ms. Dyal stated a house would be better than an apartment. Ms. Watson stated that 42-1 would be a more secure area being close to the police department.

Are there any suggestions for additions or deletions, etc.? Ms. Riddle stated that in a unit of an elderly person there are cable and phone lines running across the rooms and that it could be a dangerous situation and could when we remodel put in additional phone and cable lines.

Mr. Alexander stated that if there was a special need for a tenant such as an elderly person needing better access to a phone we could handle it on a case-by-case basis if there is medical justification. Ms. Watson stated that if a doctor states they cannot have carpet should she get documentation of that. Mr. Alexander stated that would come from the tenant's doctor at that time and to submit it in writing why it cannot be done. CHA had just spent 2 to \$3,000 on a 3 bedroom unit because the family needed wheelchair accessibility. We put in a special sidewalk ramp and made other adjustments to accommodate this family and now they have moved out.

Attachment B

**COMMENTS FROM RESIDENT MEETING ON PHA PLANS 2004-2008
MAY 29, 2003**

PRESENT WERE:

Don Alexander, Director
Donna Parker, CHA employee
Beulah Lewis, Twin Oaks Resident
Dorcas Webb, Twin Oaks Resident
Gladys McNeal, 42-1
Joy Watson, 42-1
Elsa Carmelino, 42-4
Mary Kean, 42-16
Kenny Kean, 42-16

Discussed was the following:

This meeting was scheduled to discuss Housing Authority policies. These policies are part of the 5-year plan. The 2 largest are the Section 8 Administrative Plan (Admin Plan) and the Admissions and Continued Occupancy Policy (ACOP).

ADMINISTRATIVE PLAN

The first several pages are just definitions and how rent is calculated. Does everyone here know how rent is calculated? Ms. Watson asked is it 30% of your income? Mr. Alexander said 30% of you adjusted income. With adjusted income you also get into what is counted as income. The term "Family" is a liberal term. We do not discriminate as to race or to familial relationships. Ms. Watson stated that 1 person is considered a family. Mr. Alexander stated we are not in the business of getting into the personal relationship of families or discriminate against them.

When someone is absent from home due to Military activation, etc we will still count his or her income except for pay under hostile fire. Recurring items are considered income such as someone making your car payment each month.

LIHTC (Low income housing tax credits)

We just had a grant completed for tax credits. Instead of dollars you receive tax credits for 10 years. We received \$211,00 worth of tax credits per year. The housing authority has no use for tax credits since we are tax exempt. If you owe the government \$500,000 you can subtract the credits you have from this amount. The housing authority sells the tax credits. The percentage of the tax credits are a negotiated amount for 10 years. They are not as valuable on the 9th year as they were on the 1st year. The net value is calculated based on the total 10 years. They can be 50% up to 80% on the dollar. We got 77 cents on the dollar. Ms. Watson stated the tax credits are of no use because the HA is non-profit. Mr. Alexander stated we sell the equity and that give us 1.6 million for tax credits. Worth 2.1 million over 10 years. It is paid all at once on the front end. We will have to borrow about \$900,000 mortgage. The 1.6 million initial money goes into building the project. LIHTC rules are somewhat different. Whenever we have policies we try to make them uniform across the board but you do have to have some differences in policies like with the Tax credits. HOMES calculations are also different. Ms. Watson stated if you put a summary in the newsletter and have these meetings in the afternoon you make get more attendance.

The HA struggles to pay bills we have \$50,000 in insurance costs alone. Utilities run as high as \$400,000 a year. Ms. Webb asked if some of those expenses are paid by rents collected. Mr. Alexander stated yes. Public Housing receives some federal subsidy but other areas do not. Section 8 tenants receive subsidy. In the areas we do not receive subsidy the only way to pay bills is through the rent collected. A tenant asked if Section 8 was for elderly only. Answer is no. We do have a special set aside on some vouchers. We are currently amending our Admin Plan and adding a targeting part for persons with disabilities. We are applying for an allotment of mainstream vouchers.

Your public housing lease only requires a 14-day notice. Are there any questions on occupancy issues?

BUSINESS RELATED POLICIES

Capitalization policy we have raised the amount of costs to \$500. If it does not cost \$500 it's not a capital item. If not a capital improvement item than it is an expense item. We found that after we raised it to \$500 it caused our operating expenses to skyrocket on the financial report. Sundry costs went up. When you capitalize something you have to amortize it. The more you have as a capital improvement the more you have to amortize. Accounting wise it is easier to expense than to capitalize. To clear refrigerators, stoves, weed eaters, etc we still carry as inventory but don't have to amortize. Do not have to keep track in amortize and depreciation.

Check Cashing Policy

Only certain persons sign checks. I sign all of them and Mr. Mitchell; Chairman of the Board comes in and signs. Ms. South and Mr. Hale also sign.

Disposition Policy

This is how we dispose of property. Based on the estimated value of property. Under \$500 we negotiate a price. \$501 to \$5,000 we bid out.

Drug and Alcohol Policy

This is a policy for employees. The depository agreement is with the banks.

Grievance Procedure

HUD has certain requirements for the procedure. You can have a panel or member committee. Panels are hard because it's hard to coordinate a meeting between so many persons. We changed from a hearing panel to a hearing officer. Currently Jeff Brown, Commissioner is the hearing officer. You do not get a hearing for Drug related criminal reasons. If you owe us money and we send an eviction and you request a hearing you are required to put your rent owed into an escrow account until the eviction is resolved.

Uniform Policy is what we provide to maintenance.

Personnel policies are for the employees. We also have pet policy and petty cash policy.

Procurement Policy

This is how we select a contractor. On tax credit projects we do not have to bid out. Ms. Watson asked why Buddy Edwards had gotten so many projects over the years. Mr. Alexander stated that on the Willowood project we did not have to bid it out. There is not enough time to negotiate all the details in the 60 days they require. Willowood is a for profit entity and you do not have to bid it out. Mr. Edwards has been the lowest bidder by substantial amounts and the lowest bidder gets the job.

We also have a sexual harassment policy and travel policy.

We budget for travel and the Board approves any travel. At the first of the year you develop a budget and with travel it is hard to determine exactly what will be spent. You do not know at the time the budget is put together who will be traveling that year.

Ms. Watson asked if request for bids are advertised. If the construction job is over \$25,000 it is a sealed bid and advertised. The bidder has to pay for a copy of plans from the Architect and provide licensed credentials for the level of work.

Ms. Webb asked what was going to be done to the Whittenburg house located at the site where WillowWood is being built. Mr. Alexander stated it would be sold.

REPLACEMENT HOUSING

We have sold 5 houses and will build 5 new single-family homes that will be a part of Public Housing.

ATTACHMENT C

**COMMENTS FROM RESIDENT MEETING ON PHA PLANS 2004-2008
JUNE 10, 2003**

PRESENT WERE:

Don Alexander, Director
Harold Christopher, Maintenance Supervisor

Donna Parker, CHA Employee
Joy Watson, Resident 42-1
George Spence, Resident 42-2
Naomi Spence, Resident 42-2
Elsa Carmelino, Resident 42-4
Gladys McNeal, Resident 42-1
Dorcas Webb, Twin Oaks Resident
Ollie Holmes, Resident 42-1

Mr. Alexander began by stating there will be a July 10, 2003 luncheon meeting where the first draft of the PHA Plans for 2004-2008 will be available for residents to review.

The agenda begins with new items:

Selection of replacement housing

We have sold 5 single-family homes and will be selling a 2-bedroom unit to a Hilltopper's participant. Hilltopper's is for severely disabled individuals. Donald Phifer, potential homeowner used to be a resident in 42-1 several years ago. He will be purchasing 79 Woody Court. We envision building single-family houses, 3 bedrooms 1 and a half baths similar to the house built in Linary.

Partnering with Creative Compassion

Creative Compassion is a private non-profit entity. Primarily a housing provider through CHOTO. They have special status with the state to build houses. They currently have over 40 homes. This is a good organization. We were approached by Creative Compassion when their organization began several years ago. We did not partner with them at that time because their organization was not established and we were unsure if they had the capacity at that time to follow through.

Ms. Webb asked how they are funded.

Mr. Alexander stated they receive grants to build houses. The majority of their operating income is from the rent they collect. Several of their units receive subsidy under CHA's Section 8 program. They get grants to build additional houses. We are partnering with Creative Compassion to build senior housing with the thought of converting to an Assisted Living Facility down the road. CHA is donating land for this project. About \$75,000 worth of property.

Ms. Webb asked where is the land?

Mr. Alexander stated it is a 3-½ acre tract with access off of Miller Avenue and Taylor Street.

Ms. Watson asked how large will the apartments be.

Mr. Alexander stated they would be small apartments. Ms. Webb stated that the area would be a convenient location. Mr. Alexander stated the concept is that Creative Compassion will receive the grant to complete and a non-profit will contract the services with CHA.

Hospice House

CHA would like to partner with Hospice House to build a Hospice House. They provide services for the terminally ill. They will not provide services unless you have a full time caregiver. We would build an 8-bedroom house, put in their clients, and staff a person in the house 24 hours a day, seven days a week. This would be an asset to the community.

Thrift Store Expansion

We would like to build an addition to the back end of the Thrift Store. The improvements would make it into a more professional operation. We believe it has the capacity for more income. Current funds go to pay the persons working there now. The current income barely pays those persons. It may have the potential to help fund other Family Place operations if larger. The problem with expansion is we only have 1 construction crew and they are busy.

Some residents suggested we paint the units different colors. Mr. Alexander stated that we have to be careful who paints the units. If they do not do a good job then it takes a long time for maintenance to come back and fix it. We also at renovation have to paint the entire unit instead of just touching up the paint when someone has painted a unit a different color. The maintenance supervisor would make the decision as to whether someone can paint their unit a different color or not. You can put up strippable wallpaper though.

Mainstream

We have submitted an application for more mainstream vouchers. We currently have some vouchers already. Mainstream vouchers are for disabled individuals.

Currently we have over 250 on our list that could fit the description for disabled. The broader the definition for disabled the more we would be able to serve. There are no other new vouchers available other than mainstream at this time. We for the first time since CHA began the Section 8 program have we had to close our waiting list. We served 148 new people last year. This year (6 months into the year) we have only served 25 persons. This causes problems for us. We have units we need to rent but are unable to provide rental assistance. This also creates a problem for our Homeownership program. It also limits opportunities for Homeownership.

Ms. Watson asked if there are any grants to substitute monies given for Homeownership.

Mr. Alexander stated that there would need to be a continuity of the funding for long term. Those are the 5 new items for this 5-year plan we have not addressed previously.

Old items

Issues on remodeling. We are now working in 42-4 and will continue there. On the remodeling process we will only be able to do interior work versus site improvements. We may do some site improvements in 42-2. These would be items pertaining to tripping hazards. We will donate most of our time to the interior of the units. In 42-4 we have 75 units and have completed 38 so far. We started on the 1-bedroom units and installed HVAC systems. The 4-bedrooms take longer because we are converting some of them to 3-bedroom units. Until 42-4 is done, no site work will be done. May be in 42-1 by October of next year.

Comments

Ms. Watson stated when the remodeling begins in 42-1 she wants to keep her pantry. Mr. Alexander stated that they would not be removing pantries in the 1-bedroom units. Mr. Spence stated that the wall heaters in 42-2 were a problem. Mr. Alexander stated that when we update the apartments in 42-2 we would eliminate the wall heaters and put in HVAC systems. Ms. Watson asked if we would be removing the wall separating the kitchen from the livingroom. Mr. Alexander stated that these are things relative to 42-4. The walls in 42-1 are concrete and the roof structure is very good. We do not like the concrete block walls in 42-1 because of the moisture problem it creates. We are trying different approaches to correct this problem. We gutted one unit and put in sheet rock. Ms. Watson asked if this causes more damage to the walls. Mr. Alexander stated that it is easier to damage but also easier to repair and paint. Harold Christopher stated that they would survey 42-1 prior to remodeling to determine the best approach. Mr. Alexander stated there are 3 scenarios they may approach to the remodeling. In 1 unit we only did exterior walls to help keep out the dampness and in 1 unit we took out the wall separating the kitchen from the livingroom. Ms. Webb asked why the block walls were done initially. Mr. Alexander stated due to the durability.

Rockwood Housing has units that are just concrete block painted where ours has plaster on them. At that time units were built for safe and sanitary housing. Standards have been raised since then.

Ms. Carmelino asked about the stackable washer dryer units. Mr. Alexander stated that Twin Oaks and Russell Park I and II have the stackable units. There is no back door to those units but a window in the bedroom is an egress window. Some residents have complained about the bathtubs in Twin Oaks and Russell Park. We will be installing some handicap showers in WillowWood. We have some of those in 42-7.

Ms. Watson stated that the egress windows would be hard for someone to use who is in a wheelchair. Mr. Alexander stated that we would put in some emergency doors in the bedroom for exits. About 90% of the units in Public Housing have back doors. There are only 12 in 42-7 without back doors.

Community Service

This program was cancelled last year. It requires tenants who do not meet the exemption are required to contribute 8 hours per month in community service. This program has been reinstated. Ms. Watson said that the requirement came from Congress.

New income procedures

With the new income procedures tenants will continue to provide income verification just as they always have but CHA will have to verify that information through a third party source.

Ms. Spence stated that some residents in 42-2 do not have stickers on their vehicles and that they told her they do not intend on registering them. Mr. Alexander stated that Harold Christopher would check into the situation and deliver notices to those who are not registered.

Security patrols

We are no longer able to have security patrols but are trying to get monies together to reinstate the program.

Are there any further questions?

Ms. Webb stated that some persons at Twin Oaks speed through the development. Mr. Alexander stated that we cannot put speed bumps in there because it is not a public road.

Ms. Watson stated that there was someone living in housing that is not supposed to have her children with her because they are involved with drugs but she continues to have them at her unit.

Ms. Spence asked why Russell Park apartments are higher in rent than public housing. Mr. Alexander stated that the properties are not public housing but Section 8 vouchers are accepted.

ATTACHMENT D

**SECURITY COMMITTEE MEETING
MAY 16, 2003**

Present at the Security Committee Meeting were:

DIANE WALKER, Section 8 Inspector

JIM MARSHALL, Marshall Security Services

DON ALEXANDER, DIRECTOR

HAROLD CHRISTOPHER, MAINTENANCE SUPERVISOR

Rita Sherrill, 42-6; Lola Jackson, 42-4; Florence Randolph, 42-4; Ollie Holmes, 42-1; Patricia Davis, 42-1; Susan Hensley, Brookside Apts

This meeting mainly consisted of targeting areas with possible problems. At Pinewood Drive and in Rosewood Terrace, there is a lot of excessive traffic. There are so many people living in Rosewood Terrace, and the concentration of so many children in one development, that the traffic is a constant problem. We also discussed the possibility of off street parking for those who live on Stanley Street, because it is such a long distance to carry groceries, kids, etc., but there was no solution to the problem that we could feasibly come up with, though it is still being considered. Susan Hensley discussed a problem of domestic violence at Brookside Apartments. Mr. Alexander then talked to us about what we were doing with that apartment complex. We will be targeting, but not be limited to, victims of domestic violence. There have already been lights installed all over the complex, and emergency bells put into each of the new apartments. There will be some video surveillance, security will be present, and there will be some very strict rules for visitors, and there will be no overnight guests without permission. There will be parking permits issued to the tenants.

There were a couple of other specific problems addressed, and those are being looked into now, some have already been resolved.

ATTACHMENT E

MAINTENANCE COMMITTEE MEETING MAY 16, 2003

Present at the meeting were:

HAROLD CHRISTOPHER, Maintenance Supervisor

DIANE WALKER, SECTION 8 INSPECTOR

JIM MARSHALL, MARSHALL SECURITY SERVICES

Rita Sherrill, 42-6, Lola Jackson, 42-4, Florence Randolph, 42-4, Ollie Holmes, 42-1, Patricia Davis, 42-1 and Susan Hensley, Brookside Apts.

Harold discussed the remodeling that is going on now in Goodwin Court. Marvin's crew is presently working on 25 Goodwin, converting it from a 4 bedroom to a 3 bedroom. He told us about the differences in the layout now and encouraged us to drive by and look at it. He also told us that all the one bedrooms in Goodwin will be getting AC, and that there were driveways put in for off street parking for as many units as possible.

We discussed off street parking for Obed and Oak Grove Streets, this has been an ongoing problem, but as of now there is no solution. Each unit has 1 parking space, but as we all know, most households have more than one vehicle. We also discussed the kitchen cabinets in this development; they were all painted white during the last renovation. Obviously this was a big mistake, but we learned from it. Also, the whole house fans have to be removed in the units where we are installing AC units.

The next thing discussed was the upcoming renovation of 42-1 (Rosewood Terrace). Some of the things being considered are changing the washer hook-ups to a different spot. In some of the units, the washer is in the way of the back door. All plumbing and all the electrical will be replaced. The pipes are galvanized and are deteriorating badly at this point. The overhead wiring has never been replaced since the building of these units, and is in need of replacement. It was suggested that we install more than one telephone jack, as most units only have one, then run wires all over the house to add another telephone. All the back doors need replacing, and that will be done on the next renovation. It was mentioned that the shades do not entirely cover the whole window, and a lot of people are concerned with peeping toms. We discussed the type of privacy fencing that was installed in Pleasant Hill, to give each unit a semblance of privacy from the other units, at least in the back of the unit. We discussed the wall condition in this development. The walls are plaster, and the paint is constantly bubbling up and peeling, despite our best efforts to keep this in check. Harold also decided that the kitchen cabinets will be varnished instead of painted.

Attachment F

Management Committee Meeting Minutes March 31, 2003

The Management Committee met at the office of the Authority on March 31, 2003.

Present were:

Stella South, Assistant Director

Ollie Holmes, Resident

Connie Lawson, Resident

Gladys McNeal, Resident

The current Capital Funds program was discussed with Stella updating the committee on the status of this program. We discussed plans for the next Five Year Plan and members were asked to submit any ideas or proposals to Mr. Alexander.

The committee thought security window screens and security storm doors would benefit the residents. They also suggested we do something different with shades. They felt the ones we used were ugly. No other business was discussed.

Stella South, Chair Person

Attachment G

Resident Initiatives Committee Meeting

Minutes

April 7, 2003

Present were:

Cyndie Dyal, Resident Initiatives Coordinator

Linda Ashburn, Resident

Lola Jackson, Resident

Kenny Kean, Resident

Velma Manis, Resident

Mary Kean, Resident

Wilma Dyal, Resident

Audrey Spriggs, Resident

Some of the suggestions for the upcoming year for fundraisers included: having another carnival and put Mr. Alexander in a dunking booth, have a silent auction, have a talent contest where the competitors have to pay an entry fee, having a celebrity dinner, and try to get a new music singer from Nashville to have a concert for us for free that we can charge people to get into.

Suggestions for programs included partnering with someone like TNCEP to reinstate Girl Power, have line dance lessons again, have a self-esteem and life skills class, starting COOL kids again, offer parenting classes for parents, partner with the Senior Fair Park to get our elderly tenants participating in their programs, have exercise and aerobics classes for elderly and families, have a health fair at least once per month, have a drawing for a free gift basket for having your rent paid by the tenth, have more VISTA's, have a Senior prom for the elderly, have the summer work program again where the kids help do yard work, etc. for the elderly, keep Learning Works and TNT programs, check with the playhouse to get volunteers to help put on a play with the kids, plan more flowers around the community rooms, and to get the prettiest yard contest going again and get good prizes that will get everyone involved and make the communities look nicer and cleaner.

COMMENTS:

Concerning the remodeling

(1 bedroom-remodeled) No wall now for entertainment center, television, pictures, etc. Germs going into kitchen area, two lights are now gone, unable to see.

(2 bedroom-Already remodeled) Miss my pantry, had things in there that are too big to store in the cabinets. I have to use my bookcase in the dining area to put pictures and everything on. It has taken a lot of room away. A lot of my bigger pots are in the cabinets and I can't reach them. So it is very unhandy for me. Cereal boxes won't fit very well in the cabinets. It is lighter.

(1 bedroom-not remodeled)I would rather have my pantry. And leave my house the way it is. It's fine. I have seen some of the houses that have been done and I like mine better.

(1 bedroom-not remodeled) I like my pantry. And like to have mine the way it is as long as I live. Have seen another unit and it's nice but I like it better how it is. I wouldn't be able to arrange my furniture without the wall.

(1 bedroom) I love my remodeled house. It makes more room from the kitchen to the front room and lets in a lot more light.

(1 bedroom) I have seen a remodeled unit. I think I'd rather have the wall in. It will give more room in the living room. I can place my furniture ways that I will not be able to if they move the wall.

(1 bedroom-remodeled) I like it this way better after I got used to it. It gives a little more light. I have enough storage space.

Attachment H

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

Goal – Apply for additional rental vouchers: The Crossville Housing Authority has currently applying for additional Section 8 vouchers to expand the supply of housing within its jurisdiction.

Goal – Leverage private or other public funds to create additional housing opportunities: The CHA is currently and will continue to leverage private or other public funds to create additional housing opportunities for its residents.

Goal – Acquire or build units or developments: The CHA will continue to expand affordable housing using the Low Income Housing Tax Credits and below market loans through the Federal

Home Loan Bank's Affordable Housing Program. The CHA is expanding the supply of affordable housing throughout the area without traditional HUD assistance.

Goal – Improve public housing management: The CHA continues to work towards improving overall management. The CHA staff attends as many training programs related to public housing and Section 8 management as is possible throughout the year to stay abreast of changing regulations.

Goal – Renovate or modernize public housing units: The CHA has continually upgraded its public housing units through the Capital Funds Program. All modernization activities are addressed in accordance with need as well as through resident's requests in all developments.

Goal – Conduct outreach efforts to potential voucher landlords: The CHA conducts outreach efforts to potential voucher landlords through their Section 8 Program when necessary. These outreach effort consist of contacting the potential landlords by telephone and/or mailings notifying them of the availability of voucher recipients. Arrangements are then made for a meeting between the landlords and voucher holders so lease agreements may be executed. This outreach effort when necessary is successful in increasing the lease up of the Authority's Section 8 Program.

Attachment I

“Resident Membership of PHA Governing Board”

As required by the QHWRA through regulations published in the October 21, 1999 Federal Register, the CHA has a resident serving on the Board of Commissioners.

Gladys McNeal – Resident Commissioner
August 12, 2003

Attachment J

Membership of the Resident Advisory Board

Management Committee

Stella South, Assistant Director
Crossville Housing Authority

Ollie Holmes
245 W. First Street
Crossville TN 38555

Connie Lawson

40 Rose Street
Crossville TN 38555

Gladys McNeal
220 W. First Street
Crossville TN 38555

Resident Initiatives Committee

Cyndie Dyal, Resident Initiatives Coordinator
Crossville Housing Authority

Wilma Dyal
291 Goodwin Circle
Crossville TN 38555

Janet Dunbar
50 Netherton Court
Crossville TN 38555

Linda Ashburn
78 Pinewood Drive
Crossville TN 38555

Lola Jackson
52 Goodwin Circle
Crossville TN 38555

(Resident Advisory Board Members Continued)

(Resident Initiatives Committee Continued)

Mary Kean
56 Braun Hill Circle
Crossville TN 38555

Kenny Kean
56 Braun Hill Circle
Crossville TN 38555

Loretta Wells
274 Goodwin Circle
Crossville TN 38555

Security Committee

Diane Walker, Section 8 Inspector
Crossville Housing Authority

Wilma Dyal
291 Goodwin Circle
Crossville TN 38555

Lola Jackson
52 Goodwin Circle
Crossville TN 38555

Patricia Davis
269 W. First Street
Crossville TN 38555

Ollie Holmes
245 W. First Street
Crossville TN 38555

Florence Randolph
16 Walker Street
Crossville TN 38555

Rita Sherrill
61 Obed Street
Crossville TN 38555

(Resident Advisory Board Members Continued)

(Security Committee Continued)

Susan Hensley, Section 8
36 Brookside Dr. Apt 4
Crossville TN 38555

Maintenance Committee

Harold Christopher, Maintenance Supervisor
Crossville Housing Authority

Rita Sherrill

61 Obed Street
Crossville TN 38555

Lola Jackson
52 Goodwin Circle
Crossville TN 38555

Florence Randolph
16 Walker Street
Crossville TN 38555

Ollie Holmes
245 W. First Street
Crossville TN 38555

Diane Walker
15 Meadowview
Crossville TN 38555

Attachment K

Resident Council Board Members

Janet Dunbar, President
50 Netherton Court
Crossville TN 38555
(931) 707-0966

Audrey Spriggs, Vice President
102 Pinewood Drive
Crossville TN 38555
(931) 456-2578

Lola Jackson, Secretary
52 Goodwin Circle
Crossville TN 38555
(931) 456-6388

Mary Kean, Treasurer
56 Braun Hill Circle
Crossville TN 38555
(931) 456-1282

Rebecca Cooper, Historian

198 W. Taylor Street
Crossville TN 38555
(931) 456-8604

Representatives

Wilma Dyal
291 Goodwin Circle
Crossville TN 38555

Joy Watson
27 Rose Street
Crossville TN 38555

Linda Ashburn
73 Pinewood Drive
Crossville TN 38555

Peggy Riddle
64 Oak Grove
Crossville TN 38555

Ollie Holmes
245 W. First Street
Crossville TN 38555

Elsa Carmelino
29 Aster Street
Crossville TN 38555

Gladys McNeal
220 W. First Street
Crossville TN 38555

Kenny Kean
56 Braun Hill Circle
Crossville TN 38555

Dorcas Webb
89 Mitchell Blvd., Apt 40
Crossville TN 38555

Charlene Gunter
67 Goodwin Circle
Crossville TN 38555

Diane Walker
15 Meadowview Lane
Crossville TN 38555

Attachment L

Section 8 Homeownership Program Capacity Statement

Requires that financing for purchase of a home under its Section 8 homeownership program will: be provided, insured or guaranteed by the state or Federal Government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

Attachment M

Public Housing Assessments 2002

TN042-01 – 54 units -- This development, although over 40 years old, remains one of our most popular. The maintenance cost is a little higher than most of our other Crossville developments due to the age and construction of the units. The per unit expense for this development based on the project based accounting is \$2323.90 per year or \$193.66 PUM. However, the cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-02 – 26 units-- This development is one of our outlying developments so the operating cost is a little higher than most. The per unit expense for this development based on the project based accounting is 1835.02 per year or \$152.92 PUM. However, the cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-03 – 12 units-- This development is one of our outlying developments so we expect the operating cost is a little higher than most. This year there were some capital improvements to the development, which kept cost low. The per unit expense for this development based on the project based accounting is \$1622.76 per year or \$135.23 PUM. However, the cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-04- 75 units -- This development is our largest development and is also one of the best designed in our inventory. The per unit expense for this development based on the project based accounting is \$1495.45 per year or \$124.62 PUM. This cost is higher than the average because this development has had no capital improvements in 12 years. Capital improvements are currently underway. The cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-05 –20 units-- This development is one of our outlying developments. The cost of operation includes the operation of a sewer treatment plant on the site. The cost of a licensed operator for the plant is a burden. This development has a high percent of elderly, which helps lower cost. The per unit expense for this development based on the project based accounting is \$1871.56 per year or \$155.97 PUM. However, the cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only

at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-06 – 51 units-- This development is one of our most desirable due to its location. It is in walking distance of two shopping centers and there is a daycare/Headstart center on site. The per unit expense for this development based on the project based accounting is \$1881.38 per year or 156.79 PUM. The cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-07 – 56 units-- This development has a very high elderly and disabled population. It is also one of our newest built in 1978. The per unit expense for this development based on the project based accounting is \$1470.10 per year or \$122.51 PUM. The cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-14 – 15 units-- This development is all single-family homes and was built to enhance our Family Self- Sufficiency program. The development is included in a 5H-homeownership program. The cost of operating public housing is less than the Section 8 program. The per unit expense for this development based on the project based accounting is \$2004.14 per year or \$167.02 PUM. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-16 – 24 units- This development is all single-family homes and was built to enhance our Family Self- Sufficiency program. The development is included in a 5H-homeownership program. The cost of operating public housing is less than the Section 8 program. The per unit expense for this development based on the project based accounting is \$2120.91 per year or \$176.75 PUM. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no

recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

Attachment N

Resident Survey Action Plan

Resident Report for 2002 (Overall for all developments)

<u>Indicator</u>	<u>Actual Score</u>	<u>Maximum Score</u>
Survey Results	4.4	5.0
Maintenance and Repair	.9	1.0
Communication	.8	1.0
Safety	.9	1.0
Services	.9	1.0
Appearance	.8	1.0
Implementation Plan	2.0	2.0
Follow Up Plan	<u>3.0</u>	<u>3.0</u>
Total	9.4	10.0
<u>OVERALL SCORES</u>	<u>2002</u>	<u>2001</u>

Maintenance and Repair	94.5%	93.3%
Communication	81.5%	77.9%
Safety	87.7%	79.2%
Services	94.3%	95.8%
Neighborhood Appearance	84.8%	79.5%

Crossville Housing Authority will continue to strive towards making improvements for residents in all above indicators. Please note above there are increases to all indicators except for the Service Indicator from year 2001 to 2002.

Maintenance and Repair

CHA has an annual preventative maintenance inspection and continues to make modernization improvements resulting in fewer repairs required.

Communication

CHA makes available to residents twice a month the Coffee with the Director meetings. Residents can attend the Resident Council meetings and CHA will provide transportation to those who have none.

Safety

CHA's plan to address issues related to safety in our developments is being addressed in a committee formed of residents, community members and our local police department. Several suggestions for community safety have come out of a series of resident meetings.

Services

CHA has numerous services available to the residents. These are listed in the Services and programs table on page 44.

Neighborhood Appearance

CHA is holding resident meetings to gather input from residents in order to set priorities. With the resident's input into this work, the residents are able to advise CHA on what they prefer and gain a feeling of working toward these improvements.

Attachment O

CROSSVILLE HOUSING AUTHORITY DECONCENTRATION POLICY

It is Crossville Housing 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. The specific objective of the Crossville Housing Authority is to house no less than 40 percent of its public housing inventory with families that have incomes at or below 30 percent of area median income by public housing development. The Authority will also take action to insure that no individual development has a concentration of higher income families. To meet this objective, the Authority will skip families on the waiting list to reach other families with a lower or higher income. This will be accomplished in a uniform and non-discriminatory manner.

The Crossville Housing authority will affirmatively market public 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. The Authority will not house families with incomes that exceed 30 percent of area median income in developments that already have 60 percent or more households with incomes that exceed 30 percent of the area median income.

Prior to the beginning of each fiscal year, the Authority will analyze the income levels of families residing in each development, the income levels of census tracts in which the developments are located, and the income levels of the families on the waiting list. Based on this analysis, the Authority will establish a numerical goal for housing 40 percent of new admissions to families whose incomes are at or below 30 percent of the area median income. The annual goal will be calculated by taking 40 percent of the total number of move-ins from the previous fiscal year. If necessary, the Authority will determine the level of additional marketing strategies and deconcentration incentives to implement to meet the objective of this policy.

Attachment P

PHA PLANS LUNCHEON MEETING JULY 10, 2003

Present were:

Don Alexander, Director
Donna Parker, CHA Employee
Gladys McNeal, 42-1
Ollie Holmes, 42-1
Joy Watson, 42-1
Patricia Davis, 42-1
Elsa Carmelino, 42-4
Terry Eller, 42-4
Arthur Mann, 42-6
Cleatus Hawn, 42-7
Dorcas Webb, Twin Oaks

Timeline

We've done a fair job of staying on the timeline. Discussed prior meetings on the 5-year plan and what they were concerning. Only one change and that's concerning the number of offers to applicants on the waiting list. We limit 3 offers, first offer they stay on the waiting list, second offer they go to the bottom of the waiting list and after the 3rd offer they are removed from the waiting list. The only exception is if a unit is turned down for a valid reason such as medical or handicap accessibility.

Ms. Watson was wondering how you could argue that on a mental disability.

Some numbers we are using are projected numbers and we are talking about a plan for 2004. We do not know at this point what 2004 numbers are so we use 2003 numbers. Subsidy and calculations can change each quarter. We started out at 70% subsidy this year and it has improved some. We won't know until later this year how much our capital fund will be for 2004. These numbers are estimated. Feel free to ask questions at any time.

On the first page we talk about the identification of the PHA plan, where you can review documents, etc. This is just the overview. The 5-year plan is small and the annual plan is where the detail comes in. We will apply for additional rental vouchers. We have more of a demand for public housing than we will be able to fill. We will create additional housing opportunities. Looking at doing a Hospice house, trying to get state law changed in order to create assisted living facilities, we have targeted specific units to elderly and victims of domestic violence.

We had looked into a shelter for displaced children of parents who are arrested for methamphetamines. The county bought the building on First Street for that purpose.

SEMAP score is 94. The housing authority is a high performing authority the PHAS score is 95. There are 4 phases on the PHAS score. Resident Satisfaction is one of the scoring criteria, on PHAS it is worth 10 and we scored an 8. Management is worth 30 points and we scored 30, Financial we scored 30 out of 30. You can see the breakdown of the resident surveys. The scores on the resident survey come from the residents.

Talking about increasing housing choices and implementing housing security improvements. Safety and security is always the highest concern for our residents. We serve a large portion of elderly people. Elderly can feel a bit vulnerable at times and safety becomes a real concern for them. One thing you may find interesting is the ceiling rent program. We have about 66 persons in housing on ceiling rent. We serve approximately 1/3 of elderly and disabled. Each of those are primarily low income families and have no chance of getting income to bring them up to ceiling rent. That leaves about 200 families in housing other than elderly and disabled and out of that 66 families pay ceiling rent. Ceiling rents were established around 1992. We increase by the inflation factor on our performance funding. Any questions so far?

This is a 5-year plan of the Crossville Housing Authority and what CHA is working towards over the next 5 years. In order for CHA to work towards improving services we supply, we have to make continuous improvements. We do this to provide service to the low-income community. It is important to involve residents in the PHA plans and objectives.

Ms. Watson stated that HUD says that the input from the tenants is very important and that if the housing authority does not adopt the suggestions that they have to explain item by item why they did not adopt them. How did you manage that last year? Mr. Alexander asked manage what? Ms. Watson said not to adopt any of the ideas last year. Mr. Alexander stated, I disagree about not accepting any of your ideas. Ms. Watson asked which one did you take? Mr. Alexander asked which one did you suggest? Ms. Watson stated the walls not being taken out. Mr. Alexander stated the five-year plan covers a lot. The capital improvements portion in the PHA plans that are focused on a lot is only a small part of the objectives of the PHA plan. One point made last year is that he has to take everyone's opinion into consideration and then the majority of that decision could be a financial burden on the housing authority. Ms. Watson stated just to leave the wall there it would not be a financial burden. Mr. Alexander stated the resident comments need to be included and responded too. There is not a requirement that the HA accept decisions or opinions of the residents. Last year we did acknowledge those comments that were made. We try to standardize all units the same. The reason is that the maintenance department can know where the problems are before they come on sight. It's awkward to have units that are different. It is a cost problem to maintain units that are different. Public Housing units are standardized for the purpose of controlling maintenance costs. These houses are maintained for viability over the next 20 years. We are looking long term. We don't expect residents that are in our dwelling units now will be there in 20 years so we cannot custom design units for residents. Ms. Watson stated that you are talking all around me. It would lesson the cost if we did not do anything to the units but it would not necessarily increase the long-term viability of the units. The walls in 42-1 will not be knocked out due to the setup in the unit.

Annual Plan

In the executive summary we talk about the meetings we have had. We talk about the admissions and occupancy policy and various types of rent. First item is ceiling rent, the maximum amount of rent we will charge for that particular size unit. Rents are based on 30% of your adjusted income. The ceiling rents will change by about 1.5%. This part is just in public housing. Flat rents are set the same as ceiling rents. Each time you have a re-exam you have the option of your choice of rents. On flat rents your rent is what it is and there is no re-exam process for 3-years. There are some advantages to the flat rents. We also have a minimum rent. Even if you have no income you have to pay \$50.00. Ms. Watson asked about a poverty exception. Mr. Alexander said there is a temporary hardship exclusion. You can ask for a temporary waiver of the minimum rent for specific reasons.

We changed the grievance procedure policy. If you have certain drug or disturbance related evictions then you do not get a full hearing process and in some you do not get a hearing at all and if you asking for a hearing through the grievance process because you owe the Housing authority money, or disagree with the rent the only way to get a hearing is if you pay the amount of money into a escrow account. The procedure may take a month or so.

On capital improvements that number is current. We are focusing on modernization in 42-1 and 42-2 and 42-4. We are unhappy with the heating systems in Spring City (42-2), talking about putting in a new heat and air system.

Ms. Watson: What type of heating do they have now?

Mr. Alexander: Wall heaters, that are very inefficient and we have had 2 units catch on fire. We also need to address needs on concrete work there, sidewalks with tripping hazards. We do not want to do a central heating and air system. It costs \$2,200 if the house has ductwork in it. We can put a less expensive heating system in and a window air conditioner if the unit is small. Asked Ms. Carmelino what kind of heating system she has. She has the unit under the front window. We want to use those types of units in 42-2. Still working on 42-4. Unsure about 42-1, lots of items to take care of in plumbing and wiring. Will take a lot of money and a lot of time.

We have no plans for demolition and disposition. If we can get the law changed on Assisted living facilities I would like to put something in at the back end of 42-1. We have no plans to convert units to tenant based assistance like Twin Oaks. One of the reasons to not do it is because of the expense to the residents, having to put up deposits on utility bills and pay utility bills.

Mr. Mann requested a unit closer to the parking area. He is currently in an accessible unit but he has an electric wheelchair and is unable to put it in his van by himself. He cannot walk the distance to his van and cannot leave his wheelchair out in the weather. Mr. Alexander stated we would check into the situation.

If we turned several hundred vouchers out on the street and told residents that they had to go find their own housing there would be no way that they could find a place to live. The market could not handle it and we would not do that to our clients. That would not necessarily be a bad thing for us, if we turned all of our PH into tenant assisted vouchers which right now our total income is 1.2 million dollars if we did this it would bring that up to maybe 1.6/ 1.7 million dollars a year. We receive one of the lower based subsidy dollars compared to most of the housing in the state of TN. It would be an advantage to us but a nightmare for our clients so there are no plans in the works for that.

Next on the list is the Home Ownership program and I know that we have discussed this before but if anyone would like to talk to me about it feel free. We also have the FSS program, Stay in School program, the TNT program, GED classes. Some of you may not know that we have applied for 2 grants, one for \$100,000 for service for seniors and one for \$250,000 for service to families. Those are some things that we are trying to do to service these programs that we have for our residents. Of course all of you know that the drug elimination grant is no longer available and that grant was providing us about \$80,000 a year that was being used for resident related things.

We also have a pet policy in PH and most of you know this. Also something that needs to be changed in section 16 on page 7 it talks about the annual audit, but the one it has is 2001 and we will have the 2002 audit before we turn this thing in.

We are going to apply for special purchase vouchers as they come along but we have not come across any except for persons with disabilities but nothing for the elderly yet. And the reasons for selecting the strategies at the bottom of page 17 all the factors listed below that are selected influence strategies to pursue, and of course the number one thing that controls what you are able to do is funding constraints. The next item is staffing constraints and the next one are results of consultation with residents and advisory groups and results of consultation with advisory groups. We used to have Louise Gorenflo who worked with low-income residents and she was involved with the office but that doesn't happen much anymore.

The next items listed down there are the list of grants that we have received the subsidy for Public Housing at \$519,000, the next one is the Capital Fund for Public Housing.

Of money that we use to run our Section 8 program we have this list for all of our resources. There are several grants that we have received. We have grants that are used for other items such as overages in utilities, work orders and such.

How we make the decision on who is eligible for housing and the requirements are determined at the time of interview: for instance, no income, factors like police records and drug charges, rental history and housekeeping. We also do credit checks and background checks. We do have a contract with someone who does this for us. We have a community wide waiting list and you are called as a unit for you becomes available. The reason we have this is because we have 9 different housing developments and if we did not have this list we would have 9 different lists.

Transfers remain a big issue among the tenants. They want to move here and there and we do charge a \$100 transfer fee for every time it is a tenant requested transfer. It can cost hundreds of dollars to move. The labor alone can cost up to \$256 dollars for two days, so the cost is too great for everyone to just decide that they want to live through out the housing units. The list goes as this; emergencies, under housed, but if you are over housed then we will not move you unless there is someone that needs the house more than you, also medical reasons such as becoming disabled, administrative reasons also. A lot of times we have people living in handicap housing that do not need it do to the fact that we have more units for that and not enough demand for them.

If we have someone on priority we are not going to move them and delay getting this person in to a home because they are already housed. We limit the amount of people that we let transfer to one or two a month. There is a limit on transfers due to maintenance cost. We not only have to clean the unit that they are moving into but we have to clean the unit that they are moving out of. That drives up the cost for maintenance, and slows down the unit availability.

Now let's talk about preferences and what they are. Some of them are involuntary displacement due to natural disasters like the tornados that come through last year; government action, if your house has been condemned by the government, or due to the owner of the house that you occupy; if the house you live in is not accessible and you need a home that is accessible, that puts you on the priority list. We also have priority for domestic violence and for substandard housing, but we do not list anyone under homeless due to the fact that we can classify them under substandard because if they are living in their car than that is substandard. We do not consider you to be a priority if you are living with someone (family) because you are living in a good place and not on the street.

It is too hard to separate the real problems from the created ones.

“Joy” are there any more funds that we can access for this problem?

There are but their funded from the Upper Cumberland Development and we have in fact applied for a grant through them just for that, and if we get those we will then send them a whole new set of policies.

We also have another priority such as racial or violent acts against you and we also take the applications by oldest date first then number of rooms and then by priority 1, 2.

Moving on to occupancy things that are required reference materials, rules and regulations that are needed for occupancy. The number one place is your lease, then the admissions and occupancy policy, and all the rules and

regulations that are in them, also the PHA briefing seminar, tenant handbook that you received on the day you signed your lease. You must notify us with any changes to your family and you cannot move anyone into your unit without prior notification and approval.

Any income that is coming into the household must be reported and there are deductions for some things but all income must be reported, and everyone that is living with you must be on the lease. Not saying that you cannot have visitors just that you must report everyone that is going to stay with you for a few days.

With the section 8 program we will share any information with our landlords that they need for the applicant and to get you leased up. We do not release all the information such as drug related or any arrest charges, because this information is public, and they are able to receive this information just as easy as us the only information that we will release is that of rent history.

Joy do you have to pay for it?

No you don't have to pay for it. We do have a contract with someone to do this for us. You can go to the Circuit Court Clerk's office and get the information that you need. So we don't volunteer information we only give what is requested.

There is no organization of the waiting list. It is first come, first serve with exception to the priorities and if you flip it over you will see what the preferences are the same as we discussed before.

Special Purpose Rental Assistance Vouchers

They are all in the administrative plan and we can get them for you if you would like to review them. We have special purposes vouchers and house specific people, and we will stop right here and get into income based rental policies.

Income Based Rental Policies

Do you know how the rent is based for public housing and Section 8? It is based on 30% of income for PH and the rent can go as low as \$50 dollars and up to \$359.00 depending on bedroom size. There are also deductions taken out if you qualify, and also down at the bottom of page 30 it talks about how we establish the ceiling rent. It is the operating cost plus debt service. All income is reportable but it does not increase your rent unless there is a difference of \$100 dollars or more per month and then it would change at your next reexamination. If you got a raise of 20 dollars a pay period in Feb. and your reexamination wasn't until Sept. than you would have to report it but your rent would not go up until the time of your next re-exam.

We have talked about flat rents and Section 8 assistance, about maximizing the amount of payment standard that we would do. We talked about the 110% over fair market rent. We have talked about Section 8 and that there is a minimum rent. We also talked about the reason why the housing authority would change the payment standards, and the reason is the success rate of assisted families. I told you that our success rate was low and that is why we increased the payment standard, and the other was the rent burden, and what that does is gives a maximum advantage to our clients but it also limits the amount of clients we can serve.

We have a total of 329 PH units. We did have a base line of 334 but we sold some of the units, and we have a couple more that we are going to sell. We have talked about our Section 8 and specific use for Section 8 and the homes programs.

We have other policies here that you are more than welcome to look at. The maintenance policy, check cashing, capitalization and check signing policies. The Deconcentration policy is where we make sure that we are not putting all higher incomes in one development and a lower income in the other. Grievance procedures, we have for Public housing and for Section 8.

Now the 5 year option, we don't plan on knocking down any buildings, if we did what I wanted to do was tear down part of 42-1 and build a new place for assisted living, but that would take a whole series of meetings with the residents. We are not planning on doing any demolition as of right now.

Community service

We have plenty for volunteers to help with community service. We have 66 people already on ceiling rent and they are working and that makes them exempt for the community service.

Joy well there is so many of them I can't keep up.

Congress believes that everyone is on welfare that lives in housing and that there is a high crime rate and more drugs than anywhere else. The truth of it all is that we have a stricter and more thorough police checks than anywhere else so their misconception is nothing but their own opinion. Our main problem is unauthorized persons moving in with our tenants and we evict more for this than anything.

Joy what does that mean?

It means that people that are not on the lease are moving in with them.

Joy how do you make them pay back the rent? You know if there is more income?
I know someone in particular that has been in there for 10 or 11 months but I think that they are finally gone?

Well we go back and check out if they worked or what and how much they've made and we go from there, and we will file charges against the people if it comes to that.

On page 43 we are talking about the service programs like FSS. It is a family program to help you go back to school and better yourself and your living situation for you and your children. The next item is the community service that we have already talked about and the insert is in your papers. The policy is still the same as it was the last time we talked about it.

The Health and Safety Crime preventive measures the things that we would describe as high crime such as abuse, violence or drug related problems in the area, vandalism. I personally think that we have the best tenants in public housing and we are really proud of them.

*What if it is the children and not the adult?

It seems to me that we need to hold the parents accountable for anything that their children do. If we get into setting curfews for children under 12 than we start helping with the parent's job and we don't want that.

It seems better for it to be reported as a complaint instead of trying to control the child if the parent is not going to.

Joy well I know the problems that we had with the illegal move ins is that they would pull up and blow the horn at all hours of the night yelling and screaming at each other with no respect for anyone, and they were living there and it just kept going on and on. And the little ones running around all hours of the night and no one watching them or controlling them.

Well if that is the case than what you need to do is call the police and DHS and report it. If you know of child who is neglected or abused and don't report it you can be held accountable.

Joy there was a problem of in Pinewood that no one reported. I think the child was living with his grandmother and she would lock him out and he would have to use the bathroom in the front yard. I have tried to get them to report it.

That will start an all out war

That needs to be reported and the DHS will not take a call from Don Alexander saying that one of my residents reported this to me. You have to report it yourself.

Crime prevention and working with the police

We get a print out on a weekly basis from all the calls made from the housing residents to the police department.

We are talking about a statement of compliance with a consolidated plan. This plan has to be in compliance with the state plan.

These are comments from our past meetings so far, and the minutes, if there is anything wrong with them than get with us and we will amend them. *Joy* Donna takes excellent notes; we need her on resident council.

Can we make an agreement that the minutes are correct? Then how about the May 29 meeting? When you are through with that I will ask you for an agreement and we will move on to June 10, do we have an agreement that everything is correct on the minutes, if so lets move on.

The next item is attachment D starting on page 66 our synopsis of what has happened in the meetings are these other groups. Security, maintenance meeting, management meeting, and the final attachment are G and who attend these meetings.

Joy I didn't know about the last one.

On Attachment H we addressed goals. Some of them were attainable and some were not. One of the goals that we set years ago was to lower the time on the waiting list. We wanted to reduce the time between the filing of an application and housing the applicant. On the Section 8 list it could be up to a year and public housing 6-8 months. We will apply for additional housing vouchers. We did receive 50 Section 8 vouchers at the beginning of the year. We leverage other private and public housing funds. We have a 32-unit development under construction now. We had an 8-unit development and made it a 16-unit development. We have applied for funds to take those 16 units to 24 units. We have applied in conjunction with Creative Compassions for 15 units of elderly housing. Creative Compassion was the applicant and we partnered with them and supplied the land to build the project on. We are working on improving housing management; we have improved our SEMAP scores from 87 to 94 this year. We have improved our PHAS score from 92 to 95 this year. We are always striving to do better. A lot of the scoring that public housing gets is a reflection on the residents. There is obviously more residents than office staff, and if the residents are not taking care of the dwelling units than it will be impossible for the housing authority to do it all. The residents do a good job of reporting potential dangers. We had some residents call from Twin Oaks about some dead trees. That could have been a bad situation and we were able to take care of them before they became a problem.

- Speaking of that I have a dead tree over at my place that looks like it is going to fall*

Donna will make a work order for that. There are two options on modernizing the units that we look at. The main way is to have a construction crew that works 52 weeks a year constantly renovating units, or you can let out contracts to different contractors to do the work, but we chose to do it the other way because we think it is much more economically sound to pay our own people to do it than to pay a contractor to do the work. We can buy the materials 9% cheaper than a contractor does because we do not pay sales tax. The quality of the work our guys do is very good, and we think that with our crew doing the work it will cause as little disruption with the residents. The other option is to borrow money to do the renovation and do a whole development at one time. It may cost \$1 million dollars to do the whole thing and then pay it back out of the capital funds. The advantage to that is that we will get it done all at one time and the disadvantage is that it would be contracted out and then we would lose the money that we would pay in interest on that loan, and that would be money that we would use for other things.

*Why would it have to be contracted out? *

* You don't have the men to do the job is that right? *

Correct if we are going to do a million dollar job my choice would be to hire more people. You cannot just hire people off of the street they will have to have training and know what they are doing.

*Now this new development that is next to me that is contracted out right? Is he subcontracting out the dirt removal and whatever? I have never seen so much equipment over there. *

Well that is a \$2 million dollar job and we do a general contract with them and they will hire the subcontractors to help him. In this case he is doing most of the work himself.

Well I have never seen so much moving in my life

I haven't seen any trucks going out so I know that he isn't selling the topsoil

No they are not selling any of the topsoil, they are using it. Also we are working on the outreach for potential landlords, and one of the things we are working on is to have a training program for landlords.

Item M is public housing assessments

What we are doing is utilizing the utilities and maintenance cost on the project to analyze and see if a project is too expensive to operate. It may make more sense to replace it than to deactivate it.

Page 82 is the housing authority's Deconcentration plan, and again this plan is really an economic deconcentration plan and we are dealing with families on the list and to make sure that we are not concentrating certain incomes into one project.

Attachment P is the organization of the housing authority. The next thing is the capital fund charts. This is how we appropriated the funds. It totals up 498,424. The next page is for the on going years, look over it and then we will get back to it. The next pages we have the items laid out for 2004 and then it goes to 2005 thru 2008 and it will take you thru the whole 5 years. These are not cast in stone we can move them to meet the needs of the housing authority. What kind of questions do you have about the capital improvement?

The PHA plan is like long range forecasting, but you have to make an effort of forecasting. What is going to happen now is that we will have this ready by August 1st and we will advertise it in the newspaper that it is ready for viewing by the public, and it will be here in the office for public review for 45 days.

*Do you have very many people to come in to see it?

Very few people come in to review this. Any one who wants to view this document can and they may not be a tenant but just some one who has some input that they would like to share. The thing to remember is that this document is relative to the Crossville Housing Authority. The housing authority is spending \$3 million dollars a year, as the chart shows on page 19. We have 4 developments. In WillowWood we are spending \$2 million dollars, and there are 4 developments that are not included in this.

This is Braun Cove development the total income is about \$100,000 a year, Russell Park also generates \$100,000 a year, the daycare generates about \$450,000 dollars a year. These are separate entities from the rest. And the housing authority throws a lot of money into the economy and so there are a few people that have an interest in what we do.

RESIDENT COMMENTS:

Letter dated July 16, 2003

I have lived on Goodwin Circle for 6 years in August. I have kept rent paid on time, taken good care of my apartment (which was my home). I respected all rules and have been in support of all programs. I have even defended you and Crossville Housing to other people unnecessarily speaking unkind things and not being appreciative of what they have for the money they pay for it. I truly believe that was a small request to leave the wall that my large mirror (my son-in-law framed for me) bookcase and T.V. was on.

I was led to believe all people and their opinions were important and that all the meetings that were supposed to be for people to voice their concerns of what was to be done. This turns out to be a big joke with you and Harold being the only ones laughing. Certainly not the five of seven people that requested their wall would be left alone. I truly believe you all knew all along what you all were going to do. I certainly cannot see how it would have affected anybody's life but mine to have left it alone. What possible reason to do it and the majority saying no and this really proves the people and what they want is important? There was no purpose it served to tear out the wall. I see now what people mean when they say you all don't care about the residents. I didn't write this letter because I didn't have the nerve to say it to your face, it is because I knew I'd never get I all said without being responded to before I finished and also because I needed the time to think before I spoke. I can mark it out or change it if I decided I need to. (An advantage I certainly need) Ha!

Saddened

Response letter to above letter:

We received your comments concerning the remodeling of your apartment. While we may not agree with your comments and are disappointed that we have not met your needs we still appreciate your response.

Last year when the discussion of the remodeling in Goodwin Court was occurring you had responded stating you did not want your wall to be removed. At that time we suggested putting together a floor plan committee to discuss options. It was also stated that tenants would have to agree that whatever was decided upon would be done to every unit and what has already been done will remain the same. The CHA would also have to agree to the changes. The Resident Advisory Board agreed that a survey of the residents should be made. We sent surveys to residents whose unit had already been remodeled in that unit size category and some that had not yet been remodeled. We received five responses for the one-bedroom units. The results were 4 in favor of the wall being torn down and one response we were not sure of the answer.

Part of the reason we try to standardize all units the same is that the maintenance department can know where problems exist before they come on site. It is a cost problem to maintain units that are different. Public Housing units are standardized for the purpose of controlling costs. These houses are maintained for viability over the next 20 years. We are looking long term, as we don't expect residents that are in our dwelling units now will be there in 20 years. Public housing residents average living in their unit for 5 years. it would not be cost effective to custom design units for residents.

I can assure you that we do believe your opinion is important and resident opinion is not a big joke to anyone on the CHA staff. While we cannot do everything that every tenant wishes we do hope that issues can be resolved in manner that we all can live with.

We appreciate you as a tenant who has taken good care of their home and abided by the rules of the lease.

If the newly remodeled unit is totally unacceptable to you, you may want to consider applying for one of the new apartments in our Willowood development that we expect to be completed close to the end of the year. The minimum age is 55 years old and older, maximum income guidelines for 1 person are up to \$17,880. If you would like more information please call.

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: CROSSVILLE HOUSING AUTHORITY		Grant Type and Number		Federal FY of Grant:	
		Capital Fund Program Grant No: TN37PO4250104		1/2004	
		Replacement Housing Factor Grant No:			
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	20,000			
3	1408 Management Improvements	30,000			
4	1410 Administration	25,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	46,000			
10	1460 Dwelling Structures	177,588			
11	1465.1 Dwelling Equipment—Nonexpendable	8670			
12	1470 Nondwelling Structures (community rooms, offices, maintenance building)	10,000			
13	1475 Nondwelling Equipment (vehicles)	17,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000			
18	1499 Development Activities	73,836			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	410,094			

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

PHA Name: CROSSVILLE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: TN37PO4250104 Replacement Housing Factor Grant No:	Federal FY of Grant: 1/2004
---	--	---------------------------------------

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

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

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

PHA Name: CROSSVILLE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: TN37PO4250104 Replacement Housing Factor Grant No:			Federal FY of Grant: 1/2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN 42-1	Cabinets	1460	100%	15,000				
	Plumbing	1460	50%	10,000				
	Electrical	1460	50%	10,000				
	Roofing	1460	50%	35,000				
	Walls	1460	50%	25,000				
	Doors & Windows	1460	100%	17,588				
	Flooring	1460	75%	20,000				
	Mechanical	1460	25%	10,000				
	Paint (interior)	1460	100%	10,000				
	Reconfigure Unit	1460	1	25,000				
	Replace & repair sidewalks	1450	25%	25,000				
	Exterior Enhancement (shutters, privacy fences)	1450	25%	10,000				
	Storage	1450	25%	5,000				
	M/M/C Building	1470	25%	10,000				
	Relocation	1495.1	100%	2,000				
	Porch Posts & handrails	1450	100%	5,000				
	Tot Lot	1450	1	1,000				
Administration	Clerk of Works	1410.1	50%	25,000				

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

PHA Name: CROSSVILLE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: TN37PO4250104 Replacement Housing Factor Grant No:				Federal FY of Grant: 1/2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Appliances	1465.1	20/ea	8,670				
	Truck	1475	1	17,000				
	Funds for Development	1499		73,836				
	Funds for Operation	1406		20,000				
Management Improvements	Staff Training	1408		2,000				
	Office Automation	1408		10,000				
	Resident Employment	1408		6,000				
	Drug Elimination Program	1408		12,000				
	Speed up unit turnaround	1408		0				
	Speed up inspection	1408		0				

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

PHA Name: CROSSVILLE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: TN37PO4250104 Replacement Housing Factor No:				Federal FY of Grant: 1/2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN 42-1	6-30-07			12-31-08			
TN42-2	6-30-07			12-31-08			
PHA Wide	6-30-07			12-31-08			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name CROSSVILLE HOUSING AUTHORITY		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: TN37PO42050105 PHA FY: 2005	Work Statement for Year 3 FFY Grant: TN37PO42050106 PHA FY: 2006	Work Statement for Year 4 FFY Grant: TN37PO42050107 PHA FY: 2007	Work Statement for Year 5 FFY Grant: TN37PO420500108 PHA FY: 2008
	Annual Statement				
42-1					
42-2		147,294			
42-3		113,964			
42-4				57,500	
42-5			123,500		
42-6			137,788		
42-7				64,670	
42-14				67,500	174,749
42-16				71,588	110,345
PHA Wide		148,836	148,836	148,836	125,000
CFP Funds Listed for 5-year planning		410,094	410,094	410,094	410,094
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: PHA FY: 2005			Activities for Year: <u>2</u> FFY Grant: PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	42-2	Plumbing	5,000	42-3	Plumbing	10,000
Annual		Electrical	10,000		Electrical	15,000
Statement		Mechanical	10,294		Mechanical	10,294
		Floors	10,000		Floors	8,000
		Paint (interior)	10,000		Paint	5,000
		Cabinets	10,000		Cabinets	5,000
		Roofs	15,000		Roofs	10,000
		Doors/Windows	10,000		Doors/Windows	10,000
		Exterior Enhancement (shutters, privacy fences)	10,000		Exterior Enhancement (shutters, privacy fences)	5,000
		Sidewalks/Landscaping	15,000		Sidewalks/Landscaping	5,000
		Storage	10,000		Storage	5,000
		Tot Lot	1,000		Tot Lot	1,000
		Non-dwelling structures (community rooms, offices, maintenance building)	5,000		Non-dwelling structures (community rooms, offices, maintenance building)	5,000
		Relocation	2,000		Relocation	2,000
		Appliances	7,000		Appliances	5,000
					Non-dwelling equip (vehicles)	17,000

	Total CFP Estimated Cost		\$147,294		\$113,964

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: PHA FY: 2005			Activities for Year: <u>3</u> FFY Grant: PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA Wide			42-5	Plumbing	5,000
Annual	Management	Staff Training	2,000		Electrical	15,000
Statement	Improvements	Office Automation	10,000		Mechanical	5,000
		Resident Employment	6,000		Floors	10,000
		Drug Elimination	12,000		Paint (interior)	5,000
		Speed up unit turn	0		Cabinets	10,000
		Speed up insp	0		roofs	15,000
					Sidewalks/Landscaping	11,500
	Administration				Storage	5,000
		Clerk of the Works	25,000		Tot Lot	1,000
		Funds for Development	73,836		Non-dwelling structures (community rooms, offices, maintenance building)	10,000
		Funds for Operation	20,000		Relocation	2,000
					Appliances	7,000
					Non-dwelling Equip (vehicles)	17,000

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

PHA Name: CROSSVILLE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: TN37PO4250103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
---	--	-------------------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	20,000.00		0	NOT YET BEGUN
3	1408 Management Improvements	30,000.00		0	NOT YET BEGUN
4	1410 Administration	25,000.00		0	NOT YET BEGUN
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	13,588.00		0	NOT YET BEGUN
10	1460 Dwelling Structures	220,000.00		0	NOT YET BEGUN
11	1465.1 Dwelling Equipment—Nonexpendable	7,000.00		0	NOT YET BEGUN
12	1470 Nondwelling Structures (community rooms, offices, maintenance building)	25,000.00		0	NOT YET BEGUN
13	1475 Nondwelling Equipment (vehicles)	17,000.00		0	NOT YET BEGUN
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000.00		0	NOT YET BEGUN
18	1499 Development Activities	50,506.00		0	NOT YET BEGUN
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	410,094.00		0	NOT YET BEGUN
22	Amount of line 21 Related to LBP Activities				

23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

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

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-01	Plumbing	1460	50%	15,000.00		0	0	not yet begun
Rosewood	Electrical	1460	50%	40,000.00		0	0	not yet begun
	Roofing	1460	50%	25,000.00		0	0	not yet begun
	Back doors	1460	100%	25,000.00		0	0	not yet begun
	Flooring	1460	75%	40,000.00		0	0	not yet begun
	Mechanical	1460	25%	30,000.00		0	0	not yet begun
	Paint (interior)	1460	100%	30,000.00		0	0	not yet begun
	Repair & Replace Sidewalks	1450	25%	1,000.00		0	0	not yet begun
	Landscaping	1450	25%	1,000.00		0	0	not yet begun
	M/M/C Building	1470	25%	25,000.00		0	0	not yet begun
	Relocation	1495	100%	2,000.00		0	0	not yet begun
TN42-2	Roofs	1460	25%	15,000.00		0	0	not yet begun
Spring City	Replace & repair sidewalks	1450	50%	11,588.00		0	0	not yet begun
Administration	Clerk of Works	1410	50%	25,000.00		0	0	not yet begun

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

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Appliances	1465.1	20/ea	7,000.00		0	0	not yet begun
	Truck	1475	1	17,000.00		0	0	not yet begun
	Funds used for Development	1499		50,506.00		0	0	not yet begun
	Funds used for operation	1406		20,000.00		0	0	not yet begun
Management	Staff Training	1408		2,000.00		0	0	not yet begun
	Office Automation	1408		10,000.00		0	0	not yet begun
	Resident Employment	1408		6,000.00		0	0	not yet begun
	Drug Elimination	1408		12,000.00		0	0	not yet begun
	Speed up unit turnaround	1408		0		0	0	not yet begun
	Speed up unit inspection	1408		0		0	0	not yet begun

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

PHA Name: CROSSVILLE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: TN37PO4204250103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TN42-1	6-30-06			12-31-07				
TN42-2	6-30-06			12-31-07				
PHA WIDE	6-30-06			12-31-07				

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

PHA Name: CROSSVILLE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: TN37PO4250102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
---	--	-------------------------------------

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	20,000.00		20,000.00	20,000.00
3	1408 Management Improvements	30,000.00	74,469.00	74,469.00	35,381.00
4	1410 Administration	25,000.00	30,668.00	30,668.00	22,933.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000.00	15,647.00	0	0
10	1460 Dwelling Structures	260,000.00	240,601.00	76,221.00	22,054.00
11	1465.1 Dwelling Equipment—Nonexpendable	17,000.00	4,965.00	4,965.00	4,965.00
12	1470 Nondwelling Structures (community rooms, offices, maintenance buildings)	43,588.00	83,262.00	83,262.00	83,262.00
13	1475 Nondwelling Equipment (vehicles)	17,000.00	27,612.00	9,800.00	9,800.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000.00	1,200.00	615.00	615.00
18	1499 Development Activities	73,836.00	0		
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	498,424.00	498,424.00	300,000.00	199,010.00
22	Amount of line 21 Related to LBP Activities				

23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

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

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-4	Replace roofs	1460	25%	30,000	0			Reprogram
TN42-1	Plumbing	1460	100%	25,000	0			Reprogram
	Electrical	1460	100%	50,000	0			Reprogram
	Roofing	1460	100	25,000	0			Reprogram
	Back doors	1460	100	25,000	0			Reprogram
	Flooring	1460	100%	40,000	0			Reprogram
	Carbon mon. & smoke detectors	1460	100%	5,000	0			Reprogram
	Mechanical	1460	100%	30,000	0			Reprogram
	Paint (interior)	1460	100%	30,000	0			Reprogram
	Site Improvements	1450	100%	10,000	0			Reprogram
	M/M/C Building	1470	1	43,588	83,262	83,262	83,262	Complete
	Relocation	1495.1	100%	2,000	0			

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

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-4	Plumbing	1460	100%	0	25,601	8,779	2,046	8% comp
	Electrical	1460	100%	0	40,000	12,442	4,758	12% comp
	Cabinets	1460	100	0	26,000	10,000	3,935	15% comp
	Walls	1460	100	0	35,000	12,000	1,864	5% comp
	Flooring	1460	100%	0	40,000	12,000	4,766	12% comp
	Mechanical	1460	100%	0	44,000	15,000	1,426	3% comp
	Paint (interior)	1460	100%	0	30,000	6,000	3,259	11% comp
	Site Improvements	1450	100%	0	15,647	0	0	just started
	Relocation	1495.1	100%	0	1,200	615	615	51% comp
PHA Wide	Appliances	1465.1	20/ea	17,000	4,965	4,965	4,965	Complete
	Truck	1475	1	17,000	27,612	9,800	9,800	1 used van purchased

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

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Clerk of Works	1410.1		25,000	30,668	30,668	22,933	75% comp
Management	Staff Training	1408		2,000	2,565	2,565		Just Started
	Office Automation	1408		10,000	8,912	8,912	8,912	Complete
	Resident Employment	1408		6,000	3,900	3,900	1,747	45% Comp
	Drug Elim Program	1408		12,000	59,092	59,092	24,722	42% Comp
	Speed up unit turnaround	1408		0				
	Speed up inspection	1408		0				
	Funds used for development	1499		73,836	0			Reprogram
	Funds used for operation	1406		20,000		20,000	20,000	

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	

NO LONGER USE THIS FORM 9/22/03

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	Amount of Annual Grant (Sum of lines 2-19)		
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)
NO LONGER USE THIS FORM 9/22/03		

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)
no longer use this form 9/22/03				
Total estimated cost over next 5 years				

ATTACHMENT Q
Crossville Housing Authority Management Organizational Chart

