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

Bristol Tennessee Housing and Redevelopment Authority
TN066V02
PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

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

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Expires: 03/31/2002

PHA Plan
Agency Identification

PHA Name: Bristol Tennessee Housing and Redevelopment Authority

PHA Number: TN066V02

PHA Fiscal Year Beginning: (mm/yyyy) 10/2005

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)

Fort Shelby Towers

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)

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5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

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

☒ The PHA's mission is: (state mission here)

The mission of the Bristol Tennessee Housing and Redevelopment Authority is to provide affordable, decent, safe and sanitary housing or housing assistance with quality environments and opportunities to low-income people of Bristol, Tennessee.

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) 87%
- ☒ Improve voucher management: (SEMAP score) 93%

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- ☒ 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:

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- ☒ 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)

PHA Goal: Promote energy efficiency practices and products when performing rehabilitation, repair and replacement in public housing developments.

Objective:

Incorporate, when applicable, Energy Star Program qualified products and practices.

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Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

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

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[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 Bristol Tennessee Housing and Redevelopment Authority has completed this Agency Plan in consultation with BTHRA residents and the local community. The Plan was discussed with the Resident Advisory Board on April 14, 2005, April 28, 2005 and May 12, 2005. The public was afforded an opportunity to review the Plan and offer comments at a public hearing held on June 15, 2005. The Annual Agency Plan is summarized as follows:

1. Housing Needs
   The BTHRA's current waiting lists are excessive and the demand for public housing (321) and Section 8 (363) is evident. The greatest demand is for small bedroom units (1 and 2 bedroom units).

2. Financial Resources
   The BTHRA expects to expend approximately $2,945,000 in the year 2005 for operations, capital improvements and administrative costs.

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3. Eligibility, Selection and Admission Policies

The BTHRA has revised their 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 continue to be updated as HUD issues further guidance.

As required under this section of the Plan and by regulations published in PIH Notice 2001-4, the BTHRA has reviewed its developments relative to income. The BTHRA has determined that they do not have a problem with concentration of high or low-income families. Further, the BTHRA has revised their admissions policies to assure that a concentration does not occur in the future.

4. Rent Determination-Discretionary Policy

The BTHRA's adopted discretionary rent policies include:

- ✓ Flat Rents
- ✓ $50.00 minimum rent for Public Housing and Section 8.

5. Operations and Management

The BTHRA 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 mandated requirements of the QHWRA.

6. Grievance Procedure

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

7. Capital Improvements

The BTHRA's projected funding under the Capital Fund Program is $408,503. The focus for the 2005 program year is to replace hallway windows, perform sewerline improvements and construct an emergency shelter in Development TN066-002.

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8. Demolition and/or Disposition

The BTHRA has no current plans for demolition or disposition.

9. Designation

The BTHRA plans to maintain the current elderly/disabled designation that applies to a portion of their units. The BTHRA has no plans to designate additional units in the future.

10. Conversion of Public Housing

The BTHRA conducted an initial conversion assessment for each development as recently mandated by the QHWRA through regulations published in the Federal Register on June 22, 2001. This assessment determined that conversion would not be cost effective as identified in Attachment D: "Component 10 (B) Voluntary Conversion Initial Assessments". Therefore, the BTHRA has no current plans to designate any developments or buildings to tenant-based assistance.

11. Homeownership

The BTHRA has no current plans to develop a Homeownership Program. However, the BTHRA is studying the feasibility of initiating a Section 8 Homeownership Program.

12. Community Service and Self-Sufficiency Programs

The BTHRA offers and provides a variety of program and services to their residents to achieve self-sufficiency. These services and programs include the Welfare-to-Work Program as well as referrals to local non-profit agencies providing supportive services; a Community Cares Program, People Place and the UETHDA Nutrition Program which provides the elderly and disabled families with the tools needed to eat healthy, stay safe, improve personal hygiene, etc. Additionally, the BTHRA has adopted a policy relative to the community service requirement mandated by the QHWRA through regulations published in the Federal Register on March 29, 2000. A description of the BTHRA's community service requirement is shown in Attachment E: "Implementation of Public Housing Resident Community Service Requirement".

13. Safety and Crime Prevention

The BTHRA currently has police officers residing in the Family Units development, reserves patrolling Fort Shelby and Edgemont Towers and continues to make various site and physical improvements to the developments to alleviate the safety concerns of our residents. Additionally, the BTHRA has a “one strike” and “zero tolerance” policy and performs strict screening of applicants.

14. Ownership of Pets

The BTHRA has a policy related to tenant-owned pets. This policy permits all BTHRA residents to own pets as mandated by the QHWRA through regulations published in the Federal Register on July 10, 2000 and is subject to compliance with specific requirements of BTHRA's pet lease, which is included as Attachment F: “Pet Policy.”

15. Civil Rights Certification

The BTHRA has included the required certification regarding Fair Housing and Civil Rights in this Plan.

16. Annual Audit

The BTHRA’s most recent audit is on file at the local HUD office in Knoxville, Tennessee and is available for review at the main office during normal business hours.

17. Asset Management

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

☒ Admissions Policy for Deconcentration **(See Attachment A)**

☒ FY 2005 Capital Fund Program Annual Statement **(See Table Library)**

☐ 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 **(See Attachment B)**

☒ FY 2005 Capital Fund Program 5 Year Action Plan **(See Table Library)**

☐ Public Housing Drug Elimination Program (PHDEP) Plan

☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **(See Attachment C)**

☒ Other (List below, providing each attachment name)

Attachment D: "Component 10 (B) Voluntary Conversion Initial Assessments"
Attachment E: "Implementation of Public Housing Resident Community Service Requirements"
Attachment F: "Pet Policy"
Attachment G: "Resident Survey Action Plan"
Attachment H: "Statement of Progress in Meeting the 5-Year Plan Mission and Goals"
Attachment I: "Resident Membership of the PHA Governing Board"
Attachment J: "Membership of the Resident Advisory Board"

Supporting Documents Available for Review

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

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

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
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
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	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
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
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	736	3	3	2	1	NA	NA
Income >30% but <=50% of AMI	642	3	2	2	1	NA	NA
Income >50% but <80% of AMI	656	1	2	2	1	NA	NA
Elderly	712	1	2	2	1	NA	NA
Families with	NA	NA	NA	2	1	NA	NA

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Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Disabilities							
Race/Ethnicity(w)	3,120	NA	NA	2	1	NA	NA
Race/Ethnicity (b)	127	NA	NA	2	1	NA	NA
Race/Ethnicity (h)	16	NA	NA	2	1	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

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 (City of Bristol, TN Jurisdictional Area)

☐ 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 01/01/04 – 12/31/04
Waiting list total	321		50
Extremely low income <=30% AMI	239	74%	
Very low income (>30% but <=50% AMI)	82	26%	

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Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)	0	0%	
Families with children	215	67%	
Elderly families	32	10%	
Families with Disabilities	50	16%	
Race/ethnicity (w)	301	93%	
Race/ethnicity (b)	18	6%	
Race/ethnicity (h)	1	0.5%	
Race/ethnicity (a)	1	0.5%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	10	3%	16
1 BR	97	30%	12
2 BR	126	40%	5
3 BR	74	23%	11
4 BR	11	3%	6
5 BR	3	1%	0

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

If yes:

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

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

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 01/01/04 – 12/31/04
Waiting list total	363		64

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Housing Needs of Families on the Waiting List			
Extremely low income <=30% AMI	286	78%	
Very low income (>30% but <=50% AMI)	64	18%	
Low income (>50% but <80% AMI)	13	4%	
Families with children	262	72%	
Elderly families	30	8%	
Families with Disabilities	72	20%	
Race/ethnicity (w)	338	93%	
Race/ethnicity (b)	22	6%	
Race/ethnicity (h)	3	1%	
Race/ethnicity	NA	NA	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	NA	NA	NA
1 BR	NA	NA	NA
2 BR	NA	NA	NA
3 BR	NA	NA	NA
4 BR	NA	NA	NA
5 BR	NA	NA	NA

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

If yes:

How long has it been closed (# of months)? **3 Months**

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

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

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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)

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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 2005 grants)		
a) Public Housing Operating Fund	$545,880	
b) Public Housing Capital Fund	$408,503	
c) HOPE VI Revitalization	$0	

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Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
d) HOPE VI Demolition	$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	$846,192	
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)		
FFY 2003 CFP	$21,173	Capital Improvements
FFY 2004 CFP	$317,112	Capital Improvements
3. Public Housing Dwelling Rental Income	$644,000	Operations
4. Other income (list below)		
Excess Utilities	$12,000	Operations
Tenant Charges	$25,000	Operations
Equipment Disposition	$13,000	Operations
5. Non-federal sources (list below)		
Section 8 Reserves	$104,617	Section 8 Operations
PHA Investment Income	$8,000	Operations
Total resources	**$2,945,477**	

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.

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(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) 10

☒ When families are within a certain time of being offered a unit: (state time) 2 months

☐ Other: (describe)

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

☒ Criminal or Drug-related activity

☒ Rental history

☒ Housekeeping

☒ Other (describe) Credit Report

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

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

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

(2)Waiting List Organization

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

☒ Community-wide list

☐ Sub-jurisdictional lists

☐ Site-based waiting lists

☐ Other (describe)

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

☒ PHA main administrative office

☐ PHA development site management office

☐ Other (list below)

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

Not Applicable

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

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? **NA**

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? **NA**
   ☐ 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: **Not Applicable**

(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

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

c. Preferences

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

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences) **Not Applicable**

Former Federal preferences:

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

Other preferences: (select below)

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

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

2 Date and Time

Former Federal preferences:

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

(1) Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

If yes, list these developments as follows: **Not Applicable**

Deconcentration Policy for Covered Developments			
Development Name:	**Number of Units**	**Explanation** (if any) [see step 4 at §903.2(c)(1)(iv)]	**Deconcentration policy** (if no explanation) [see step 5 at §903.2(c)(1)(v)]

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)

Previous participation and/or back balances

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

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

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

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

☐ Criminal or drug-related activity
☒ Other (describe below)

If requested, the information in BTHRA's files relative to the suitability of the tenant if a Release of Information form has been signed by the tenant.

(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)

PHA Site Management Office

(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:

An extension is granted based on special needs and handicap as well as additional time to find a suitable unit.

(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) **Not Applicable**

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.

2 Date and Time

Former Federal preferences

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

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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) **Not Applicable**
☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
☐ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
☒ Through published notices
☐ Other (list below)

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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 ($50.00)

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

The BTHRA uses HUD's required minimum rent hardship exemptions.

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

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:

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The BTHRA utilizes flat rents as identified in other sections of this component.

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **Not Applicable**

☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

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

☐ Yes for all developments
☐ Yes but only for some developments
☒ No

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

☐ For all developments **Not Applicable**
☐ 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) **Not Applicable**

☐ 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

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☐ Other (list below)

f. Rent re-determinations:

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

☐ Never
☐ At family option
☒ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☒ Other (list below)

The families are required to report all income changes and changes in family composition. In the case of income, the rent will only be changed if the new income amount results in a rent decrease. In the case of change in family composition, the rent will only be changed if the new household member receives income and then the rent would be increased.

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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 below100% 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) **Not Applicable**
☐ 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) **Not Applicable**
☐ 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 ($50.00)

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

The BTHRA uses HUD's required minimum rent hardship exemptions.

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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. **(See Attachment B)**

☐ 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	352	50
Section 8 Vouchers	200	64
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs (list individually)	NA	NA

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

Admissions and Continued Occupancy Policy
Pet Policy

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Community Service Policy
Personnel Policy
Travel Policy
Disposition Policy
Investment Policy
Procurement Policy
Capitalization Policy
Deconcentration Policy
Grievance Policy
One Strike and You're Out
Zero Tolerance Policy

(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:
Not Applicable

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?

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If yes, list additions to federal requirements below:
Not Applicable

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)

PHA Site Management Office

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) **(See Table Library)**

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **(See Table Library)**

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-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 **Not Applicable**

☐ 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 ☐ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ 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 **Not Applicable**

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description **Not Applicable**

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ 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) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ 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) ☐ Units addressed in a pending or approved demolition application (date submitted or approved: ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) ☐ Requirements no longer applicable: vacancy rates are less than 10 percent ☐ Requirements no longer applicable: site now has less than 300 units ☐ Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description **Not Applicable**

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

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

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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: **Not Applicable**

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

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services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

B. Services and programs offered to residents and participants

(1) General

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description	Estimated	Allocation	Access	Eligibility

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(including location, if appropriate)	Size	Method (waiting list/random selection/specific criteria/other)	(development office / PHA main office / other provider name)	(public housing or section 8 participants or both)
Not Applicable				

(2) Family Self Sufficiency program/s

a. Participation Description **Not Applicable**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

Not Applicable

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

All of BTHRA's 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

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☐ Activities targeted to at-risk youth, adults, or seniors
☒ Volunteer Resident Patrol/Block Watchers Program
☒ Other (describe below)

A Bristol, Tennessee police officer is assigned full-time to the Birch Street sub-station in the Family Units development and reserve officers patrol the facilities at Fort Shelby and Edgemont Towers.

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

All of BTHRA's 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? (list below)

All of BTHRA's developments

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Not Applicable

☐ 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 2005 in this PHA Plan?

☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

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14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))? (If no, skip to component 17.)

2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?

3. ☐ Yes ☒ No: Were there any findings as the result of that audit?

4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? **NA**

5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)? **NA**

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☒ Not applicable
☐ Private management
☐ Development-based accounting

☐ Comprehensive stock assessment
☐ Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☒ Attached at Attachment (File name) **(See Atachment C)**
☐ 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.)

The resident which currently serves on the Board of Commissioners of BTHRA was appointed by the Mayor of Bristol, Tennessee.

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

a. Nomination of candidates for place on the ballot: (select all that apply)
☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)
☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)
☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
☐ Representatives of all PHA resident and assisted family organizations
☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

City of Bristol, Tennessee

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
☐ Other: (list below)

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

Please refer to the executive summary of the consolidated plan for the City of Bristol, Tennessee.

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D. Other Information Required by HUD

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

19. Definition of "Substantial Deviation and Significant Amendment or Modification" [903.7(r)]:

The BTHRA and HUD will consider the following actions to be significant amendments or modifications:

- changes to rent or admission policies or organization of waiting list;
- additions of non-emergency work items (items not included in the current Annual Statement or Five Year Plan) or change in use of replacement reserve funds under the Capital Fund;
- any change with the regard to demolition or disposition, designation, homeownership programs or conversion activities.

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

Attachments

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

Attachment A
"Deconcentration Policy"

Deconcentration Policy

(1) The objective of the Deconcentration Policy for the BTHRA is to achieve the goal that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development or census tract. The BTHRA will take actions as necessary to achieve the goal that no individual development has a concentration of higher income or lower income families. To ensure that the BTHRA does not concentrate families with higher or lower income levels in any one development, the BTHRA will track the status of family income, by development, on a monthly basis utilizing income reports generated by the BTHRA's computer system.

(2) The BTHRA will periodically compare the relative incomes of its developments to the relative incomes of the census tracts in which they are located. Where significant differences are identified, income targeting will be applied.

Income Targeting

(1) To accomplish the Deconcentration goals, the BTHRA will take the following actions:

(a) At the beginning of each fiscal year the BTHRA will establish a numerical goal for admission of families whose incomes are at or below 30 percent of the area median income. The target annual goal will be calculated by taking 40 percent of the total number of move-ins from the previous fiscal year.

(b) The BTHRA will limit the number of admissions to ensure that not less than 40 percent of admissions are families with incomes at or below 30 percent of the area median income.

(c) The BTHRA will skip families on the waiting list or skip developments to accomplish these goals.

(2) The BTHRA will not hold units vacant to accomplish these goals.

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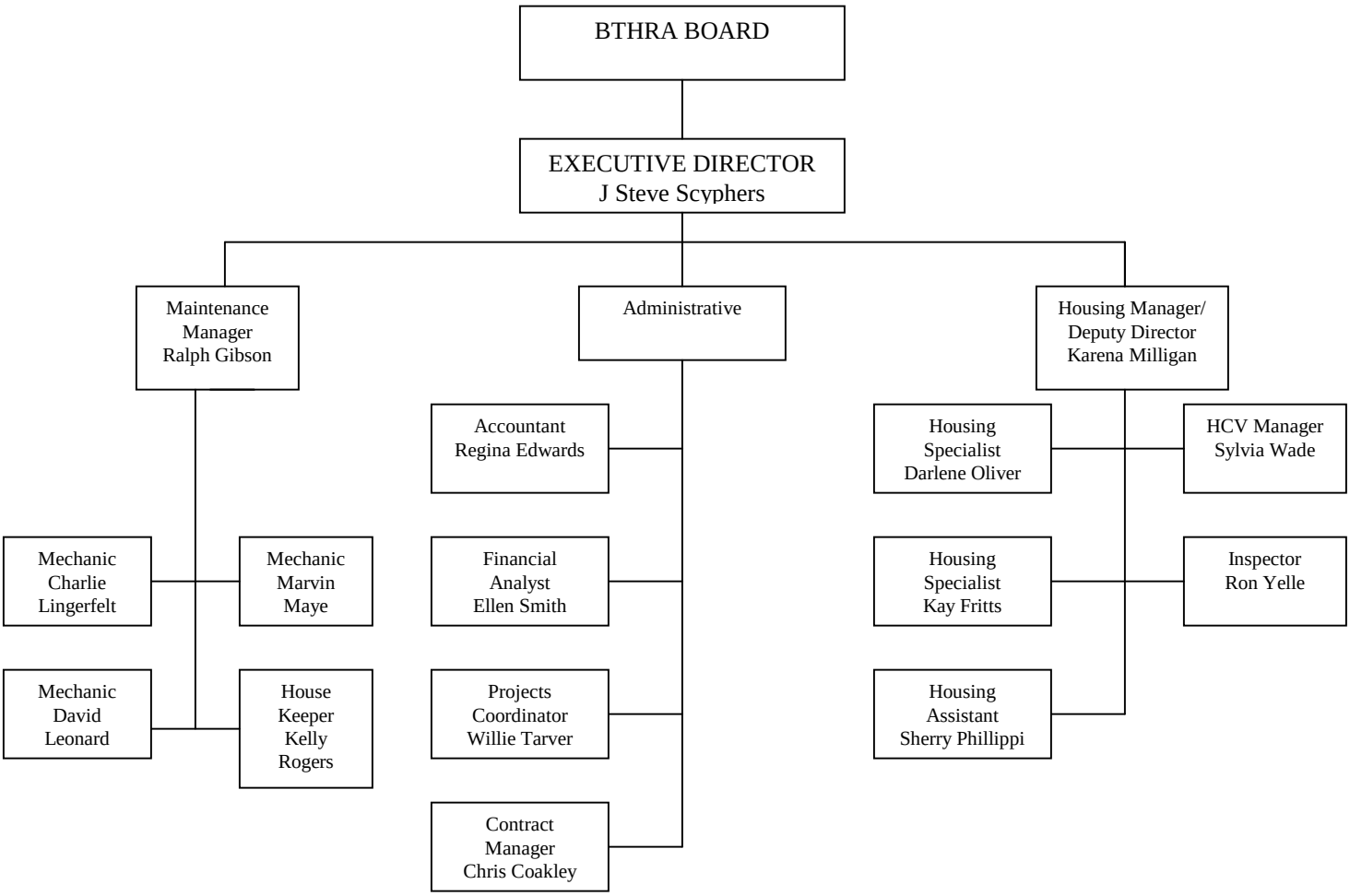
Attachment B
"Bristol Tennessee Housing and Redevelopment Authority Management Organizational Chart"



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Attachment C
"Comments of Resident Advisory Board"

The BTHRA conducted its Resident Advisory Board meetings on April 14, 2005, April 28, 2005 and May 12, 2005 at Edgemont Towers. The meetings were held to explain the QHWRA, to discuss the draft FFY 2005 PHA Plan with the Board and receive their comments and recommendations relative to the contents of both the Five Year Plan and Annual Plan. A thorough explanation of the contents of the PHA Plan was discussed with the Board as well as how the Authority arrived with the information. Attached is a copy of a letter dated June 6, 2005 that was received from the RAB and shows an overall favorable consideration to the PHA Plan.

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June 6, 2005

Bristol Tennessee Housing and
Redevelopment Authority Commissioners
P.O. Box 1515
Bristol, TN 37621-1515

Re: Bristol Housing Authority Annual Plan – April 2005

Dear Commissioners:

The Resident Advisory Board (RAB) wishes to take this opportunity to thank the Bristol Tennessee Housing and Redevelopment Authority Commissioners (BTHRA) and the staff of the Bristol Tennessee Housing and Redevelopment Authority for seriously considering the comments we've made in the past regarding the annual plan. We hope they will do so again this year.

In order to prepare for our comments, we met three (3) times with the Bristol Tennessee Housing Authority who provided detailed information on all aspects of the plan. The dates we met were April 14th, April 28th, and May 12th. Various Housing Authority employees presented sections of the plan that they were most knowledgeable in. We were allowed to ask questions and discuss possible ways that Bristol Tennessee Housing and Redevelopment Authority could adjust its plans to the needs of the community and the residents.

Pursuant to those sessions and conversations, we have the following suggestions and comments regarding the BTHRA Annual Plan:

1. Admission Preferences.

Preferences for domestic violence is a good thing. We agree it is a valid preference.

Due to Fort Shelby's inability to stay full, retaining the preference for elderly or disabled, but allowing singles after that, seems worthwhile.

2. Occupancy.

The change in the occupancy plan that allows for late payments on rent to be waived if the tenant has proof that their government check is coming in at a different time is a good idea. We thank you.

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3. Pet Policy.

Since no pet deposits have been kept, things seem to go smooth and all agree that the pet policy is working well.

4. Public Housing policies.

The RAB felt that the Housing Authority does a good job of explaining the policies at time of admission, but many tenants still do not understand. We think that perhaps some work in this area would increase tenant awareness of what the true PHA policies are. We also noted that there was no public housing policy update or education at time of renewal. We thought this might be helpful.

5. Grievance Procedures.

Grievance procedures that were held this year seemed to go well. The hearing officers seem adequate and having a right to a grievance for denial of an admission is a worthwhile policy.

6. Trespass Policy.

It was noticed that only eight people are on the trespass policy list. That is amazingly small for a town the size of Bristol. This is good. The policy notifies the individual being barred and tells the resident who they are associated with. However, there is no hearing on getting on or off the list. This could be a problem in the future.

7. Community Service.

While there has not been an eviction yet for failure to do community service, approximately 30 families are very close and one-half of those are on their second year. The policy allowing attendance at resident councils to qualify as community service is a good thing and eight hours per month is the lowest that can be done. Perhaps more babysitting by neighbors for other neighbors would help this matter.

8. Safety and Crime Prevention.

Last year the RAB commented on the ability of residents to get in to the park behind Edgemont Towers. We thank the Housing Authority Board and administration for taking this to heart and establishing a new policy that allows residents to get a key to go to the park. The gate remains closed unless someone needs to use it. This has worked out very well and the RAB thanks you.

9. Capital Improvements

The plan for capital improvements seems very good. The new fire alarm system and the new windows at Fort Shelby are greatly appreciated. The tilt in window system is good and helps in self-cleaning. This is something the tenants have requested for years and they greatly appreciate the Housing Authority's response to their requests.

In the past few years, through talks with the tenants and the Housing Authority officials, it had been agreed that Fort Shelby had more physical capital improvement needs than the Edgemont Towers. Therefore, the tenants and the Housing Authority agreed that most of the money should be spent in updating Fort Shelby. Now that this has been done, the Housing Authority and Tenants agree that it is time to turn to Edgemont Towers. Replacing the carpet in the halls with tile, and make other necessary changes as needed, is a step in that direction.

We feel it is very important that the residents understand the needs of others in the Housing Authority and are able to take turns at the priorities of capital improvements in different neighborhoods.

10. Section 8 Homeownership.

In the past, we have urged BTHRA adopt a Section 8 homeownership program. BTHRA has declined. This year, it has come to light that there is a Section 8 Homeowner through the Kingsport Housing Authority that wants to purchase in Bristol. There is a home available on Georgia Avenue and it is possible that Jan Deidrick, at the City, might still have down payments available. This seems like the perfect opportunity to make the step into a homeownership program. As in the past, we urge the Housing Authority pursue homeownership as the best way to deal with low-income housing costs.

11. Minimum Rent.

Raising the minimum rent from zero to $50.00 will affect 36 families in the Housing Authority and three in Section 8. However, the staff and tenants need to be aware that there exists a rent hardship exemption that denies eviction for inability to pay the rent when family income is decreased because of change of circumstances including loss of employment, death, families lost eligibility or waiting for determination of eligibility for government assistance, and any other circumstances determined by the Housing Authority. The Public Housing Occupancy Handbook

requires that any family that pays a minimum rent be advised by the Housing Authority of their right to an exemption, and the Housing Authority cannot evict a family for non-payment of rent for 90 days following their request for their exemption. The tenant has a right to a grievance hearing if the rent exemption is not granted.

Given the fact that keeping the units occupied is difficult, we would hope that no one would lose their apartment for failure to pay a minimum rent. The hardship exemption should allow their continued residence.

12. Section 8 Rent Rate.

BTHRA has lowered their section 8 rent rate to 100% of FMV with no losses in landlord participation. This further extends the limited dollars to as many as possible with no loss in participation and tenant rental options. We appreciate this.

13. Procurement Policy.

The Procurement Policy of the Housing Authority includes donation to tenant organizations of items that are unable to be sold elsewhere. Tenants really appreciate this. It gives them the ability to make money in their yard sale for activities they conduct.

14. Utility Allowances.

There have been no changes in utility allowances since 1999. We find it hard to believe that utility consumption has not increased within the last six years. The tenants urge the Housing Authority to maintain the highest utility allowances possible and will work with the Housing Authority in any way possible to achieve this.

15. Sewers.

Last year the Housing Authority projected that the family units would require a major replacement of the sewer lines. It was anticipated the capital improvement fund would be required for several years to do so. At that time, the Tenants urged the Housing Authority to approach the family units sewer line issue on an “as needed basis” in order to reduce the one time cost and to allow a longer extension of the payments for the project. As it turns out, this “as needed basis” has been applied and the tenants appreciate the Housing Authority listening to their suggestions.

Bristol Tennessee Housing and
Redevelopment Authority Commissioners
June 6, 2005

16. Locks.

The update on locks in the amount of $10,000.00 is appreciated and needed. The Tenants all agree.

17. Maintenance.

The Contract for mowing of the family units for $720.00 is a vast improvement. We thank the Housing Authority for making this change and saving money for other valuable services and needs.

18. Redevelopment.

The Housing Authority Board and staff, in undergoing redevelopment activities in Bristol, Tennessee have not only helped the City of Bristol but also increased the income used for housing of low-income tenants in the City. The Tenants appreciate this effort and the increased monies it brings in for services provided to the low-income community in Bristol, Tennessee.

Again, we thank you for your time, commitment, and willingness to consider our comments.

Sincerely,

Lois Patrick
100 Ashe Street, #3-A
Bristol, TN 37620

Katherine Broce
100 Ashe Street, #5-J
Bristol, TN 37620

/ba
ba:H:\MyFiles\TIM\Housing\BristolHousingRABLtr.doc

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Attachment D
"Component 10 (B) Voluntary Conversion Initial Assessments"

a. How many of the PHA's developments are subject to the Required Initial Assessment? **One (1)**

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments not general occupancy projects)? **Two (2)**

c. How many Assessments were conducted for the PHA's covered developments? **One (1)**

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	**Number of Units**
None	

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **Not Applicable**

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Attachment E
"Implementation of Public Housing Resident Community Service Requirement"

I. GENERAL INFORMATION

New Community Service Requirements

A. Background

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) was signed into law by President Clinton on October 21, 1998. This ACT is sometimes called the Public Housing Reform Act and the final rules required by QHWRA were published in the Federal Register on March 29, 2000. 24 CFR-Subpart F, 960.00 lists the statutory requirements, which must be incorporated by local PHA/PHC, etc. into policy to meet Community Service activities.

B. What is Community Service?

Community Service is defined as the performance of work, or duties that are of public benefit and serve to improve the quality of life, to enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community Service is not employment and may not include political activities.

C. Who must comply?

The final rule requires **all** adult family members who do not qualify for a statutory exemption.

D. Who is exempt?

An **exempt** person is an adult family member who:

(1) Is **62** years of age or older;

(2) Is blind or disabled as defined under the current Social Security Act. Existing documentation will be acceptable as evidence of a disability and disabled persons will be permitted to **self-certify** as to whether they **cannot** perform community service provisions; or is a primary care giver to such above defined individual;

(3) Is engaged in work activities;

(4) Meets the requirements for being exempted under a State program funded under Part A of the Title IV of the Social Security Act (42 U.S.C. 601) or any other State Administered welfare program of the State in which the PHA is located, including a welfare-to-work program.

(5) Is a family member receiving assistance, benefits of services under a State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601, et seq.) or under any other welfare program of the State in which the Housing Authority is located.

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E. What is the Annual Obligation?

Each adult family member who is not exempt must:

(1) Contribute **8 hours per month (96 hours per year)** of Community Service.

F. What happens when someone does not comply?

The lease specifies that it shall be renewed automatically unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of the 12-month lease term, but not for the termination of tenancy during the course of the 12-month lease term prior to the re-certification process.

In addition, each family member who fails to complete their entire obligation shall be given the opportunity to develop a plan with PHA approval to perform these non-compliant hours in addition to their regularly obligated 96 hours in the second year of residency. At the end of the second year, if all outstanding obligated hours of Community Service are not met, the PHA may commence eviction proceedings.

G. When does the Community Service Requirements start?

All PHAs and residents must comply with the requirements of Subpart F beginning with a PHAs fiscal year that begins on or after October 1, 2000.

H. How does the PHA administer the program?

The PHA may administer qualifying Community Service activities directly through its own staff or through a third party community entity that has an agreement with the PHA.

I. PHA Responsibilities to its residents.

(1) The PHA must develop a policy that describes how it will determine which family members are subject to or exempt from performing the service requirement and the process for verifying changes to existing status.

(2) The PHA must provide every family a written description of the service requirement and the process for claiming status. The PHA must also notify each adult family member of its initial determination of exempt and non-exempt status.

(3) The PHA must review family compliance with the service requirements and must verify such compliance annually at least thirty (30) days before the renewal of the lease (Annual Re-Certification).

(4) The PHA must retain reasonable documentation of service requirement performance or exemption in the resident's file.

II. PROGRAM ADMINISTRATION

The Bristol Tennessee Housing and Redevelopment Authority's policy is designed to identify which adult family members are subject to or exempt from the service requirements; to explain how the PHA will administer the program; to identify PHA and/or third party certification opportunities available to eligible work activities with fair and equable actions.

A. PHA Responsibilities

(1) Eligibility Determination

The PHA will review every existing resident file to determine each adult member's status regarding Community Service per the following guidelines:

a. An **exempt** person is an adult family member who:

1. Is **62** years of age or older;

2. Is blind or disabled as defined under the current Social Security Act. Existing documentation will be acceptable as evidence of a disability and disabled person will be permitted to **self-certify** as to whether they **cannot** perform Community Service provisions; or is a primary care giver to such above defined individual;

3. Is engaged in work activities;

4. Meets the requirements for being exempted under a State Program funded under Part A of the Title IV Social Security Act (42 U.S.C. 601) or any other State administered welfare program of the State in which the PHA is located, including a welfare-to-work program.

5. Us a family member receiving assistance benefits or services under a State Program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the Housing Authority is located.

b. As family status is determined, a letter or other certifiable document of receipt will be sent to each adult member of that family notifying them of their status (exempt or non-exempt) and explaining the steps they should immediately proceed with through their housing representative.

c. Verification of Compliance.

The Authority is required to review family compliance with service requirement, and must verify such compliance annually at least thirty (30) days before the end of the twelve (12) month lease term (annual re-certification time). Evidence of service performance and/or exemption must be maintained in each participant file.

d. Notice of Non-compliance.

If the Authority determines that, a family member who is subject to fulfilling a service requirement, but has violated the family's obligation (a non-compliant resident) the Authority must notify the specific family member of this determination.

The Notice of Non-compliance must:

1. Briefly describe the non-compliance (inadequate number of hours).

2. State that the Authority will not renew the lease at the end of the twelve (12) month lease term unless:

   The resident or any other non-compliant adult family member enters into a written agreement with the Authority to cure the non-compliance and in fact performs the exact terms of the agreement.

   Or

   The family provides written assurance satisfactory to the PHA that the resident of other non-compliant adult family member no longer resides in the unit.

   This Notice of Non-compliance must also state the resident may request a grievance hearing and that the resident may exercise any available judicial remedy to seek timely redress for the Authority's non-renewal of the lease because of a non-compliance determination.

e. Resident agreement to comply with the service requirement.

The written agreement entered into with the Authority to cure the service requirement non-compliance by the resident and any other adult family member must:

1. Agree to complete additional service hours needed to make up the total number of hours required over the twelve (12) month term of the new lease.

2. State that all other members of the family subject to the service requirement are in current compliance with the service requirement or are no longer residing in the unit.

f. The Bristol Tennessee Housing and Redevelopment Authority has developed the following list of agencies certifiable and/or third party work activities of which each non-exempt adult family member can select to perform their individual service requirement.

The Authority has identified the following PHA certifiable activities, which are available to meet the requirements:

Neighborhood Watch
Playground Monitor
Bus Stop Monitor
Clothes Closet Worker
Or other certifiable activities

The following third party entities have entered into an agreement with the Authority to provide activities available to satisfy the Community Service activities:

Volunteer Bristol
1606 W. State Street
Bristol, TN 37620
(423) 968-9017

III. DOCUMENTATION

A. Resident Notification Letter

B. PHA Certification Form

C. Third Party Certification Form

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Expires: 03/31/2002

Attachment F
"Pet Policy"

Bristol Tennessee Housing and Redevelopment Authority
Lease Addendum to Govern Pet Ownership

As applicable, Section 526 of the Quality Housing and Work Responsibility Act of 1998 (Public Law 105-276, 112 STAT.2451, 2568 the Public Housing reform Act of 1998) added new section 31 (captioned a Pet Ownership in Public Housing) to the United States Act of 1937. Section 31 establishes pet ownership requirements for tenants of public housing other than federally assisted rental housing for the elderly or persons with disabilities. Section 227 of the Housing-Rural Recovery Act of 1983 (12 U.S.C. 1701r-1)(the 1983 Act) covers pet ownership requirements for the elderly or persons with disabilities. This rule does not alter or affect these regulations in any way, nor would the regulation in Section 227 of the 1983 Act apply in any way to Section 3; of the 1937 Act. Section 31 of the 1937 Act is being implemented by adding a subpart G to 24CFR Part 960. The following policies must be complied with for pet ownership in the Bristol Tennessee Housing and Redevelopment Authority (BTHRA):

1. Pet ownership: A Tenant (Head of Household) may own **one (1)** common household pet or have **one (1)** common household pet present in the dwelling unit of such Tenant, subject to the following conditions:

    a. If the pet is a dog or cat, it must be neutered/spayed. Evidence of neutering/spaying can be provided by a statement/bill from veterinarian and/or staff of the humane society.

    b. If the pet is a bird, it shall be housed in a birdcage and cannot be let out of the cage at any time.

    c. If the pet is fish, the aquarium must be fifty gallons or less, and the container must be placed in a safe location in the unit. The Tenant is limited to one container for the fish; however, there is no limit on the number of fish that can be maintained in the container as long as the container is maintained in a safe and nonhazardous manner.

    d. If the pet is a dog, the height cannot exceed 15 inches tall (fully grown).

    e. If the pet is a cat, the Tenant must provide waterproof and leak proof litter boxes for cat waste, which must be kept inside the dwelling unit. Cardboard boxes are not acceptable and will not be approved. The Tenant shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary. The Tenant must not dispose of litter box waste by depositing in a toilet or dumping on the grounds outside

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the unit. Also, the height of a cat cannot exceed 10 inches tall (fully grown).

f. If the pet is a cat or dog, it must have received rabies and distemper inoculations or boosters, as applicable. Evidence of inoculations must be provided by a statement/bill from the veterinarian or staff of the humane society.

g. All pets must be housed within the unit and no facilities can be constructed outside the unit for any pet. No pet shall be permitted to be loose and if the pet is taken outside the dwelling unit, it must be taken outside on a leash and kept off other Tenants' lawns. Pets may not be enclosed, chained or tied outside the unit or to the porch or railings. No pets other than those owned by the Tenant are permitted on the BTHRA premises and Tenants shall not engage in "pet-sitting".

h. All authorized pets must be under the control of an adult. An unleashed pet, or one tied to a fixed object, is not considered under the control of an adult. Pets, which are unleashed, or leashed and unattended, on BTHRA property, will be impounded and taken to the local animal shelter. It shall be the responsibility of the Tenant to reclaim the pet and at the expense of the Tenant. Also, if a member of the BTHRA staff has to take a pet to the animal shelter, the Tenant will be charged $50.00 to cover the expense of taking the pet to the animal shelter. If the animal shelter charges a fee to accept a pet, that expense will also be charged to the Tenant.

i. Pets may not be left unattended for more than twenty-four (24) consecutive hours. If it is reported to BTHRA staff that a pet has been left unattended for more than a twenty-four (24) hour period, BTHRA staff may enter the unit and remove the pet and transfer the pet to the animal shelter. Any expense to remove the pet from any facility will be the responsibility of the Tenant.

j. All authorized pets must be kept in a nutritional, clean and sanitary manner. The Tenant will be responsible for the proper care of the pet such as nutrition, grooming, exercise, flea control and routine veterinary care. The Tenant will also be responsible for keeping the inside and outside of the dwelling unit clean and free of pet odors, insect infestation and waste and maintain the unit in a sanitary condition. If it becomes necessary for the BTHRA to rid the unit of pest infestation (fleas, ticks, etc.) or clean, deodorize and sanitize the unit as necessitated by the presence of a pet, the Tenant will be charged for the actual expenditures associated with BTHRA performing these services.

k. In the event of the pet's death, the Tenant will be responsible for the disposing of the pet's remains according to local health regulations. Any expense to dispose of the pet's remains will be the responsibility of the Tenant.

NOTE:

Any pet that is not fully grown may be measured, periodically, to determine if the pet meets the height requirements. Also, any pet that exceeds the height limit at any time during occupancy will not be an eligible pet and must be removed from BTHRA property.

---

2. Responsible Pet Ownership: Each pet must be maintained responsibly and in accordance with this pet ownership lease addendum and in accordance with all applicable ordinances, state and local public health, animal control, and animal anti-cruelty laws and regulations governing pet ownership. Any waste generated by a pet must be properly and promptly disposed of to avoid any unpleasant and unsanitary odor from being in the unit. Any damage caused by a pet to the inside or outside of the dwelling unit or to BTHRA property will be the sole responsibility of the Tenant.

3. Prohibited Animals: Animals that are considered vicious and/or intimidating will not be allowed as pets. Some examples of animals that have a reputation of a vicious nature are: reptiles, rodents, birds of prey, Rottweilers, Doberman Pinschers, Pit Bulldogs, Chows, and/or any animal that displays vicious behavior. This determination will be made by a BTHRA representative prior to the execution of this lease addendum.

4. A pet shall not disturb, interfere or diminish the peaceful enjoyment of other Tenants. The terms, "disturb, interfere or diminish" shall include, but are not limited to barking, howling, chirping, biting, scratching, and other like activities. The BTHRA has the right to terminate this authorization if a pet disturbs other Tenants under this section of the lease addendum.

   If the pet should become destructive, create a nuisance, represent a threat to the safety and security of other people, or create a problem in the area of cleanliness and sanitation, then a BTHRA representative will notify the Tenant, in writing, that the pet must be removed from the premises. The written notice will contain the date by which the pet must be removed and that date <u>must</u> be complied with by the Tenant. The Tenant has the right to request a grievance hearing in accordance with Bristol Tennessee Housing and Redevelopment Authority's grievance procedure. However, if the termination is due to a threat to the safety and security of others, the pet must be removed immediately until the hearing process is completed.

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5. The Tenant will not walk or exercise a pet anywhere inside the Edgemont Towers and/or Fort Shelby Towers buildings and will exercise the pet only in areas on the BTHRA's grounds that are marked as an "exercise area". The Tenant is solely responsible for cleaning up the waste of the pet within the dwelling unit and on grounds of the BTHRA's public housing developments. If the pet is taken outside the dwelling unit, it must be on a leash at all times. If there is any visible waste by the pet, it must be disposed of in a plastic bag, securely tied and placed in the garbage. If BTHRA staff is required to clean any waste left by a pet, the Tenant will be charged $25.00 for the removal of the waste.

6. The Tenant shall have the pet restrained so that maintenance can be performed in the unit. Whenever an inspection, pest exterminating service call or maintenance is scheduled, the Tenant shall either be at home or shall have the pet restrained or caged. If a maintenance person enters a unit where a pet is not restrained, maintenance will not be performed and the Tenant shall be charged a fee of $25.00. If this same situation occurs again, this authorization may be terminated. The Bristol Tennessee Housing and Redevelopment Authority will not be responsible for any pet, which escapes from the unit due to maintenance, inspections or other activities of the BTHRA, provided proper notice has been given by the BTHRA. When a Tenant requests service via a work order, that will be considered proper notice. In the case of a maintenance emergency that prevents advance notice, the BTHRA will not be responsible for the escape of any pet from the unit.

   NO PET SHALL BE ALLOWED IN THE UNIT PRIOR TO THE COMPLETION OF THE TERMS OF THIS PET POLICY. IT SHALL BE A SERIOUS VIOLATION OF THE LEASE FOR ANY TENANT TO HAVE A PET WITHOUT PROPER APPROVAL AND WITHOUT HAVING COMPLIED WITH THE TERMS OF THIS POLICY.

RESIDENT ACKNOWLEDGEMENT

After reading and/or having had this lease addendum read to me, I _____ agree to the following:

I agree to abide by the requirements outlined in this addendum for pet ownership and to keep the pet in accordance with the lease addendum.

I am liable for any damage or injury whatsoever caused by the pet and shall pay the Bristol Tennessee Housing and Redevelopment Authority or other applicable party for any damages or injury caused by the pet. I also realize that I should obtain liability insurance for pet ownership and that paying for the insurance is my responsibility.

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I agree to accept full responsibility and will not hold liable (indemnify) the Bristol Tennessee Housing and Redevelopment Authority for any claims by or injuries to third parties or their property caused by my pet.

I agree and understand that violating the lease addendum will result in the removal of the pet from the property of the Bristol Tennessee Housing and Redevelopment Authority, and that I may not be allowed to own any type of pet in the future while being a resident of the Bristol Tennessee Housing and Redevelopment Authority.

_____

Head of Household Signature Date

_____

BTHRA Representative Signature Date

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Expires: 03/31/2002

Attachment G
"Resident Survey Action Plan"

Communications (80%)

The Bristol Tennessee Housing and Redevelopment Authority has restructured the Property Management Department to incorporate Case Managers. In the past, all of our re-certification process was conducted by mail. The present re-certification process includes an interview with each resident (at the office or at their home if circumstances warrant) in order to complete the re-certification process. This interview allows plenty of opportunity for communication as well as allowing the staff to get to know our families. This contact is especially important for the family unit residents because they are in scattered site locations and most communication with them is through written memos. Additionally, the BTHRA staff meets regularly with the Resident Council to share information as well as maintains an active website and e-mail service to further the communication efforts.

Safety (80%)

The BTHRA has installed additional security cameras and lobby security booths in both of our high-rises. Based on comments received from several residents, the presence of the security equipment deters strangers from loitering that had been one of their greatest concerns. The additional cameras have also reduced the number of BTHRA property damage incidents as well as incidents of vandalism. The BTHRA has a police officer assigned full-time to the Birch Street sub-station and two police officers in residence in the family unit development as well as reserves patrolling Fort Shelby and Edgemont Towers. The presence of these police officers is a positive addition that reinforces the resident's feeling of being "safe" in their home. The police officers that live in the family community frequently walk, jog or patrol their neighborhood and are active participants in BTHRA's good neighbor policy. Their presence has helped and will continue to help fight any gang and drug activity in our community.

Neighborhood Appearance (80%)

The BTHRA has and will continue to appropriate Capital Funds for performing various improvements to enhance the neighborhood appearance of their developments. Such improvements include landscaping, balcony repairs, replacing windows, gutter replacement and exterior painting.

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Attachment H
"Statement of Progress in Meeting the 5-Year Plan Mission and Goals"

Goal – Apply for additional rental vouchers: The Bristol Tennessee Housing and Redevelopment Authority, (BTHRA) has applied for additional Section 8 vouchers to expand the supply of housing within its jurisdiction. To date, the Authority has received an additional 40 vouchers.

Goal – Reduce public housing vacancies: The BTHRA is currently working on reducing the turnover time for vacated public housing units to lower the vacancy rate of the units as well as improve the PHA's Management Indicator.

Goal – Leverage private or other public funds to create additional housing opportunities: The BTHRA is studying the feasibility to leverage private or other public funds to create additional housing opportunities for its residents.

Goal – Acquire or build units or development: The BTHRA is studying the feasibility of acquiring or building additional units of low-income housing. By utilizing Low Income Housing Tax Credits and below market loans through the Federal Home Loan Bank's Affordable Housing Program, the BTHRA may expand the supply of affordable housing throughout the area without traditional HUD assistance.

Goal – Improve public housing management: The BTHRA is currently in the process of improving various operational, management and maintenance functions in an effort to improve their overall PHAS score.

Goal – Improve voucher management: The BTHRA is currently in the process of improving voucher management functions such as lease up of Section 8 units to improve their SEMAP score.

Goal – Increase customer satisfaction: The BTHRA is attempting to keep residents better informed of BTHRA policies and programs as well as overall Authority information through their active Community Cares program and monthly meetings for the residents. Additionally, the BTHRA has established Resident Councils at Fort Shelby and Edgemont Towers with participation from residents of the Family Units equally split between the two Councils to further increase customer satisfaction.

Goal – Concentrate on efforts to improve specific management functions: The BTHRA is currently in the process of improving vacant unit turn around time and annual inspections of the dwelling units and system as recommended by HUD.

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Goal – Renovate or modernize public housing units: The BTHRA has continually upgraded its public housing units through the Comprehensive Grant Program and continues to do so through the Capital Funds Program. All modernization activities are addressed in accordance with need as well as residents' requests in all developments.

Goal – Provide voucher mobility and counseling: The BTHRA is currently providing voucher mobility counseling by conducting briefings with potential landlords and tenants as to the location of units outside areas of poverty or minority concentration.

Goal – Conduct outreach efforts to potential voucher landlords: The BTHRA is currently conducting outreach efforts to potential voucher landlords through their Section 8 Program. The outreach effort consists of contacting the potential landlords by telephone and/or mailings notifying them of the availability of voucher recipients.

Goal – Implement public housing security improvements: The BTHRA has a police officer assigned full-time to the Birch Street sub-station and two police officers in residence in the family unit development as well as reserves patrolling Fort Shelby and Edgemont Towers. Also, the BTHRA continues to make various site and physical improvements to the developments to alleviate the safety concerns of our residents. Additionally, the BTHRA has a "one strike" and "zero tolerance" policy and performs strict screening of applicants.

Goal – Increase the number and percentage of employed persons in assisted families: Under the Authority's ACOP, the BTHRA has adopted rent policies to support and encourage work. These rent policies include "flat rents", which are an incentive for families to work without the burden of paying high rents.

Goal – Provide or attract supportive services to improve assistance recipients' employability: The BTHRA offers and provides a variety of services and programs to their residents to achieve self-sufficiency and improve assistance recipients' employability. These services and programs include the Welfare to Work Program as well as referrals to local non-profit agencies providing supportive services.

Goal – Provide or attract supportive services to increase independence for the elderly or families with disabilities: The BTHRA currently has a Community Cares Program, People Place at Fort Shelby and the UETHDA Nutrition Program which provides the elderly and disabled families with the tools they need to eat healthy, stay safe, personal hygiene, etc.

Goal – Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: The BTHRA continues to operate its public housing program and Section 8 programs to ensure equal access to all regardless of race, color, religion, national origin, sex familial status, and disability.

Goal – 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: The BTHRA's operations and management, inspections, maintenance and modernization programs are spread equally among all developments.

Goal - Promote energy efficiency practices and products when performing rehabilitation, repair and replacement in public housing developments: The BTHRA will incorporate, when applicable, Energy Star Program qualified products and practices when performing rehabilitation, repair and replacement in their public housing developments.

Attachment I
"Resident Membership of the PHA Governing Board"

As required by the QHWRA through regulations published in the October 21, 1999 Federal Register, the BTHRA currently has a resident serving on the Board of Commissioners. The resident was appointed by the Mayor of Bristol, Tennessee and is identified as Mr. Gerald Holmes, 100 Ash Street, Apt. 9H, Bristol, Tennessee 37620. Mr. Holmes was appointed to the Board of Commissioners in March 2004 for a five-year term which expires March 2009.

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Attachment J
"Membership of the Resident Advisory Board"

Public Housing Residents

Angela Brewer	400 Shelby St., Apt. #312	Bristol, TN
Tom Bise	400 Shelby St., Apt. #305	Bristol, TN
Ava Smith	400 Shelby St., Apt. #408	Bristol, TN
Lelia White	100 Ash Street, Apt. #4J	Bristol, TN
Sarah Burke	100 Ash Street, Apt. #6H	Bristol, TN
Doris Henry	100 Ash Street, Apt. #6E	Bristol, TN
Kathryn Broce	100 Ash Street, Apt. #5J	Bristol, TN
Lois Patrick	100 Ash Street, Apt. #3A	Bristol, TN
James Hodges	100 Ash Street, Apt. #10A	Bristol, TN
Betina Cox	1 920 Kentucky Avenue	Bristol, TN
Mary Blackman	1657 Virginia Avenue	Bristol, TN
Johnny Chapman	1924 Kentucky Avenue	Bristol, TN
Nora Conley	1925 Kentucky Avenue	Bristol, TN
Elsie Silcox	1011 Oakland Avenue	Bristol, TN

Section 8 Residents

Carolyn Offield	1516 Valley Drive	Bristol, TN
Patricia Sage	426 Shelby Lane	Bristol, TN
Diane Weddel	512 Tennessee Avenue	Bristol, TN
Lamanda Gourley	820 Florida Avenue, Apt. #1	Bristol, TN
Bobbie Littrell	1007 7th Avenue, Apt. #1	Bristol, TN

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Bristol Tennessee Housing and Redevelopment Authority	Capital Fund Program Grant No: **TN37P06650105** Replacement Housing Factor Grant No:	**2005**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no: 1)**
☐ **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	0			
2	1406 Operations	85,600	81,700		
3	1408 Management Improvements	65,000			
4	1410 Administration	12,800			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	64,500			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	0			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	165,150	149,503		
13	1475 Nondwelling Equipment	35,000			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collaterization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	428,050	408,503		
22	Amount of line 21 Related to LBP Activities	0			

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Bristol Tennessee Housing and Redevelopment Authority	Capital Fund Program Grant No: **TN37P06650105** Replacement Housing Factor Grant No:	**2005**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no: 1)**
☐ **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**
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: **Bristol Tennessee Housing and Redevelopment Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P06650105** Replacement Housing Factor Grant No:				**Federal FY of Grant:** **2005**		
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	
TN066-002	Hallway Windows	1470	Dev-wide	12,150	0			
Edgemont Tower	Sewerline Replacement	1470	Dev-wide	143,000	139,503			
	Emergency Shelter	1470	Dev-wide	10,000				
PHA-WIDE	Operating Expense	1406	1	85,600	81,700			
Operations								
PHA-WIDE	Staff Training	1408	1	3,000				
Management	Community Care Worker	1408	1	12,000				
Improvements	Computer Upgrades	1408	PHA-wide	50,000				
PHA-WIDE	Employee Benefits	1410	1	7,800				
Administration	Travel Expense	1410	1	3,000				
	Advertising	1410	1	2,000				
PHA-WIDE	A/E Fees	1430	1	30,000				
Fees and Costs	PHA Agency Plan Update	1430	1	3,000				
	Consultant Fees for Environ. Review	1430	1	1,500				
	Management Fees	1430	1	10,000				
	Clerk-of-Works	1430	1	20,000				

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

PHA Name: **Bristol Tennessee Housing and Redevelopment Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P06650105** Replacement Housing Factor Grant No:				**Federal FY of Grant:** **2005**		
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	Maintenance Vehicle	1475	1	35,000				
Nondwelling								
Equipment								

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

PHA Name: **Bristol Tennessee Housing and Redevelopment Authority**	**Grant Type and Number** Capital Fund Program No: **TN37P06650105** Replacement Housing Factor No:	**Federal FY of Grant:** **2005**

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	
TN066-002	09/30/07			09/30/08			
Edgemont Tower							
PHA-WIDE	09/30/07			09/30/08			
Operations							
PHA-WIDE	09/30/07			09/30/08			
Management							
Improvements							
PHA-WIDE	09/30/07			09/30/08			
Administration							
PHA-WIDE	09/30/07			09/30/08			
Fees and Costs							
PHA-WIDE	09/30/07			09/30/08			
Nondwelling							
Equipment							

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name **Bristol Tennessee Housing and Redevelopment Authority**				☒ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 10/2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 10/2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 10/2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 10/2009
	Annual Statement				
TN066-001		0	0	134,503	150,150
TN066-002		195,503	179,503	25,000	0
TN066-003		35,000	55,000	75,000	0
PHA-WIDE		178,000	174,000	174,000	258,353
CFP Funds Listed for 5-year planning		408,503	408,503	408,503	408,503
Replacement Housing Factor Funds		0	0	0	0

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

Activities for Year 1	Activities for Year :__2__ FFY Grant: 2006 PHA FY: 10/2006			Activities for Year: __3_ FFY Grant: 2007 PHA FY: 10/2007		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TN066-002	Seal/Stripe Parking Area	30,000	TN066-002	Landscaping	10,000
Annual	Edgemont Towers	Parking Shed	10,000	Edgemont Towers	Exterior Painting	7,500
Statement		Sewerline Replacement	140,503		Interior Painting	7,500
		HVAC	15,000		Elevator Upgrades	124,503
					Security Camera System	30,000
	TN066-003	Seal/Stripe Parking Area	20,000			
	Fort Shelby Towers	HVAC	15,000	TN066-003	Landscaping	10,000
				Fort Shelby Towers	Exterior Painting	7,500
	PHA-WIDE	Operating Expense	81,700		Interior Painting	7,500
	Operations				Security Camera System	30,000
	PHA-WIDE	Staff Training	3,000	PHA-WIDE	Operating Expense	81,700
	Management	Community Care Worker	12,000	Operations		
	Improvements	Photo ID System	4,000			
				PHA-WIDE	Staff Training	3,000
	PHA-WIDE	Travel Expense	3,000	Management	Community Care Worker	12,000
	Administration	Advertising	2,000	Improvements		
	PHA-WIDE	A/E Fees	30,000	PHA-WIDE	Travel Expense	3,000
	Fees & Costs	PHA Ag. Plan Update	3,000	Administration	Advertising	2,000
		Management Fees	10,000			
		Clerk-of-the-Works	27,800	PHA-WIDE	A/E Fees	30,000
		Environmental Review	1,500	Fees & Costs	PHA Ag. Plan Update	3,000
					Management Fees	10,000
					Clerk-of-the-Works	27,800
					Environmental Review	1,500

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

Activities for Year 1	Activities for Year :__2__ FFY Grant: 2006 PHA FY: 10/2006			Activities for Year: __3_ FFY Grant: 2007 PHA FY: 10/2007		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See						
Annual						
Statement						
Total CFP Estimated Cost			$408,503			$408,503

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

Activities for Year :__4_ FFY Grant: 2008 PHA FY: 10/2008			Activities for Year: _5_ FFY Grant: 2009 PHA FY: 10/2009		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
TN066-001	Waterlines	84,503	TN066-001	Landscaping	25,000
Family Units	Kitchen Renovations	25,000	Family Units	Driveways	25,150
	Bathroom Renovations	25,000		Install Air Conditioning	75,000
				Building Exterior	25,000
TN066-002	PA System	25,000			
Edgemont Towers			PHA-WIDE	Operating Expense	81,700
			Operations		
TN066-003	PA System	25,000			
Fort Shelby Towers	Install Vestibule	50,000	PHA-WIDE	Staff Training	3,000
			Management	Community Care Worker	12,000
PHA-WIDE	Operating Expense	81,700	Improvements		
Operations					
			PHA-WIDE	Travel Expense	3,000
PHA-WIDE	Staff Training	3,000	Administration	Advertising	2,000
Management	Community Care Worker	12,000			
Improvements			PHA-WIDE	A/E Fees	30,000
			Fees & Costs	PHA Ag. Plan Update	3,000
PHA-WIDE	Travel Expense	3,000		Management Fees	10,000
Administration	Advertising	2,000		Clerk-of-the-Works	27,800
				Environmental Review	1,500
PHA-WIDE	A/E Fees	30,000			
Fees & Costs	PHA Ag. Plan Update	3,000	PHA-WIDE	Purchase Office Building	84,353
	Management Fees	10,000	Site Acquition		
	Clerk-of-the-Works	27,800			
	Environmental Review	1,500			

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

Activities for Year :__4_ FFY Grant: 2008 PHA FY: 10/2008			Activities for Year: _5_ FFY Grant: 2009 PHA FY: 10/2009		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Total CFP Estimated Cost		$408,503			$408,503

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Bristol Tennessee Housing and Redevelopment Authority	Capital Fund Program Grant No: **TN37P06650104** Replacement Housing Factor Grant No:	**2004**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/05** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0		0	
2	1406 Operations	60,700	85,600	85,600	85,600
3	1408 Management Improvements	3,000	14,000	5,000	5,000
4	1410 Administration	5,000	25,700	0	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	50,500	53,500	1,200	1,200
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	146,425	56,112	0	0
10	1460 Dwelling Structures	118,000	137,138	19,138	8,911
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	16,000		0	0
13	1475 Nondwelling Equipment	40,000		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collaterization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	439,625	428,050	110,938	100,711
22	Amount of line 21 Related to LBP Activities	0		0	0

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Bristol Tennessee Housing and Redevelopment Authority	Capital Fund Program Grant No: **TN37P06650104** Replacement Housing Factor Grant No:	**2004**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/05** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	0		0	0
26	Amount of line 21 Related to Energy Conservation Measures	0		0	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: **Bristol Tennessee Housing and Redevelopment Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P06650104** Replacement Housing Factor Grant No:				**Federal FY of Grant:** **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	
TN066-001	Additional Parking	1450	12 spaces	15,000		0	0	09/05
Family Units	Waterline Improvements	1450	Dev-wide	131,425	41,112	0	0	09/05
	Lockset/Key Replacement	1460	Dev-wide	10,000		0	0	09/05
	Expand Hickory Lane Storage Bldg.	1470	1	16,000		0	0	09/05
TN066-002	Kitchen Renovations	1460	118 units	8,000		0	0	09/05
Edgemont Tower	Flooring	1460	118 units	50,000		0	0	09/05
TN066-003	Window Repairs	1460	110 units	50,000		0	0	09/05
Fort Shelby	Fire Alarm/Sprinkler System (Phase 1)	1460	Dev-wide	0	8,911	8,911	8,911	In Progress
	Fire Alarm System (Phase 2)	1460	Dev-wide	0	10,227	10,227	0	In Progress
	Elevators	1475	2	10,000		0	0	09/05
PHA-WIDE	Operating Expense	1406	1	60,700	85,600	85,600	85,600	Completed
Operations								
PHA-WIDE	Staff Training	1408	1	3,000		0	0	09/05
Management	Community Cares Worker	1408	1	5,000	11,000	5,000	5,000	In Progress
Improvements								

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

PHA Name: **Bristol Tennessee Housing and Redevelopment Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P06650104** Replacement Housing Factor Grant No:				**Federal FY of Grant:** **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	Travel Expense	1410	1	3,000		0	0	09/05
Administration	Advertising	1410	1	2,000		0	0	06/05
PHA-WIDE	A/E Fees	1430	1	30,000		0	0	06/05
Fees and Costs	PHA Agency Plan Update	1430	1	3,000		0	0	06/05
	Consultant Fees for Environ. Review	1430	1	1,500		1,200	1,200	Completed
	Management Fees	1430	1	10,000		0	0	06/05
	Clerk-of-Works	1430	1	6,000		0	0	09/05
	Consultant Fees for Energy Audit	1430	1	0	3,000	0	0	06/05
PHA-WIDE	Management Vehicle	1475	1	30,000		0	0	06/05
Nondwelling								
Equipment								

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

PHA Name: **Bristol Tennessee Housing and Redevelopment Authority**	**Grant Type and Number** Capital Fund Program No: **TN37P06650104** Replacement Housing Factor No:	**Federal FY of Grant:** **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	
TN066-001	09/30/06			09/30/07			
Family Units							
TN066-002	09/30/06			09/30/07			
Edgemont Tower							
TN066-003	09/30/06			09/30/07			
Fort Shelby							
PHA-WIDE	09/30/06			09/30/07			
Operations							
PHA-WIDE	09/30/06			09/30/07			
Management							
Improvements							
PHA-WIDE	09/30/06			09/30/07			
Administration							
PHA-WIDE	09/30/06			09/30/07			
Fees and Costs							

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

PHA Name: **Bristol Tennessee Housing and Redevelopment Authority**	**Grant Type and Number** Capital Fund Program No: **TN37P06650104** Replacement Housing Factor No:	**Federal FY of Grant:** **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	
PHA-WIDE	09/30/06			09/30/07			
Nondwelling							
Equipment							

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Bristol Tennessee Housing and Redevelopment Authority	Capital Fund Program Grant No: **TN37P06650103** Replacement Housing Factor Grant No:	**2003**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/05** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0		0	0
2	1406 Operations	45,700	52,700	52,700	52,700
3	1408 Management Improvements	25,156	21,156	21,156	21,156
4	1410 Administration	8,000	5,000	686	686
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	51,100		34,241	34,241
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	14,864		14,864	14,864
10	1460 Dwelling Structures	218,143		218,143	43,964
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	0		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collaterization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	362,963		341,790	167,611

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Bristol Tennessee Housing and Redevelopment Authority	Capital Fund Program Grant No: **TN37P06650103** Replacement Housing Factor Grant No:	**2003**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/05** ☐ **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		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	0		0	0
26	Amount of line 21 Related to Energy Conservation Measures	0		0	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: **Bristol Tennessee Housing and Redevelopment Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P06650103** 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	
TN066-001	Additional Parking	1450	12 spaces	0	0	0	0	Deleted
Family Units	Expand Hickory Lane Storage Bldg.	1470	1	0	0	0	0	Deleted
TN066-002	Kitchen Renovations	1460	118 units	0	0	0	0	Deleted
Edgemont Tower								
TN066-003	Replace Storage Tank	1450	1	14,864		14,864	14,864	In Progress
Fort Shelby	Fire Alarm System	1460	Dev-wide	174,179		174,179	0	In Progress
	Sprinkler System	1460	Dev-wide	43,964		43,964	43,964	In Progress
PHA-WIDE	Operating Expense	1406	1	45,700	52,700	52,700	52,700	Completed
Operations								
PHA-WIDE	VISTA Program	1408	1	21,156		21,156	21,156	Completed
Management	VISTA Supplies	1408	1	1,000	0	0	0	Deleted
Improvements	Staff Training	1408	1	3,000	0	0	0	Deleted
PHA-WIDE	Employee Benefits	1410	1	3,000		0	0	09/05
Administration	Travel Expense	1410	1	3,000	0	0	0	Deleted
	Advertising	1410	1	2,000		686	686	In Progress

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

PHA Name: **Bristol Tennessee Housing and Redevelopment Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P06650103** 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	A/E Fees	1430	1	30,000		22,531	22,531	In Progress
Fees and Costs	PHA Agency Plan Update	1430	1	3,000		3,000	3,000	Completed
	Consultant Fees for Environ. Review	1430	1	1,500		1,200	1,200	Completed
	Management Fees	1430	1	10,000		7,510	7,510	In Progress
	Clerk-of-Works	1430	1	6,600		0	0	09/05

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

PHA Name: **Bristol Tennessee Housing and Redevelopment Authority**	**Grant Type and Number** Capital Fund Program No: **TN37P06650103** 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	
TN066-001	09/30/05			09/30/06			
Family Units							
TN066-002	09/30/05			09/30/06			
Edgemont Tower							
TN066-003	09/30/05			09/30/06			
Fort Shelby							
PHA-WIDE	09/30/05			09/30/06			
Operations							
PHA-WIDE	09/30/05			09/30/06			
Management							
Improvements							
PHA-WIDE	09/30/05			09/30/06			
Administration							
PHA-WIDE	09/30/05			09/30/06			
Fees and Costs							

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Bristol Tennessee Housing and Redevelopment Authority	Capital Fund Program Grant No: **TN37P06650203** Replacement Housing Factor Grant No:	**2003**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/05** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0		0	0
2	1406 Operations	0		0	0
3	1408 Management Improvements	0		0	0
4	1410 Administration	0		0	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	0		0	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	8,000		8,000	8,000
10	1460 Dwelling Structures	68,662		68,662	0
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	0		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collaterization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	76,662		76,662	8,000
22	Amount of line 21 Related to LBP Activities	0		0	0

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Bristol Tennessee Housing and Redevelopment Authority	Capital Fund Program Grant No: **TN37P06650203** Replacement Housing Factor Grant No:	**2003**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/05** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	0		0	0
26	Amount of line 21 Related to Energy Conservation Measures	0		0	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: **Bristol Tennessee Housing and Redevelopment Authority**	**Grant Type and Number** Capital Fund Program Grant No: **TN37P06650203** 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	
TN066-003	Replace Storage Tank	1450	1	8,000		8,000	8,000	Completed
Fort Shelby	Fire Alarm System	1460	Dev-wide	68,662		68,662	0	In Progress

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

PHA Name: **Bristol Tennessee Housing and Redevelopment Authority**	**Grant Type and Number** Capital Fund Program No: **TN37P06650203** 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	
TN066-003	02/13/06		09/30/04	02/13/07			
Fort Shelby							

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Bristol Tennessee Housing and Redevelopment Authority	Capital Fund Program Grant No: **TN37P06650102** Replacement Housing Factor Grant No:	**2002**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/05** ☐ **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	**Revised**	**Obligated**	**Expended**
1	Total non-CFP Funds	0		0	0
2	1406 Operations	45,700	67,314	67,314	67,314
3	1408 Management Improvements	0		0	0
4	1410 Administration	10,000	0	0	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	34,000		34,000	34,000
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	0		0	0
10	1460 Dwelling Structures	335,583		335,583	335,583
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	0		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	32,000	20,386	20,386	20,386
18	1499 Development Activities	0		0	0
19	1501 Collaterization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	457,283		457,283	457,283

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Bristol Tennessee Housing and Redevelopment Authority	Capital Fund Program Grant No: **TN37P06650102** Replacement Housing Factor Grant No:	**2002**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no:)**
☒ **Performance and Evaluation Report for Period Ending: 03/31/05** ☐ **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		0	0
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	0		0	0
26	Amount of line 21 Related to Energy Conservation Measures	0		0	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: **Bristol Tennessee Housing and Redevelopment Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P06650102** 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	
TN066-003	Fire Alarm System	1460	Dev-wide	75,000		75,000	75,000	Completed
Fort Shelby	Convert Efficiency Unit to 1-Bedroom	1460	9 units	185,583		185,583	185,583	Completed
	Waterline Improvements	1460	110 units	75,000		75,000	75,000	Completed
PHA-WIDE	Operating Expense	1406	1	45,700	67,314	67,314	67,314	Completed
Operations								
PHA-WIDE	VISTA Program	1408	1	0		0	0	Deleted
Management	VISTA Supplies	1408	1	0		0	0	Deleted
Improvements	Staff Training	1408	1	0		0	0	Deleted
PHA-WIDE	Employee Benefits	1410	1	10,000	0	0	0	Deleted
Administration	Travel Expense	1410	1	0		0	0	Deleted
	Advertising	1410	1	0		0	0	Deleted
PHA-WIDE	A/E Fees	1430	1	30,000		30,000	30,000	Completed
Fees and Costs	PHA Agency Plan Update	1430	1	3,000		3,000	3,000	Completed
	Consultant Fees for Environ. Review	1430	1	1,000		1,000	1,000	Completed
	Management Fees	1430	1	0		0	0	Deleted

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

PHA Name: **Bristol Tennessee Housing and Redevelopment Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P06650102** 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	
PHA-WIDE	Relocation Expense	1495	1	32,000	20,386	20,386	20,386	Completed
Relocation								

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

PHA Name: **Bristol Tennessee Housing and Redevelopment Authority**	**Grant Type and Number** Capital Fund Program No: **TN37P06650102** Replacement Housing Factor No:	**Federal FY of Grant:** **2002**

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	
TN066-003	09/30/04		09/30/04	09/30/05		03/30/05	
Fort Shelby							
PHA-WIDE	09/30/04		09/30/04	09/30/05		03/30/05	
Operations							
PHA-WIDE	09/30/04		09/30/04	09/30/05		03/30/05	
Management							
Improvements							
PHA-WIDE	09/30/04		09/30/04	09/30/05		03/30/05	
Administration							
PHA-WIDE	09/30/04		09/30/04	09/30/05		03/30/05	
Fees and Costs							
PHA-WIDE	09/30/04		09/30/04	09/30/05		03/30/05	
Relocation							

Optional Public Housing Asset Management Table **Not Applicable**

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		**Activity Description**						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III *Component 7a*	Development Activities *Component 7b*	Demolition / disposition *Component 8*	Designated housing *Component 9*	Conversion *Component 10*	Home-ownership *Component 11a*	Other (describe) *Component 17*