

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2007

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

F:\Annual Plans (5 Year)\07draftTN065v01[1].doc

**PHA Plan
Agency Identification**

PHA Name: Maryville Housing Authority

PHA Number: TN065

PHA Fiscal Year Beginning: 01/2007

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 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:

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

B. Goals

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

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

PHA Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

*Our first priority is to provide a safe residential environment for all development sites through a partnership with local law enforcement that will provide extra police patrols **and an on-site police Sub-Station**. MHA will implement educational and drug prevention programs which may include Teens Need Training (TNT), Boys and Girls Club, Adult Basic Education, Kid's On Patrol, Kid's Café and Youth ports/Adventure and Field Trip Activities as well as other programs, training opportunities and activities that may be requested by the Resident Advisory Board.*

*MHA will solicit assistance from the Maryville City Schools Family Resource Center to provide staff and resources to support a TNT Program. MHA will solicit assistance from the Blount County Boys and Girls Clubs Parkside Unit to provide staff and activities for after-school programs, field trips, Summer Programs, and assistance with Kids Café and **America Reads Programs**. MHA will solicit assistance from the Blount County Schools Adult Basic Education Program and Blount County Literacy Council to support after school programs and Adult Literacy/GED classes. MHA will solicit assistance from the Second Harvest Food Bank and Ruby Tuesday Restaurant to sponsor our Kid's Café. The Maryville Police Department will provide direction for a Kid's on Patrol Program. Other agencies that we expect to provide support and services include Kiwanis Club, Lions Club, Health Department, U.T. Agricultural Extension Service, East Maryville Baptist Church, Maryville College, and Pellissippi State. MHA will also utilize two VISTA positions to help coordinate, monitor, and evaluate resident programs and activities. **MHA will also be responsive to consider other funding sources and unforeseen opportunities of collaboration with organizations that may improve community quality of life and economic vitality.***

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: *Our first priority is to provide a safe residential environment for all development sites through a partnership with local law enforcement that will provide extra police patrols **and an on-site police Sub-Station**. MHA will implement educational and drug prevention programs which may include Teens Need Training (TNT), Boys and Girls Club, Adult Basic Education, Kid's On Patrol, Kid's employability:*
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)
MHA will attempt to provide support to our residents in the area of training programs, educational opportunities, drug awareness and education, economic opportunities, security, self sufficiency and resident programs to the extent funding will permit. Currently, it is anticipated that the funding will come from Resident Participation funding, the Capital Grant

Program, the Operating Fund Program,
and our partnerships with other

Neighborhood Network Grant Program
organizations.

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

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

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

Other PHA Goals and Objectives: (list below)

- 1. Shall fully comply with all applicable standards and regulations, including generally accepted accounting practices as evidenced by the lack of finding of noncompliance in audits or review conducted at the authority.**
- 2. Shall maintain its operating reserves at or above \$400,000 between now and 12/31/2009.**
- 3. Shall reduce its dependence on HUD by raising \$60,000 from non HUD sources by 12/31/2009.**
- 4. Shall concentrate its management functions to attain and maintain high performer status in both its public housing and section 8 programs.**

Annual PHA Plan PHA Fiscal Year 2007

[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.

Annual Plan

i. Executive Summary

This new five-year plan and the annual plan covering the periods beginning January 1, 2005 have been prepared in consultation with and the cooperation of the residents of MHA's Public Housing and Section 8 Programs, the citizens of the City of Maryville and representatives of the City of Maryville. The respective plans continue MHA's efforts to achieve the mission set forth in our mission statement of providing a quality living environment for the qualified families of this community that is affordable and safe while promoting opportunities for economic development and family self-sufficiency, without discrimination.

Once again, similar to our first five-year plan, staff of MHA have reviewed all of the various operating policies and procedures to assure we are in compliance, in all aspects, with the rules and regulations that govern our respective programs. In that regard, we have made a few changes to our Admissions and Continued Occupancy Policy and Procedures, as the result of HUD reviews as well as our own review, to detect unreported income, to facilitate third party verification procedures and include follow-up procedures for families reporting zero income. Other minor changes were made to these policies and procedures as a result of a recent HUD review.

We also made another change to our personnel policy to require background criminal checks on all staff hired after HUD approval of these plans.

Our plans do not provide for any additional demolition, designation of housing, homeownership or conversion activities. However, in light of the operating fund negotiated rulemaking currently under way, MHA will take whatever action is necessary to comply with project-based accounting and the new operating fund formula anticipated as the result of the rule-making process.

The proposed capital fund program reflects an updated plan that continues our effort to assure the long-term viability of our housing stock. No major changes are anticipated and the plan calls for the continued systematic modernization of all of our developments, construction of a new office facility and additional affordable housing when funds are available.

2006 Update

The 2006 plan contains very little new or different information. We have added one new policy (the Upfront Income Verification Policy) and incorporated this policy into our Admissions and Continued Occupancy Policy and our Section 8 Administration Plan. These changes were mandated by HUD and were incorporated in to our policies accordingly. We also added our Americorp preference for the public housing program and changed the notice time to tenants in public housing to match that of our Section 8 Program. The biggest change we have made in this plan is the development of a Section 8 Homeownership Program. The existing Memorandum of Understanding between Maryville Housing Authority (MHA), Blount County Habitat for Humanity and the Foothills Community Development Corporation will be expanded to provide a Section 8 Homeownership Program with funds provided from units authorized under MHA's Section 8 Housing Choice Voucher Program.

Our Capital Fund Program anticipates construction of a sizeable addition to MHA's Central Office which will account for the bulk of funds authorized for the program. There is no demolition or additional units proposed in the 2006 annual statement.

2007 Update

The 2007 plan contains very little change as to the operating policies and procedures that the Maryville Housing Authority (MHA) will be following during the year. Staff have reviewed all of our policies and procedures and there have been some minor changes to satisfy changes in the rules and regulations

promulgated by HUD or to ease the operating procedures of MHA. We do anticipate continuing our efforts to plan, develop and begin operating under HUD's new Asset Management during the year on a trial basis in order to be prepared for implementation during 2008. Our project designations were approved during 2006.

Our capital fund program will return to an effort to assure the long-term viability of our housing stock upon completion of our new Central Office facility. There is no demolition or additional units proposed in the 2006 annual statement.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
i. Table of Contents	
1. Housing Needs.....	08
2. Financial Resources.....	13
3. Policies on Eligibility, Selection and Admissions.....	14
4. Rent Determination Policies.....	23
5. Operations and Management Policies.....	26
6. Grievance Procedures.....	28
7. Capital Improvement Needs.....	28
8. Demolition and Disposition	30
9. Designation of Housing.....	31
10. Conversions of Public Housing.....	32
11. Homeownership	33
12. Community Service Programs.....	35
13. Crime and Safety	37
14. Pets (Inactive for January 1 PHAs).....	39
15. Civil Rights Certifications (included with PHA Plan Certifications).....	39
16. Audit.....	39
17. Asset Management.....	39
18. Other Information.....	40
19. Progress in Goals.....	41
20. Attachments.....	43

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
- FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

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

Other (List below, providing each attachment name)

Attachment A – Deconcentration Plan Page 43
 Attachment B - MOU with BCH&H Page 44.
 Attachment C – Homeownership Policy Page 46.
 Attachment D – Capital Fund Program Tables Page 50.
 Attachment E – Organizational Chart Page 63.

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
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	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
✓	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
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	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
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with Deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial</i>	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	<i>Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required Deconcentration and income mixing analysis	
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	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
✓	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
✓	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Accessi- bility	Size	Loca- tion
Income <= 30% of AMI	980	4	4	2	2	2	2
Income >30% but <=50% of AMI	255	3	4	2	2	2	2
Income >50% but <80% of AMI	32	2	4	2	2	2	2
Elderly	101	4	4	2	3	2	2
Families with Disabilities	299	4	4	2	4	2	2
Race/Ethnicity	W-1125	n/a	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity	AA- 132	n/a	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity	Other- 15	n/a	n/a	n/a	n/a	n/a	n/a
Race/Ethnicity	Hispanic 34	n/a	n/a	n/a	n/a	n/a	n/a

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

Current waiting list for both Section 8 and Public Housing Programs

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1267		
Extremely low income <=30% AMI	882	78%	
Very low income (>30% but <=50% AMI)	217	18%	
Low income (>50% but <80% AMI)	26	3%	
Families with children	646	57%	
Elderly families	94	9%	
Families with Disabilities	276	24%	
Race/ethnicity	White – 1125	88%	
Race/ethnicity	AA – 132	10%	
Race/ethnicity	Other – 21	1%	
Race/ethnicity	Hispanic – 34	3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	194		
2 BR	193		
3 BR	26		
4 BR	6		

Housing Needs of Families on the Waiting List

5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2007 grants)		
a) Public Housing Operating Fund	548,051	PH Operations
b) Public Housing Capital Fund	516,871	PH Capital Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,320,075	Section 8 Assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Resident Participation	9,700	Resident programs and activities
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	976,000	PH Operation
4. Other income (list below)		
Other Revenue	59,450	PH Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)		
Interest Income	12,000	PH Operations
Total resources	3,515,356	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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? one

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

Occupancy)

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - Individuals or families displaced due to action by state or local government agencies. Local agencies being those located within the MHA’s jurisdiction.

- Americorp Members who live and volunteer in Blount County, Tennessee and who otherwise would qualify for assistance with the Public Housing Program.

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- Individuals or families displaced due to action by state or local government agencies. Local agencies being those located within the MHA’s jurisdiction.
- Americorp Members who live and volunteer in Blount County, Tennessee and who otherwise would qualify for assistance with the Public Housing Program.

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments

- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

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

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

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

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

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

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

Upon request by a prospective owner, MHA will provide any factual information they have relevant to a voucher holder's history of or ability to comply with standard material lease terms.

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

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

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - ***Individuals or Families displaced due to action by State or Local government agencies. Local agencies being those located within the Maryville Housing Authority's Jurisdiction.***
 - ***Americorp Members who live and volunteer in Blount County, Tennessee, and who otherwise would qualify for assistance with the Section 8 Program.***

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

1. Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 1. Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1. Other preference(s) (list below)
 - ***Individuals or Families displaced due to action by State or Local government agencies. Local agencies being those located within the Maryville Housing Authority's Jurisdiction.***
 - ***Americorp Members who live and volunteer in Blount County, Tennessee, and who otherwise would qualify for assistance with the Section 8 Program (removed student preference)***

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- Never
 - At family option
 - Any time the family experiences an income increase
 - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
 - Other (list below)

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

(2) Flat Rents

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

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

Fair Market Rent Schedule

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	396	
Section 8 Vouchers	304	
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

ACOP

Maintenance Schedule

(2) Section 8 Management: (list below)

Admin Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
--

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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)]

Attachment C

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 08/21/1996

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.)

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable

- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)
- Provided below:

Annual/Five-Year Plan ~ Resident Input Meeting

May 16, 2006

- Wanted bathroom sinks to be enclosed within a cabinet for extra storage space
- Would like to have more parking or assigned parking spaces
- East Park resident requested a sidewalk be added that leads to Amerine Park
- East Park resident requested speed bumps be installed on Ironwood
- Broadway Towers residents wanted new carpeting on apartment hallways and on elevators
- Broadway Towers residents wanted to know when they could have their current refrigerators replaced with frost free

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

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

Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: *State of Tennessee*

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

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

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

D. Other Information Required by HUD

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

- **PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan:**

In an effort to *Increase Customer satisfaction*, resident programs have been implemented at our East Park Development to provide services to the 50 families who reside in this development.

We have started the third and fourth phases of our current renovation plan at our Parkside and Broadway Towers developments.

To increase independence for our families including our elderly families MHA has opened a Family Activities center which houses a state of the art computer Lab that is available to all residents and offers a variety of classes geared for participants of all ages and abilities.

- ***Criteria for Substantial Deviations and Significant Amendments: MHA considers the following to be significant amendments or modifications:***
 - 1. Changes to rent or admissions policies or organization of the waiting list, other than those to further MHA and HUD Goals.***
 - 2. Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; except items that are incidental to previously approved work items.***
 - 3. And, any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.***

Attachments

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

Attachment A

DECONCENTRATION PLAN

General:

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

MHA's developments are primarily occupied by Caucasians. Overall the developments are occupied as follows: 76 % Caucasian , 16 % African American and 4 % Hispanic. As shown by the 2000 census data Maryville Housing Authority's jurisdictional/ market area and low income population is made up of mostly Caucasian families and individuals. Therefore, we would expect MHA's occupancy would reflect its market. We realize that all families self-select where they wish to live. While this is evident in both public housing and Section 8 programs, the MHA may conduct affirmative marketing campaigns to attract more African American, Hispanic, and other ethnic groups to MHA's Housing. In addition, the MHA will maintain its centralized waiting lists to ensure compliance with all fair housing and civil right laws

Attachment B

MEMORANDUM OF UNDERSTANDING
Between the
MARYVILLE HOUSING AUTHORITY
And
BLOUNT COUNTY HABITAT for HUMANITY
And
FOOTHILLS COMMUNITY DEVELOPMENT CORPORATION

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish a general Working agreement among the Maryville Housing Authority (MHA), Blount County Habitat for Humanity (BCHfH), and Foothills Community Development Corporation (FCDC) to coordinate activities aimed at improving the opportunities for low to moderate income families with a need for housing, and to obtain safe, decent affordable housing in Blount County, Tennessee.

This MOU is intended to support the President's Housing and Urban Development Department (HUD) mission to "increase homeownership, support community development and increase access to affordable housing free from discrimination." This MOU represents a non-binding expression of intent for MHA, BCHfH, and FCDC to work together, each within their own policies and mission, to further the goals of the President's National housing policies and to better serve targeted families in Blount County, Tennessee.

II. Background

The mission statements of each of the three organizations contain the basic tenets of providing safe, decent, and affordable housing for qualified low to moderate income families. In the past each organization has worked independently to accomplish its own mission and goals. Cooperation between the organizations occurred peripherally with excellent results. Discussions among the groups indicate a more formal structure for organizational cooperation would create a synergy that would better assist the families who need safe, decent housing. The strengths of each organization stem from the history and experience from which that particular organization evolved. Essentially MHA has been the provider of rental housing for needy families while BCHfH and FCDC have worked to solve the affordable housing issue through home ownership.

III. Agreement

MHA, BCHfH, and FCDC agree to work together to address the obstacles and opportunities for safe, decent, and affordable housing for qualified families in the Blount County Tennessee area. The organizations agree to combine their efforts while promoting opportunities for economic development and family self-sufficiency without discrimination. More specific areas of cooperation are delineated below. MHA, BCHfH, and FCDC will work together by

- A. Developing and implementing strategies that collectively improve the process of assisting families in the Blount County area to obtain safe, decent affordable housing. These strategies should take advantage of the strengths of each organization and eliminate duplication of effort where such elimination increases the efficacy of the groups as a whole;.
- B. Striving to become familiar with each other's programs so as to help route clients to the best housing solution for the family.
- C. Meeting quarterly, or as necessary, to fine-tune the general process and resolve issues;
- D. Cooperating in outreach programs to ensure all qualified families have the opportunity to learn about housing alternatives and are assisted;

- E. Determining a cooperative screening process whereby the families are placed in the program which benefits them most; and
- F. Utilizing the strength of the other organization's expertise and experience to the extent that
 1. FCDC and BCHfH will operate as the homeownership legs of the housing coalition triangle, in close cooperation with MHA; and
 2. MHA will be the rental leg of the triangle and will be hired to administer rental properties for FCDC or BCHfH if either determines to enter the rental arena.

IV. Programming, Budgeting, Funding, and Reimbursement Arrangements

A. This MOU is neither a fiscal nor a funds obligation document. Any endeavor involving reimbursement or contribution of funds among or between parties to this MOU will be handled in accordance with applicable laws, regulations, and procedures, and will be subject to separate agreements hereunder that shall be effected in writing by representatives of the parties.

B. This MOU in no way restricts MHA, FCDC, or BCHfH from participating in similar activities or arrangements with other entities or Federal agencies.

C. Nothing in this MOU shall obligate MHA, BCHfH, or FCDC to expend appropriations or to enter into any contract or other obligations.

V. Authorities

This MOU is entered into consistent with the following authorities that define and authorize each of the organizations. No agreement entered into by MHA, BCHfH, or FCDC as a result of this MOU will supercede the governing documents that individually authorize each organization.

ATTACHMENT C

MARYVILLE HOUSING AUTHORITY HOUSING CHOICE VOUCHER HOMEOWNERSHIP PROGRAM

Housing Choice Voucher Program Administrative Plan Amendment

The Maryville Housing Authority hereby amends the Administrative Plan governing the administration and operation of the Section 8 Housing Assistance Programs to include the provisions set forth below for the Housing Choice Voucher Homeownership Program. All provisions related to the administration of the Housing Choice Voucher Rental Program stated in the Administrative Plan shall also apply to the Homeownership Program unless otherwise differentiated herein.

General (24 CFR 982.625)

The Maryville Housing Authority will provide Housing Choice Voucher participants and applicants with the option of participating in a 8(y) Homeownership Program in accordance with the provisions set forth in the final rule issued by the U. S. Department of Housing and Urban Development on 09/18/2000, the plan set forth herein and any future notices issued by HUD.

Program Set-Aside

The number of Housing Choice Vouchers that will be made available for the homeownership program will initially be limited to 3 vouchers or less according to what the market and the Housing Authority budget will bear. Upon use of all 3 vouchers, an additional set aside of vouchers may be designated in future fiscal years assuming that MHA has the budget capacity to maintain vouchers for homeownership opportunities.

Eligibility Criteria (24 CFR 982.627)

The following criteria shall be established to determine eligibility for participation in the Housing Choice Voucher Homeownership Program:

- The head of the household, spouse or other adult member must have maintained full time employment (HUD definition of full time is 30 hours per week) continuously for a minimum of one year and must be on the mortgage document at the time of closing; or the head of household or spouse must be elderly or disabled at the time of closing.
- Total annual household income must exceed at a minimum \$10,500.00 (or a higher amount designated by MHA that reflects current local market requirements) per year and cannot be derived from any form of welfare unless it is an elderly or disabled household.
- No family member can have any ownership interest in any real property.
- No family household member may receive any rental income during any period of homeownership assistance.
- No family member may have a history of any default on a mortgage or other purchase instrument for the past three years prior to receiving assistance under the homeownership program.

- All household members age 18 and older must satisfactorily complete a homeownership counseling and education program prior to approval for participation in the homeowner program.
- The family must be a first time homebuyer. No individual household member may have held title to any property for a period of three years prior to participation in the program.
- An existing Section 8 rental voucher participant cannot convert the rental voucher to a homeowner voucher unless they are in good standing with MHA and until such time that the lease expires on the rental unit and all program and family obligations have been met.
- The family must have completed a Homebuyer Counseling Program administered by MHA or another similar counseling program provider and have satisfactorily met all program goals and objectives.

Homeownership Counseling (24 CFR 982.630)

MHA will target the homeownership program to current participants of the Section 8 Housing Choice Voucher Program.

MHA will enter into an Agreement with one or more certified homebuyer-counseling agencies to administer the required homeownership-counseling program. Interested households will be referred to the MHA partner for pre-determination of credit worthiness. When or if it is determined that a household is credit worthy, a homeownership plan will be developed. If a family is not credit worthy, the family will be referred to the FCDC or other self-sufficiency program (if not a current participant) to move the family towards credit worthiness.

Issuance of Homeownership Voucher

Upon successful completion of the homeownership plan, the family will be directed to obtain financing and will be referred to participating financial institutions to be pre-qualified for an affordable home. MHA will provide the financial institution selected by the family with the family's estimated homebuyer subsidy for inclusion in the qualification determination.

The family will be issued a homebuyer voucher upon submission of the pre-qualification confirmation from the financial institution. The voucher will be valid for a total of 180 days from the date of issuance. The family must enter into a purchase agreement within the time period allotted. No extensions will be granted except as needed by a handicapped or disabled family.

Total Housing Costs

The total housing costs for the assisted family is defined as principal, interest, taxes, insurance, utilities allowance, any property management fees, improvements for disabled cost and a maintenance reserve as determined by MHA. Total housing costs cannot exceed the applicable payment standard under the Housing Choice Voucher Program based on the designated bedroom size.

Purchase Agreement and Home Inspection

The voucher family must provide MHA with a copy of the purchase agreement for the selected home. Purchase agreement must state: price and terms of sale, specify buyer satisfaction and that buyer is not obligated for needed repairs, Certify the seller is not debarred, suspended or subject to LDP. MHA will conduct a pre purchase inspection and determine compliance with the federal Housing Quality Standards. The family will be provided with a copy of the HQS inspection and if major deficiencies are found, family may be counseled to continue the search for property to purchase.

The family must also obtain an independent professional home inspection of the homes' major systems at the expense of the family. The inspection must cover all building systems and components, including foundation and structure, housing interior and exterior and the roofing, plumbing, electrical and heating systems in accordance with local and state codes.

If the family is purchasing a new construction home, the home must be fully completed before entering into the purchase agreement and must specify that a closing date will occur not more than 90 days from the date of the purchase agreement.

Ownership Title

The title of the unit to be purchased may be held jointly by one or more members of the assisted household or may be in a cooperative in which one or more members of the assisted household own shares. Town homes, condominiums or other structure types are acceptable as long as a fee simple title can be transferred to the assisted family.

Down Payment and Financing (24 CFR 982.632)

A minimum down payment equal to 3% of the purchase price of the selected home is required for participation in the program. At least 1% of this requirement must come from the households own funds.

Total monthly mortgage payments may not be more than 45% of family's monthly adjusted income as calculated by the HCV.

FCDC will identify resources available to assist eligible households with the required down payment. Such resources include but are not limited to Individual Development Accounts (IDA's); CDBG and HOME funds and State Homebuyer Assistance funds.

The assisted household is required to secure a private fixed rate thirty year, twenty year or fifteen year fully amortizing mortgage. Any financing with balloon payments is prohibited.

Subsidy Payments

The total tenant payment, tenant rent and housing assistance payments shall be calculated in accordance with all provisions of the Housing Choice Voucher Program. The housing assistance payment may be paid directly to the family or to a designated escrow agent on a monthly basis if required by the chosen Lender. The family will be responsible for paying their portion of total housing costs to the lender or to the same escrow agent on a timely basis. The designated escrow agent shall make payment to the first mortgage lender upon receipt of the Family payment and the Housing Assistance Payment.

In addition, the family will be required to establish a restricted savings account and deposit the required maintenance reserve on a monthly basis. Copies of the maintenance reserve account will be provided to MHA on an annual basis at the time of re-certification.

Continuation of Assistance (24 CFR 982.633)

Homeownership assistance will continue as long as the assisted family resides in the approved home but cannot exceed ten years for a fifteen-year mortgage and fifteen years for a thirty-year mortgage except elderly and disabled families who may be assisted as long as they remain eligible even if it exceeds 15 years.

If a family defaults on the mortgage the homeownership voucher will automatically convert to a rental voucher and the family will be required to locate an appropriate unit in accordance with all requirements of the Housing Choice Voucher Program. Families who default in the homeownership program will not be eligible to participate in the program again.

Families who reach \$0 HAP will be eligible to remain a program participant for 6 months before participation is terminated.

Family Obligations

Prior to final closing on the purchased unit, the family must execute a statement of family obligations agreeing to comply with the following:

- The household must comply with the terms of any mortgage that secures the debt used to purchase the home and any refinancing of such debt.
- As long as the family is receiving homeownership assistance, the family may not sell, convey or transfer any interest in the home to any family member in the household without the consent of MHA.
- No refinancing can be entered into with prior approval from MHA.
- The family must maintain the house as their principal residence as long as they receive housing assistance.
- The family must supply to MHA all information regarding income and family composition on an annual basis in order to determine total tenant payment, tenant rent and subsidy payments.
- The family must immediately notify MHA of any **increase or decrease** in income and provide all relevant information to conduct an interim re-certification of income.
- The family shall sign an authorization permitting MHA and any lender holding a mortgage to the assisted property to exchange any information related to the household.
- The family must notify MHA and FCDC immediately of any late payments, delinquent notices or default notices and must agree to participate in default counseling with a designated agency to become current.
- **The family must agree to maintain the home in compliance with HQS and local codes at all times and to be subject to annual HQS inspections should MHA choose to perform one and to perform any maintenance which may be required.**
- The family must participate in post purchasing counseling and any other related courses as may be required by MHA and FCDC.

Termination of Assistance (24 CFR 982.638)

Assistance may be terminated by MHA for the family's failure to comply with any of the obligations outlined above. All termination actions are subject to the requirements and family rights under the Housing Choice Voucher Program.

Attachment D

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Maryville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P065501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/06 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	57,000	57,000	57,000	
4	1410 Administration	35,500	35,500	37,500	28,803.68
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	45,000	45,000	45,000	15,655.37
8	1440 Site Acquisition				
9	1450 Site Improvement	-0-	-0-		
10	1460 Dwelling Structures	50,243	75,243	75,243	8,858.28
11	1465.1 Dwelling Equipment—Nonexpendable	-0-	-0-		
12	1470 Nondwelling Structures	349,016	324,016	324,016	119,642.80
13	1475 Nondwelling Equipment	37,500	37,500	37,500	21,134.95
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	574,259	574,259	574,259	194,095.08
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Maryville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P065501-05 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	VISTA Workers	1408	LS	27,000	27,000	27,000		On Sch.
	Police Contract	1408	LS	15,000	15,000	15,000		On Sch.
	Resident Initiatives Activities	1408	LS	10,000	10,000	10,000		On Sch.
	Computer Software	1408	LS	5,000	5,000	5,000		On Sch.
	Adm. Salaries/Benefits	1410	LS	35,000	35,000	35,000	28,723.93	On Sch.
	Advertising	1410	LS	500	500	500	79.75	On Sch.
	A&E	1430	LS	45,000	45,000	45,000	15,655.37	On Sch.
	Office Furniture & equipment	1475	LS	5,000	5,000	5,000		On Sch.
	Maintenance Equipment	1475	LS	2,500	27,500	27,500	21,134.95	On Sch.
	Automotive Equipment	1475	LS	25,000	-0-			Delete
	Computer Hardware	1475	LS	5,000	5,000	5,000		On Sch.
TN65-1	Water & Sewer Supply Lines	1450	LS	-0-	-0-			
Parkside	Vinyl Siding	1460	40	50,243	50,243	50,243	8,378.10	On Sch.
	HVAC	1460	10		25,000	25,000	480.18	On Sch.
	Ranges/Refrigerator	1465	40	-0-	-0-			
	Construct Additional Office Space/Remodel Existing Space	1470	LS	349,016	324,016	324,016	119,642.80	On Sch.

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

PHA Name: Maryville Housing Authority		Grant Type and Number Capital Fund Program No: TN37P065501-05 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	
PHA-wide	09/30/2007		03/31/06	09/30/2009			
TN65-1, Parkside	09/30/2007		03/31/06	09/30/2009			

PHA Name: Maryville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P065501-07 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007	
Original Annual Statement Reserve for Disasters/ Emergencies		Revised Annual Statement (revision no:)			
Performance and Evaluation Report for Period Ending:		Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	57,000			
4	1410 Administration	35,500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	42,112			
10	1460 Dwelling Structures	177,259			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	150,000			
13	1475 Nondwelling Equipment	45,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	516,871			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Maryville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P065501-07 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
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	VISTA Workers	1408	LS	27,000				
	Police Contract	1408	LS	15,000				
	Resident Initiatives Activities	1408	LS	10,000				
	Computer Software	1408	LS	5,000				
	Adm. Salaries/Benefits	1410	LS	35,000				
	Advertising	1410	LS	500				
	A&E	1430	LS	10,000				
	Office Furniture & equipment	1475	LS	5,000				
	Maintenance Equipment	1475	LS	10,000				
	Automotive Equipment	1475	LS	25,000				
	Computer Hardware	1475	LS	5,000				
TN65-1 Parkside	Vinyl Siding	1460	43	36,000				
	Complete Office Building	1470	1	150,000				
TN65-2 East Park	Repair curbs, pave and reline park.	1450	LS	12,112				
TN 65-3 McGhee Terrace	Repair curbs, pave and reline park.	1450	LS	30,000				
TN65-6 Broadway	Replace Roof	1460	1	121,259				
	Repalce Central HVAC	1460	1	20,000				

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

PHA Name: Maryville Housing Authority		Grant Type and Number Capital Fund Program No: TN37P065501-07 Replacement Housing Factor No:				Federal FY of Grant: 2007	
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	6/30/2009			12/31/2011			
TN65-1, Parkside	6/30/2009			12/31/2011			
TN65-2, Eastpark	6/30/09			12/31/2011			
TN65-3, McGhee Terrace	6/30/2009			12/31/2011			
TN65-6 Broadway	6/30/2009			12/31/2011			

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name -or-

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

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Maryville Housing Authority				Original 5-Year Plan Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: TN37P065501-08 PHA FY: 12/31/2008	Work Statement for Year 3 FFY Grant: TN37P065501-09 PHA FY: 12/31/2009	Work Statement for Year 4 FFY Grant: TN37P065501-10 PHA FY: 12/31/2010	Work Statement for Year 5 FFY Grant: TN37P065501-11 PHA FY: 12/31/2011
	Annual Statement				
PHA-wide		150,000	140,000	140,000	140,000
TN65-1, Parkside		366,871	91,016	301,871	271,612
TN65-2, East Park			175,000		45,000
TN65-3, McGhee Terrace			28,855	50,000	30,759
TN65-6, Broadway Towers			82,000	25,000	29,500

CFP Funds Listed for 5-year planning		516,871	516,871	516,871	516,871
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : <u> 2 </u> FFY Grant: TN37P065501-08 PHA FY: 12/31/2008			Activities for Year: <u> 3 </u> FFY Grant:TN37P065501-09 PHA FY: 12/31/2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA-wide	Management Improve.	57,000	PHA-wide	Management Improve.	57,000
Annual		Administration	35,500		Administration	35,500
Statement		A&E	10,000		A&E	10,000
		Office Equipment	10,000		Office Equipment	10,000
		Maintenance Equip.	12,500		Maintenance Equip.	2,500
		Auto Equipment	25,000		Auto Equipment	25,000
	TN65-1, Parkside	Replace W&S Supply Lines	30,000	TN65-1, Parkside	W&S Supply Lines	30,000
		Security Light	31,000		Vinyl Siding	30,000
		Mudjack Buildings	25,000		Firewalls in Attics	18,016
		Facades	60,000		Attic Access	13,000
		Vinyl Siding	10,000	TN66-2, East park	Attic Access	5,000
		Paint Interiors	40,000		Firewall in Attics	15,000
		Electrical Rehab	10,000		Vinyl Siding	15,000
		Replace Roofs	160,871		Replace Roofs	75,000
					Gutters	20,000
					Facades	40,000
					Dwelling Equipment	5,000
				TN65-3, McGhee	Attic Access	7,855
					Firewalls in Attics	16,000

Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA-wide	Management Improv.	57,000	PHA-wide	Management Improve.	57,000
	Administration	35,500		Administration	35,500
	A&E	10,000		A&E	10,000
	Office Equipment	10,000		Office Equipment	10,000
	Maint. Equipment	2,500		Maint. Equipment	2,500
	Auto Equipment	25,000		Auto Equipment	25,000
TN65-1, Parkside	W&S Supply Lines	67,855	TN65-1, Parkside	Replace Sidewalks/Landscape	30,000
	Gutters	60,000		Repair curbs, pave, reline parking areas	45,000
	Shutters	10,000		Dryer Connections	15,000
	Bld. Additional Housing	164,016		Bath Renovations	5,000
				Replace Screen Doors	10,000
TN65-3, McGhee Terrace	Construct Fire Escapes	25,000		Fluorescent Lights	30,000
	Replace Roofs	25,000		Build Add. Afford. Hsg.	77,612
				Seal Brick	10,000
				Dwelling Equipment	24,000
				Energy Conservation Package	25,000
TN65-6, Broadway	Seal Brick, Caulk	25,000	TN65-2, Eastpark	Repair curbs, pave, reline parking areas	30,000
				Replace sidewalks/Landscape	5,000
				Energy Conservation Package	2,500
				Paint Interiors	2,500
			TN65-3, McGhee Terrace	Replace sidewalk/Landscape	5,000
				Paint Interiors	5,000
				Dwelling Equipment	14,259
				Energy Conservation Package	5,000
				Seal Brick	1,500
			TN65-6, Broadway	Replace Sidewalks,	4,500

Attachment E Organizational Chart

MARYVILLE HOUSING AUTHORITY ORGANIZATIONAL CHART



