

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

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# PHA Plans

5 Year Plan for Fiscal Years 2008 - 2012

Annual Plan for Fiscal Year 2008

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

## PHA Plan Agency Identification

**PHA Name:** Crossville Housing Authority

**PHA Number:** TN042

**PHA Fiscal Year Beginning:** 01/2008

**PHA Programs Administered:**

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units:      Number of S8 units:      Number of public housing units:  
 Number of S8 units:

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### 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 2008 - 2012**  
[24 CFR Part 903.5]

**A. Mission**

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

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score) 89
  - 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:  
We have submitted an application to HUD to convert 5 single family homes to public housing in order to help fill the vacancies on our ACC.
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

**Other PHA Goals and Objectives: (list below)**

PHA Goal: Support the requirements of VAWA 2005:

The Crossville Housing Authority supports the goals of the Violence Against Women Act of 2005, and will comply with its requirements. We will continue to administer housing programs so that tenants are supported and protected, including victims of domestic violence, dating violence, sexual assault, or stalking. Under the requirements of the law, we will not take adverse action against victims of such criminal activity, including denial or termination of housing assistance.

**Annual PHA Plan  
PHA Fiscal Year 2008**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**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.

**Five Year Plan 2008-2012  
Executive Summary**

**Housing Needs**

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

**Financial Resources**

The CHA expects to expend approximately \$4,900,000 in the year 2008 for operations, capital improvements and administrative costs.

**Eligibility, Selection and Admission Policies**

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

**Rent Determination – Discretionary Policies**

The CHA does have a policy of ceiling rents, and does offer flat rents. A minimum rent of \$50.00 is required for Public Housing and Section 8 tenants (excluding Shelter Plus Care). The minimum rent is waived for tenants with no income.

**Operations and Management**

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

**Grievance Procedure**

The CHA revised its grievance procedure to comply with the QHWRA and continues to make revisions as additional issues are addressed by HUD regulations and state laws.

### **Capital Improvements**

Our projected funding under the Capital Funds Program is \$483,601. Our focus for the 2008 program year is to modernize and expand handicap accessibility in 42-7.

### **Demolition and/or Disposition**

In 2008, the CHA plans to submit a plan for approval that involves the demolition of 4 public housing units in 42-1 (Rosewood Terrace).

### **Designation**

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

### **Conversion of Public Housing**

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

### **Homeownership**

The CHA currently has a Section 5(h) and a Section 32 Homeownership Program to provide the working low and moderate-income public housing families the opportunity to purchase their own homes. The CHA also has in place a Section 8 Homeownership Program that was adopted July 13, 2001. Also, the CHA has recently established a 523 Self-Help Homeownership program in order to expand opportunities for homeownership.

### **Self-Sufficiency Programs**

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

### **Safety and Crime Prevention**

The CHA has addressed and will continue to address the problems with security and crime in their developments as well as the surrounding neighborhoods. The CHA will work in cooperation with the police department, residents and private security services to address safety and crime. In addition to the current anti-crime and security activities the CHA has a strict anti-drug screening policy and partnerships with law enforcement agencies. The CHA has identified additional goals and objectives to further combat criminal activities. These goals and objectives include applying for and receiving ROSS grant funds of \$210,000.

### **Ownership of Pets**

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

### **Civil Rights Certifications**

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

### **Annual Audit**

Our most recent annual audit for fiscal year 2006 is on file at our local HUD office in Nashville, Tennessee and is also available for review in our main office during normal business hours.

### **Asset Management**

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

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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### **Attachments**

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2008 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)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart
- FY 2008 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)

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**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Y	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Y	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Y	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
Y	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
Y	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Y	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Y	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Y	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Y	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
Y	Public housing grievance procedures	Annual Plan: Grievance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Procedures
Y	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Y	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
Y	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Y	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
Y	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
Y	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Y	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
Y	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
Y	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Y	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Y	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Y	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Y	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Y	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Y	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type for Cumberland County</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	892	5	5	5	5	N/A	N/A
Income >30% but <=50% of AMI	871	4	4	4	4	N/A	N/A
Income >50% but <80% of AMI	894	3	3	3	3	N/A	N/A
Elderly	677	4	5	5	4	N/A	N/A
Families with Disabilities							
Race/Ethnicity Black Non-Hispanic	4	5	4	4	4	N/A	N/A
Race/Ethnicity Hispanic	87	5	4	4	4	N/A	N/A

<b>Housing Needs of Families in the Jurisdiction by Family Type for Bledsoe County</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	235	5	5	5	5	N/A	N/A
Income >30% but <=50% of AMI	134	4	4	4	4	N/A	N/A
Income >50% but <80% of AMI	211	3	3	3	3	N/A	N/A
Elderly	125	4	5	5	4	N/A	N/A
Families with Disabilities							
Race/Ethnicity Black Non-Hispanic	21	5	4	4	4	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type for Bledsoe County							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity Hispanic	32	5	4	4	4	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type for Rhea County							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	678	5	5	5	5	N/A	N/A
Income >30% but <=50% of AMI	508	4	4	4	4	N/A	N/A
Income >50% but <80% of AMI	593	3	3	3	3	N/A	N/A
Elderly	374	4	5	5	4	N/A	N/A
Families with Disabilities							
Race/Ethnicity Black Non- Hispanic	117	5	4	4	4	N/A	N/A
Race/Ethnicity Hispanic	29	5	4	4	4	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: 2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
Tennessee Department of Health - population projections

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
  - Public Housing
  - Combined Section 8 and Public Housing
  - Public Housing Site-Based or sub-jurisdictional waiting list (optional)
- If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	82		101
Extremely low income <=30% AMI	45	55%	
Very low income (>30% but <=50% AMI)	19	23%	
Low income (>50% but <80% AMI)	4	5%	
Families with children			
Elderly families	4	5%	
Families with Disabilities	10	12%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	31	38%	
2 BR	33	40%	
3 BR	15	18%	
4 BR	3	4%	
5 BR	0	0	
5+ BR	0	0	

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	160		159
Extremely low income <=30% AMI	88	55%	
Very low income (>30% but <=50% AMI)	43	27%	
Low income (>50% but <80% AMI)	1	1%	
Families with children			
Elderly families	5	3%	
Families with Disabilities	23	14%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			

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: Expansion of available housing opportunities.

**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:  
Use Rural Development programs to expand homeownership opportunities.

**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)

Apply for funding to hire an elderly service coordinator in order to facilitate the development of affordable assisted living in public housing.

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2008 grants)</b>		
a) Public Housing Operating Fund	462,617	
b) Public Housing Capital Fund	464,248	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,053,268	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	181,947	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
Rural Development 523 Program	225,000	Self-Help Homeownership
Shelter Plus	167,388	Housing for the Homeless
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
TN37P042501-06	378,238	Capital Funds
<b>3. Public Housing Dwelling Rental Income</b>	742,000	
<b>4. Other income (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Other/Interest	26,000	
<b>4. Non-federal sources (list below)</b>		
Non-public rental income	1,204,000	
<b>Total resources</b>	<b>4,904,706</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: At the time of application.
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe): Credit Check
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

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

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
- Sub-jurisdictional lists

- Site-based waiting lists
- Other (describe)

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

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

- Resident choice is a low priority, only 2 per month are permitted.  
 Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

Other (list)

**(6) Deconcentration and Income Mixing**

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

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

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

Adoption of site-based waiting lists  
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation  
 Criminal and drug-related activity, more extensively than required by law or regulation  
 More general screening than criminal and drug-related activity (list factors below)  
 Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity  
 Other (describe below)

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program  
 Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office  
 Other (list below)

**(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:

CHA will consider any reasonable request for an extension up to the 120-day limit required by HUD.

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1      Date and Time

Former Federal preferences

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

1      Victims of domestic violence

1      Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other: Printed pamphlets, and referrals from partnering service agencies.

#### **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:

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

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

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

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

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)

Deduction of child support

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

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

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached: Attachment S
- 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	327	101
Section 8 Vouchers	275	159 (includes special purpose vouchers)

Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	Unification - 20 Mainstream - 11 Homeownership - 26 Shelter Plus I - 13 Shelter Plus II - 14 Shelter Plus III - 14	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Homes	100	67
Millstream Apartments	24	9
Russell Park I	11	3

### 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)

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

Third Party Verification Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan  
Shelter Plus Administrative Plan

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Rosewood Terrace	
1b. Development (project) number: 42-1	
2. Activity type: Demolition <input checked="" type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (02/01/08)	
5. Number of units affected: 4	
6. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: 09/01/09	
b. Projected end date of activity: 09/01/12	

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
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.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway

<input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: Rosewood Terrace	
1b. Development (project) number: 42-1	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input checked="" type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
<input checked="" type="checkbox"/>	Approved; included in the PHA’s Homeownership Plan/Program
<input type="checkbox"/>	Submitted, pending approval
<input type="checkbox"/>	Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/08/1999)	
5. Number of units affected: 8	
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/>	Part of the development
<input type="checkbox"/>	Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: Goodwin Court	
1b. Development (project) number: 42-4	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input checked="" type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
<input checked="" type="checkbox"/>	Approved; included in the PHA’s Homeownership Plan/Program
<input type="checkbox"/>	Submitted, pending approval
<input type="checkbox"/>	Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	

(01/08/1999)
6. Number of units affected: 6
6. Coverage of action: (select one)
<input checked="" type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: Netherton/Storie Avenue	
1b. Development (project) number: 42-14	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I	
<input type="checkbox"/> 5(h)	
<input type="checkbox"/> Turnkey III	
<input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program	
<input type="checkbox"/> Submitted, pending approval	
<input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/08/1999)	
7. Number of units affected: 15 (4 have been sold)	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: Woody Court/Braun Street	
1b. Development (project) number: 42-16	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I	
<input type="checkbox"/> 5(h)	
<input type="checkbox"/> Turnkey III	
<input checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program	
<input type="checkbox"/> Submitted, pending approval	
<input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/08/1999)	
8. Number of units affected: 25 (8 have been sold)	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 09/15/06

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Teens Need Training	10	First come	Main Office	Both
Learning Works	25	First come	Main Office	Both

Gateway Educational Center	110	First come	Main Office	Both
Young Marines	33	First come	Main Office	Both
Meals on Wheels	40	First come	Main Office	Both
Elderly/Disabled Services	40	First come	Main Office	Both
Summer Youth Program	40	First come	Main Office	Both
Tae Kwon Do	15	First come	Main Office	Both
Senior Day Out	25	First come	Main Office	Both
Weight Training	5	First come	Main Office	Both
Spanish Class	4	First come	Main Office	Both
Coffee with the Director	15	First come	Main Office	Both
Christmas Program	335	First come	Main Office	Both
Back to school Bash	200	First come	Main Office	Both

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2008 Estimate)	Actual Number of Participants (As of: 12/01/06)
Public Housing	8	13
Section 8	35	12

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

**C. Welfare Benefit Reductions**

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

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

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

## Crossville Housing Authority Community Service Policy

### A. REQUIREMENT

As a requirement of residency in the public housing units of Crossville Housing Authority (CHA), each resident shall:

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

**Or**

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

**Or**

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

### B. EXEMPTIONS

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

1. Is 62 years of age or older.
2. Is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual.
3. Is engaged in a work activity as defined in section 407[d] of the Social Security Act.
4. Meets the requirements for being exempt from having to engage in a work activity under the State program funded under Part A of Title IV of the Social Security Act, or under any other welfare program of the State of Tennessee, including a State administered welfare-to-work program, and has not been found by the State or other administering entity to be in non-compliance with such a program.

CHA will re-verify exemption status annually except in the case of an individual who is 62 years of age or older. Residents will be permitted to change exemption status during the year if status changes.

### C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

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

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program

necessary to ready a participant to work (such as substance abuse or mental health treatment).

In addition to the HUD definition above, CHA also includes:

- Participation in the Family Self-Sufficiency Program and being current in the steps outlined in the Individual Training and Services Plan.
- Other activities as approved by CHA on a case-by-case basis.

#### **D. ANNUAL DETERMINATIONS REQUIREMENT**

For each public housing resident subject to the requirement of community service, CHA shall, 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement. Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

CHA will verify compliance annually. If the qualifying activities are administered by an organization other than CHA, they will obtain verification of family compliance from such third parties. Family members will not be permitted to self-certify that they have complied with community service requirements.

#### **E. NONCOMPLIANCE**

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

1. The determination of noncompliance is subject to the administrative grievance procedure under CHA's Grievance Procedures policy.
2. Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed.
3. CHA shall not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the HA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any non-compliance with the community service requirement by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.
4. CHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

#### **F. PHA RESPONSIBILITY**

Crossville Housing Authority will ensure that:

1. All community service programs are accessible for persons with disabilities.

2. The conditions under which the work is to be performed are not hazardous.
3. The work is not labor that would be performed by CHA's employees responsible for essential maintenance and property services.
4. The work is not otherwise unacceptable.

**G. PHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT**

CHA will administer its own community service program. A list of community services and volunteer opportunities available throughout the community will be made available to public housing residents.

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

All Crossville Housing Authority developments.

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake:

(select all that apply)

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

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

All Crossville Housing Authority developments.

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

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

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

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

All Crossville Housing Authority developments.

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

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

- 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)]

Crossville Housing Authority's Pet Policy

LEASE ADDENDUM

TO ALLOW FOR PETS

Lessee: \_\_\_\_\_ Project No. \_\_\_\_\_ Unit No. \_\_\_\_\_

Address: \_\_\_\_\_ Pet Deposit: \$200

Name and description of Pet: \_\_\_\_\_

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

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

**Only one pet is allowed per family.**

I also understand that my pet cannot be larger than:

- (a) Dog – 15 inches tall when full grown
- (b) Cat – 10 inches tall when full grown

I agree to pay a damage deposit of \$200.00 for cats and dogs, none for birds or fish. This deposit shall be paid as follows:

- \$100.00 to be paid upon signing of this lease
- \$50.00 to be paid on \_\_\_\_\_
- \$50.00 to be paid on \_\_\_\_\_

This deposit is refundable if no damage is done, by or as a result of the pet, as verified by Management, after tenant disposes of the pet or moves.

**WHAT I MUST DO**

1. I must provide the Crossville Housing Authority with all verifications of my pet's inoculations, neutering, license, etc. before I can have my pet and

- I must bring verification of inoculations each year at the annual reexamination time.
2. I must make sure my pet receives the medical care necessary for my pet to maintain good health, and will make every effort to control fleas on my animal and in my unit.
  3. I must have my dog or cat on a leash any time it is out of my own unit.
  4. My dog or cat will remain inside my unit except for short periods of time while being walked or exercised by a responsible person. No animal shall be permitted in the Community Room. NO DOG HOUSES, animal runs, etc., will be permitted.
  5. I must accept complete responsibility for any damages to property caused by my pet. This includes other residents' property as well as all Crossville Housing Authority property.
  6. I will hold harmless the Crossville Housing Authority for any injuries or damages caused by my pet.
  7. I must accept complete responsibility for the behavior and conduct of my pet at all times.
  8. I will be responsible for promptly cleaning up pet droppings on the grounds by placing in a plastic bag with closure and properly disposing of said droppings.
  9. I will take adequate precautions to eliminate any pet odors within or around my unit and maintain sanitary conditions at all times.
  10. I will provide litter boxes for cat waste, which will be kept in the unit. I will not let waste accumulate. I will be responsible for properly disposing of cat waste by placing it in a plastic bag with closure and placing it in a trash container.
  11. I will not alter my unit or grounds to create an enclosure for any pet.
  12. I understand that tenants are prohibited from harboring and feeding stray animals. The feeding of stray animals shall constitute having a pet without permission of Management.
  13. I understand that no pet may be kept in violation of state humane or health laws, or local ordinances.
  14. In the event of my pet's death, I must dispose of the remains according to local health regulations.

#### **WHAT THE CROSSVILLE HOUSING AUTHORITY WILL NOT DO**

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

#### **WHAT THE CROSSVILLE HOUSING AUTHORITY WILL DO**

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

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

**DO I UNDERSTAND THIS LEASE ADDENDUM?**

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

We signed this Lease Addendum on \_\_\_\_\_, 2007.

Lessee:

Crossville Housing Authority:

\_\_\_\_\_

By: \_\_\_\_\_  
 Title: Executive Director

**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)  
  
Attachment A: March 15 Resident Meeting Minutes  
Attachment B: April 13 Resident Meeting Minutes  
Attachment C: May 16 Resident Meeting Minutes  
Attachment D: June 14 Resident Meeting Minutes  
Attachment E: April 11 Management Committee Meeting Minutes  
Attachment F: March 16 Maintenance committee Meeting Minutes  
Attachment G: May 16 Maintenance Committee Meeting Minutes  
Attachment H: April 24 Resident Initiatives Committee Meeting Minutes  
Attachment I: March 12 Security Committee Meeting Minutes  
Attachment J: April 12 Security Committee Meeting Minutes  
  
 Provided below:

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

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

Resident meetings were held throughout the 5-Year Plan process. Comments were taken under consideration when formulating the plan.

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

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

3. Description of Resident Election Process N/A

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

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

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

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

Crossville Housing Authority's PHA Plan corresponds with many of the points in the State of Tennessee's Consolidated plan compiled by the Tennessee Housing Development Agency.

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

#### **D. Other Information Required by HUD**

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

Attachment A  
**Resident Meeting**  
**March 15, 2007**  
**Minutes**

**Attendance:**

**CHA Staff**

Don Alexander  
Stan Lewis  
Kathy Vanlandingham

**Residents**

Elsa Carmelino  
Ollie Holmes

Stan Lewis opened the meeting with an update on current construction projects.

- **Rosewood Terrace** - Four units have been completed. Since the complex is so old, they are encountering problems with old wiring, cast iron plumbing, outdated heating systems, and peeling paint. They must remove all old sheetrock and ceiling insulation and add a waterproof coating to the block walls. Updating the plumbing and re-routing some pipes are necessary. Heating units will be replaced with split system HVAC units. Hopefully these efforts will defeat the moisture problems.
- **Cumberland House** - is nearing completion. Currently painting is being done inside and out.
- **Millstream Apartments** - Since acquiring the project last year, roofs and exterior siding has been replaced; sidewalks have been replaced; the MMC building has been made handicap-accessible; and 2 apartments have been changed to handicap units.
- **Playgrounds** - The playgrounds at Rosewood Terrace and Goodwin Court received a face-lift and some new equipment.
- **Homes** - Renovations have been done to the homes acquired from Creative Compassion.

For 2007, capital projects will include:

- continuing renovations at **Rosewood Terrace**
- completing **Cumberland House**
- continuing renovations at **Millstream Apartments**
- renovating the **Family Place** building to house a daycare center annex

Plans are underway to move 5 houses from the Homes program to public housing. Crossville Housing Authority can have a maximum of 334 units.

There is a homeownership component that allows for homes to be sold at appraised value.

Residents inquired about handicap-accessible units. Mr. Alexander reported that those are always in demand. Two units at Goodwin Court were recently renovated to become handicap-accessible; and two more are slated to be done at Rosewood Terrace. The Crossville Housing Authority is mandated to maintain 5% of the public housing units as handicap-accessible.

Overall, Mr. Alexander offered the opinion that the projects are being maintained well. There are no real pest control problems, maintenance is being handled quickly and efficiently, and the residents are doing a better of job of housekeeping.

Elsa Carmelino thanked management for the good job of tree trimming done at her unit on Goodwin Court.

With there being no further questions or comments the meeting was adjourned.

## Attachment B

# **Resident Meeting**

**April 13, 2007**

## **Minutes**

### **Attendance:**

#### **CHA Staff**

Don Alexander

Kathy Vanlandingham

#### **Residents**

Elsa Carmelino

Ollie Holmes

Rebecca Moles

Pam Steele

Gladys McNeal

Don Alexander welcomed the residents in attendance and thanked them for their participation and interest.

A listing of recent policy changes were discussed with Mr. Alexander explaining the changes and asking for input.

### **Grievance Policy - Public Housing & Section 8**

This policy change allows for a request for a hearing to be written or personally-presented orally. It also clarifies that there cannot be a grievance hearing for terminations that involve criminal activity or any activity that threatens the health or safety of tenants or employees of CHA. These are both items that are Federal requirements.

In addition, it changes the Formal Hearing Officer from one person to three different people, which are appointed annually. For the first time, the formal hearing officer will not be an employee or board member of the Crossville Housing Authority. In addition, the informal hearing will be held by a staff member who did not issue the "Notice to Vacate".

### **Grievance Policy - Non-Public Housing**

This policy change shortens the Grievance Policy, eliminating the formal hearing.

### **Damage Deposit**

The new Damage Deposit allows for an additional amount to be charged, on top of the normal security deposit, for units that fail HQS inspection.

### **Grounds for Eviction - Chronic Late Payments**

This change addresses those tenants who consistently make late payments. Payments made late three times in a six month period and/or seven times within a 24 month period are considered chronic late payments; and can result in eviction.

Late payments result in staff time to deal with letters, hearings, etc. Last year 16% of the rent charged was not collected. This policy is intended to encourage tenants to make timely rent payments.

Payments now made after the 10<sup>th</sup> of the month will incur a 10% late charge. Payments not made by the 20<sup>th</sup> of the month will be issued an eviction notice.

The residents offered no objection to these policy changes. They indicated that it would be helpful to inject some financial management training into tenant orientation.

With there being no further questions or comments the meeting was adjourned.

Attachment C

**Resident Meeting**

**May 16, 2007**

**Minutes**

**Attendance:**

**CHA Staff**

Don Alexander  
Kathy Vanlandingham

**Residents**

Elsa Carmelino	Linda Ashburn
Ollie Holmes	Gladys McNeal
Rebecca Moles	Karen Thacker

Don Alexander welcomed the residents in attendance and thanked them for their participation and interest.

Mr. Alexander began the meeting by reviewing the various housing programs available through the Crossville Housing Authority:

- Public Housing - not the largest housing program, but very expensive to run. Some units are available for sale.
- Section 8 Housing Choice Vouchers - our largest program includes standard vouchers for low-income persons, Mainstream vouchers for the mentally disabled, Homeownership vouchers, and Shelter Plus vouchers for the homeless and disabled.
- Homes - 102 units that are rent-controlled, some have income restrictions.
- Willowood Apartments, Russell Park II, White Oak Apartments, and Rhea County New Development are open to families, the elderly and persons with disabilities.
- Twin Oaks Apartments, Russell Park I, Millstream Apartments, Azalea Gardens, and Oakmont Gardens are reserved for the elderly or disabled.
- 523 Self-Help Homeownership Program is open to all who qualify through Rural Development.

Residents inquired about whether there were waiting list priorities. Mr. Alexander stated that there are some priorities including persons who are homeless, victims of domestic violence, living in sub-standard housing, and Senior Citizens.

Mr. Alexander remarked that we offer a wider variety of services than most other Housing Authorities.

Other services were discussed, including the Family Self-Sufficiency program. Mr. Alexander remarked that we have approximately \$45,000 in escrow, though participant numbers are down.

Resident Services offers a variety of services to the young and the elderly. Most supportive services for the elderly are provided to residents at Azalea Gardens and Oakmont Gardens, though not all. We make the effort to receive reimbursement from the State. Eight caregivers will cost \$48,000 per year, and we are currently budgeted to receive approximately \$18,500 in reimbursements.

Mr. Alexander then informed the residents about some possible demolitions in 42-1, Rosewood Terrace. The mayor has requested the removal of 2 buildings in order to make additional parking for the CHA administrative office. This brought up the idea of abandoning Rosewood Terrace entirely and re-building the development elsewhere. However, this is the most popular project, although the oldest and least physically desirable. Its strong points are that it contains many larger units, 3 & 4 bedrooms. Also, it is located right in town, within walking distance to many amenities. He noted that in the past he suggested replacing some of the larger units with 1 & 2 bedroom varieties, but tenants were not supportive.

Karen Thacker, a resident on Pinewood Drive remarked that she was very pleased with the neighborhood. The neighbors were nice with no real problems.

Mr. Alexander updated the residents about Family Place, which will now include an expansion of Home Away from Home Daycare.

With there being no further questions or comments the meeting was adjourned.

**Attachment D**

**Resident Meeting**

**June 14, 2007**

**Minutes**

**Attendance:**

**CHA Staff**

Don Alexander  
Kathy Vanlandingham

**Residents**

Elsa Carmelino	Zenon Garcia
Ollie Holmes	Gloria Garcia
Rebecca Moles	Rosa Viera

Don Alexander welcomed the residents in attendance and thanked them for their participation and interest.

Mr. Alexander began the review with an explanation that the Five-Year Plan portion of the document basically dealt with overall goals, giving us the opportunity to consider the long-range plans of the organization. The largest part of the document is the Annual Plan, which deals with items more specifically.

After review, Mr. Alexander asked for comments or questions. There were no comments from the residents in attendance. The meeting was adjourned.

**Attachment E**  
**Management Committee Meeting**  
**April 11, 2007**  
**Minutes**

**Attendance:**

**CHA Staff**

Donna Parker

**Residents**

Linda Ashburn

Elsa Carmelino

Ollie Holmes

Tere Giambalvo

Marie Burden

Donna Parker, Housing Director, opened the meeting by welcoming everyone in attendance and began the meeting by reviewing the dwelling lease.

Ms. Parker discussed Notices to Vacate and the new rule stating that if a tenant is issued more than three Notices to Vacate within a 6 month period, they will have to move regardless of whether full payment is made. Marie Burden expressed that she has been late in the past, but is doing what she can to get her rent paid by the 10<sup>th</sup> of each month. She stated she always pays her rent in full before the end of the month but sometimes has difficulty in getting it paid on time. Donna explained that late payments require a substantial amount of paperwork and involve a lot of personnel time.

Gladys, Ollie and Elsa volunteered to help with the newsletter when extra assistance was needed.

The pet rule was reviewed. Ollie Holmes stated that there are several residents who have pets but no pet lease. She asked what we could do to get tenants to be more responsible. She stated that she has several animals that end up in her yard tearing up her flowers and items on her porch. The new lease requires a \$20 charge when a pet is found in a unit without a pet lease. A second violation will result in a Notice to Vacate being issued.

Ollie Holmes expressed concerns about the remodeling work on the units in Rosewood Terrace, and whether the heating units would still be in the ceiling. Donna agreed to find out that information and get back in touch with her.

The tenants in attendance expressed concerns about not being able to physically handle the lawn maintenance at their units. Donna recommended that they contact Cyndie Dyal at resident services, as the Youth Summer Program includes mowing tenant's yards for a nominal fee.

With there being no further questions or comments the meeting was adjourned.

**Attachment F**

**Maintenance Meeting**

**March 16, 2007**

**Minutes**

**Attendance:**

**CHA Staff**

Harold Christopher  
Eva Marshall  
Stella South

**Residents**

Linda Ashburn  
Marie Burden  
Elsa Carmelino

Ollie Holmes  
Gladys McNeal

Harold Christopher, CHA Maintenance Supervisor, opened the meeting by thanking those in attendance. He stressed the importance of calling in work orders as soon as the problem arises, and to be clear about the nature of the problem, so it is all written on the work order.

Harold then discussed the following policies:

- Keep lawns mowed - It is the obligation of the resident to keep their lawns mowed and trimmed.
- Keep yards and front porches clean - There is no trash or furniture (other than outdoor furniture) allowed on the front porch. Yards should be kept clean of trash.
- Location of garbage cans - Trash cans are to be kept in designated areas behind the units. On trash pickup day, they should be promptly returned after being emptied.
- Leaking water heaters - Harold explained how to turn off the water valve to the water heater. This should be done as soon as a problem is found.
- Overflowing commodes - Harold explained how to turn off the water valve to the commode to keep it from overflowing.

The residents indicated that it would be nice to add vanities and showers into units. Stella South explained that funds for capital improvements are limited. Residents also expressed concerns about the need for trimming trees at Goodwin Court and West First Street.

With there being no further questions or comments the meeting was adjourned.

Attachment G

**Maintenance Meeting**

**May 16, 2007**

**Minutes**

**Attendance:**

**CHA Staff**

Harold Christopher  
Eva Marshall

**Residents**

Linda Ashburn  
Gladys McNeal

Ollie Holmes  
Elsa Carmelino

Harold Christopher, CHA Maintenance Supervisor, opened the meeting by thanking those in attendance.

Harold spoke to the group about energy loss. He reported that water was the #1 cause of energy loss in their homes; with electricity following at #2. It is very important that tenants call in work orders regarding leaks or drips from faucets and commodes as soon as they spot them. Harold reminded tenants that they are not allowed to have swimming pools.

Tenants expressed concerns that they are unable to water flowers, as CHA has removed the outdoor water spigots.

Harold reminded everyone that tenants are responsible for mowing their lawns. If the CHA has to mow their lawn, there will be charge of \$25.00 the first time and \$35.00 the second time. If they must do it a third time, an eviction notice will be issued. The maintenance department is not in the business of mowing lawns for hire.

Harold noted that painting and wallpapering is not allowed. If done, they will be charged for re-painting or paper-removal when they move.

Tenants complained about ants. Harold responded by asking anyone who had a problem with them, to come by the maintenance department for spray to be applied on the inside and outside of the unit.

Harold then asked for input from tenants regarding ideas for improving the units. Ollie Holmes asked about new heating systems; and Gladys McNeal asked about new inside doors. Harold responded that new heating systems would be installed when the units are remodeled. Interior doors would be replaced also at that time, if they were needed.

With there being no further questions or comments the meeting was adjourned.

## Attachment H

# **Resident Initiatives Committee Meeting**

**April 24, 2007**

## **Minutes**

### **Attendance:**

#### **CHA Staff**

Cyndie Dyal

#### **Residents**

Linda Ashburn

Ollie Holmes

Gladys McNeal

Cyndie Dyal opened the meeting by welcoming those in attendance and asking for any suggestions for resident services.

Suggestions from residents include:

- Country line dancing (with Beverly Bilbrey)
- Square dancing lessons (with Johnny Chambers)
- Residents covered dish picnic with live entertainment (Wilma Matthews & 2 4 U)
- Two-day trip
- Self-defense classes
- Increase participation by offering food and gifts
- Arts & Crafts Classes - crocheting, embroidering, quilting
- Card Games - gin rummy, Monopoly, Aggravation, Uno, Rook

In addition, they indicated an interest in starting a neighborhood watch program.

The next meeting was set for May 21, 2007, to be held at the Gateway Education Center.

With there being no further questions or comments the meeting was adjourned.

## Attachment I

# Security Meeting

March 12, 2007

## Minutes

### Attendance:

#### CHA Staff

Janet Collins

#### Residents

Linda Ashburn

David Moore

Brian Deaman

Marie Burden

Sandy Davis

Melissa Beaty

Irene Melton

Ann Trimble

Mary Phillips

Janet Collins opened the meeting by thanking those in attendance and asking for input on any problems they may be having with security issues.

#### Goodwin Circle

- Two people living with tenant, who also has a hole in their door
- Several (4-5) cars have been broken into and damaged
- A tenant complained that someone was peeping into her unit and broke her screen door handle
- Some cars have been driving too fast

#### Pinewood Drive

- A tenant has a redhead living with him, and has lots of traffic at his unit
- Someone has moved out of their unit, but someone else is living there
- Someone is stealing gas from vehicles
- Some cars have been driving too fast

#### Netherton/Storie

- There is a problem with people from the Ivy Ave Apartments coming through yards

#### Brookside Drive

- Recommended undercover cars to come through

#### Azalea Gardens

- Reported people cutting through the property to get to Woody Court

Janet Collins then discussed the upcoming spring inspections. In response to suggestions, she will talk to Security about varying their patrol schedule. Janet also talked to the group about the Crossville Housing Authority's policies regarding "No Trespass", and evictions.

The issue was raised about people breaking the rules regarding pets. Examples included: having a pit bull; more than one cat; and feeding stray cats. Janet explained the Pet Policy, the restrictions regarding pets, and the pet deposit.

With there being no further questions or comments the meeting was adjourned.

**Attachment J**  
**Security Meeting**  
**April 12, 2007**  
**Minutes**

**Attendance:**

**CHA Staff**

Janet Collins

**Residents**

Marie Burden

Melissa Beaty

Ollie Holmes

Ann Trimble

Sandy Davis

Janet Collins opened the meeting by thanking those in attendance and introducing Lt. Mike Briggs from Marshall Security. The floor was then opened for remarks regarding security issues.

**Whispering Pines**

- Speeding through the development is a problem
- Prowlers
- One of the units has had lots of traffic in and out
- Kids playing in the street create a danger
- The grass tends to get too high at empty units and needs to be mowed

**Rosewood Terrace**

- Seems to be a lot of unauthorized traffic through there
- Lawn ornaments have been stolen

**Goodwin Circle**

- Kids pulling pranks by knocking on doors is annoying
- Children playing in the street is a danger
- A report of an unauthorized person living with a tenant

Lt. Briggs, as a representative of the company that does security for Crossville Housing Authority was in attendance to listen to comments and give advice. His recommendations include:

- Call the city police to see if they can do extra patrols in problem areas
- Add motion-sensitive lights
- Get tag numbers on offending vehicles and get to police or Marshall Security

He indicated that residents can call Marshall Security if they have any concerns and would try to vary the patrol schedule in the different projects.

Residents were thankful for Lt. Briggs' attendance, and requested that these meetings be held more often, if possible.

With there being no further questions or comments the meeting was adjourned.

## Attachment K

### **Statement on Progress on Meeting 5-Year Plan Goals**

**Goal: Apply for additional rental vouchers.**

The Crossville Housing Authority was recently awarded an additional 13 Section 8 Shelter Plus vouchers to expand the supply of housing within our jurisdiction. We intend to request additional vouchers in order to meet the needs of our clients.

**Goal: Leverage private or other public funds to create additional housing opportunities.**

The CHA will continue to leverage private or other public funds to create additional housing opportunities for its residents.

**Goal: Acquire or build units or developments.**

The CHA will continue to expand affordable housing using the Low Income Tax Credits and below-market loans through the Federal Home Loan Bank's Affordable Housing Program. Currently under construction, we will open a new LIHTC housing complex of 28 units in 2008. The CHA is expanding the supply of affordable housing throughout the area without traditional HUD assistance.

**Goal: Improve public housing management.**

Our PHAS score for fiscal year 2005 was 89. We are still awaiting our score for 2006. We continually try to improve our public housing management, and therefore improve the PHAS score. CHA staff attends as many training programs as time and funding permits, in order to stay abreast of changing regulations.

**Goal: Improve voucher management.**

CHA has achieved a SEMAP score of 89 for fiscal year 2006. We are consistently reviewing our policies and procedures in order to improve our functions, and therefore our SEMAP score.

**Goal: Increase customer satisfaction.**

The CHA continues to work toward improving overall management. We constantly strive to keep tenants informed and involved.

**Goal: Renovate or modernize public housing units.**

The CHA has continually upgraded its public housing units through the Capital Funds Program, and seeks other avenues for renovation funding. All modernization activities are addressed in accordance with need as well as through residents' requests in all developments.

**Goal: Provide replacement public housing.**

The CHA has sold through the Section 32 Homeownership Program, 12 homes. Other transactions are being considered. The CHA will replace those units through both new construction and acquisition-rehab.

Currently, 6 units are under construction and the CHA has submitted an application to HUD for public housing to purchase 5 additional properties in order to bring CHA closer to our 1999 baseline. Those properties are: 264 Cleveland Street, Crossville; 342 Cleveland Street, Crossville; 370 Cleveland Street, Crossville; 380 Cleveland Street, Crossville; and 295 Stanley Street, Crossville.

**Goal: Conduct outreach efforts to potential voucher landlords.**

The CHA conducts outreach efforts to potential voucher landlords through the Section 8 Program when necessary. Coordinating meetings between potential landlords and voucher-holders helps to increase the lease-up rate of CHA's Section 8 program. Potential and existing landlords are regularly invited to attend voucher meetings.

**Goal: Implement voucher homeownership program.**

The Crossville Housing Authority was one of the first housing authorities in Tennessee to implement a Section 8 homeownership program. Currently there are 26 families taking advantage of the program. We hope to continue to increase this number of families making the transition from renter to homeowner.

**Goal: Implement public housing or other homeownership program(s).**

CHA continues to expand homeownership opportunities by participating in the 5H Program and the Section 32 Program. In addition, CHA has implemented a USDA Rural Development 523 program that has helped 24 families to build their own homes. This program continues to grow with recent approval of funding for 22 more homes. Many of these efforts are done in partnership with a local non-profit organization that specializes in homeownership.

**Goal: Implement public housing security improvements.**

Through our Resident Council, the CHA will encourage additional Neighborhood Watch programs.

**Goal: Provide or attract supportive services to improve assistance recipient's employability.**

Through our Family Self-Sufficiency and community service program, we work with area organizations such as Tennessee Career Center and Creative Compassion, Inc. to offer assistance in GED preparation and testing, credit counseling, and job hunting skills.

**Goal: Provide or attract supportive services to increase independence for the elderly or families with disabilities.**

The CHA provides a variety of supportive services to the elderly or disabled keeping them involved and independent. Continuing input from elderly/disabled residents keeps us informed of their needs in order to incorporate new programs.

**Goal: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.**

The Crossville Housing Authority strives to serve low income families to achieve safe and sanitary housing that is affordable, while promoting their well being by providing stable housing without discrimination.

**Goal: Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability.**

The Crossville Housing Authority strives to serve low income families to achieve safe and sanitary housing that is affordable, while promoting their well being by providing stable housing without discrimination. CHA rules prohibit any activity that threatens the health, safety, or peaceful enjoyment of the premises.

**Goal: Support the requirements of VAWA 2005.**

The Crossville Housing Authority supports the goals of the Violence Against Women Act of 2005, and will comply with its requirements. We will continue to administer housing programs so that tenants are supported and protected, including victims of domestic violence, dating violence, sexual assault, or stalking. Under the requirements of the law, we will not take adverse action against victims of such criminal activity, including denial or termination of housing assistance.

## Attachment L

### **Resident Membership of PHA Governing Body**

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

**Gladys McNeal – Resident Commissioner**  
**Since August 12, 2003**

## Attachment M

### CROSSVILLE HOUSING AUTHORITY MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

#### Management Committee

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Donna Parker, Housing Director  
Crossville Housing Authority

Linda Ashburn	23 Netherton Court	Crossville, TN 38555
Ollie Holmes	245 West First St.	Crossville, TN 38555
Marie Burden	169 Underwood	Crossville, TN 38555
Elsa Carmelino	275 Goodwin Circle	Crossville, TN 38555
Tere Biambalvo	173 Prentice Street	Crossville, TN 38555

#### Resident Initiatives Committee

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Cyndie Dyal, Resident Initiatives Coordinator  
Crossville Housing Authority

Linda Ashburn	23 Netherton Court	Crossville, TN 38555
Jan Dunbar	1269 Pomona Road	Crossville, TN 38555
Elsa Carmelino	275 Goodwin Circle	Crossville, TN 38555
Gladys McNeal	220 West First Street	Crossville, TN 38555
Ollie Holmes	245 West First St.	Crossville, TN 38555
Becky Cooper	228 West First St.	Crossville, TN 38555

#### Security Committee

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Janet Collins, Public Housing Manager  
Crossville Housing Authority

Ollie Holmes	245 West First Street	Crossville, TN 38555
Marie Burden	169 Underwood	Crossville, TN 38555
Ann Trimble	150 Pinewood Drive	Crossville, TN 38555
Melissa Beaty	235 Goodwin Circle	Crossville, TN 38555
Sandra Davis	40 Primrose Court	Crossville, TN 38555
Irene Melton	160 Pinewood Drive	Crossville, TN 38555
David Moore	29 Brookside Dr, Apt 4	Crossville, TN 38555

## **Maintenance Committee**

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Harold Christopher, Maintenance Supervisor  
Crossville Housing Authority

Linda Ashburn	23 Netherton Court	Crossville, TN 38555
Marie Burden	169 Underwood	Crossville, TN 38555
Elsa Carmelino	275 Goodwin Circle	Crossville, TN 38555
Ollie Holmes	245 West First Street	Crossville, TN 38555
Gladys McNeal	220 West First Street	Crossville, TN 38555

## Attachment N

### Resident Council Board Members

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#### Officers

Linda Ashburn, President	23 Netherton Court	Crossville, TN 38555
Elsa Carmelino, Vice-President	275 Goodwin Circle	Crossville, TN 38555
Ann Trimble, Secretary	150 Pinewood Drive	Crossville, TN 38555
Marie Burden, Historian	169 Underwood	Crossville, TN 38555

#### Representatives

Irene Melton	160 Pinewood Drive	Crossville, TN 38555
Gladys McNeal	220 West First Street	Crossville, TN 38555
Ollie Holmes	245 West First Street	Crossville, TN 38555

## Attachment O

### **Section 8 Program Capacity Statement**

The Crossville Housing Authority's Section 8 Homeownership Program requires that financing for purchase of a home under its Section 8 homeownership program will:

- be provided, insured or guaranteed by the State or Federal Government;
- comply with secondary mortgage market underwriting requirements; or
- comply with generally accepted private sector underwriting standards.

## Attachment P

### **Public Housing Assessments**

**TN042-01 (54 units):** This development, although over 40 years old, remains one of our most popular. The maintenance cost is a little higher than most of our other Crossville developments due to the age and construction of the units. The per-unit expense for this development, based on project based accounting, is \$245.68 PUM. The cost of operating public housing is less than the cost of the Section 8 program. This project has a Capital Funds program underway. It will take a few years to complete, but when finished will create a real savings. The Section 8 program cost is currently \$327.68 PUM but is increasing at the rate of 12% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 82% of eligible subsidy. The Capital Funds have also decreased recently, with the CHA losing \$44,531. The total funding in public housing cost, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-02 (26 Units):** This development is one of our outlying developments so the operating cost is a little higher than most. The per-unit expense for this development, based on project based accounting, is \$202.95 PUM. The cost of operating public housing is less than the cost of the Section 8 program. The Section 8 program cost is currently \$327.68 PUM, but is increasing at the rate of 12% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 82% of eligible subsidy. The Capital Funds have also decreased recently with the CHA losing \$44,531. The total funding in public housing cost including capital funds would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-03 (12 units):** This development is one of our outlying developments so we expect the operating cost is a little higher than most. This year there were some capital improvements to the development, which kept costs low. The per-unit expense for this development, based on project based accounting, is \$230.95 PUM. The cost of operating public housing is less than Section 8 program. The Section 8 program cost is currently \$327.68 PUM but is increasing at the rate of 12% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 82% of eligible subsidy. The Capital Funds have also decreased recently with the CHA losing \$44,531. The total funding in public housing cost, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-04 (75 units):** This development is our largest development and is also one of the best designed in our inventory. The per-unit expense for this development, based on project based accounting, is \$155.55 PUM. Capital improvements were recently completed and we expect those costs to drop. The cost of operating this public housing is less than the Section 8 program. The Section 8 program cost is currently \$327.68 PUM,

and is increasing at the rate of 12% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 82% of eligible subsidy. The Capital Funds have also decreased recently with the CHA losing \$44,531. The total funding in public housing cost, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset

**TN042-05 (20 units):** This development is one of our outlying developments. The cost of operation includes the cost of operation of a sewer plant on the site. The cost of a licensed operator for the plant is a burden. The development has a high percentage of elderly, which helps lower cost. The per-unit expense for this development, based on the project based accounting, is \$165.78 PUM. The cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$327.68 PUM, but is increasing at the rate of 12% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 82% of eligible subsidy. The Capital Funds have also decreased recently with the CHA losing \$44,531. The total funding in public housing cost including capital funds would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-6 (49 units):** This development is one of our most desirable due to its location. It is within walking distance of two shopping centers and there is a Daycare/Headstart center on site. The per-unit expense for this development, based on project based accounting, is \$320.56 PUM. The cost of operating this public housing is less than the Section 8 program. The Section 8 program cost is currently \$327.68 PUM and is increasing at the rate of 12% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 82% of eligible subsidy. The Capital Funds have also decreased recently with the CHA losing \$44,531. The total funding in public housing cost, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-07 (56 units):** This development has a very high elderly and disabled population. It is also one of our newest built in 1978. The per-unit expense for this development, based on the project based accounting, is \$173.07 PUM. However, the cost of operating public housing is about the same as the Section 8 program. The Section 8 program cost is currently \$327.68 PUM, but is increasing at the rate of 12% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 82% of eligible subsidy. The Capital Funds have also decreased recently with the CHA losing \$44,531. The total funding in public housing costs, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-14 (10 units):** This development is all single family homes and was built to enhance our Family Self-Sufficiency program. The development is included in a Section 32 homeownership program. However, the cost of operating public housing is about the same as the Section 8 program. The Section 8 program cost is currently \$327.68 PUM,

but is increasing at the rate of 12% for the first six months of this year. The public housing subsidy is decreasing with HUD only funding PHAs at 82% of eligible subsidy. The Capital Funds have also decreased recently with the CHA losing \$44,531. The total funding in public housing cost, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

**TN042-16 (17 units):** This development is all single family homes and was built to enhance our Family Self-Sufficiency program. This development is included in a Section 32 homeownership program. The cost of operating this public housing project is less than the Section 8 program. The per unit expense for this development based on the project based accounting is \$178.39 PUM. The Section 8 program cost is currently \$327.68 PUM, and is increasing at the rate of 12 % for the first six months of the year. The public housing subsidy is decreasing with HUD only funding PHAs at 82% of eligible subsidy. Capital Funds have also decreased recently with the CHA losing \$44,531. The total funding in public housing cost, including capital funds, would be a decrease in funding. Currently, there is no available affordable housing to replace this asset.

## Attachment Q

### **Resident Survey Action Plan**

#### Resident Report for 2005 (Overall for all developments)

<u>Indicator</u>	<u>Actual Score</u>	<u>Maximum Score</u>
Survey Results	4.2	5.0
Maintenance and Repair	0.9	1.0
Communication	0.8	1.0
Safety	0.8	1.0
Services	0.9	1.0
Appearance	0.8	1.0
Implementation Plan	2.0	2.0
Follow-Up Plan	3.0	3.0
Total	9.2	10

<u>Overall Scores</u>	<u>2005</u>	<u>2004</u>
Maintenance and Repair	93.0	91.0
Communication	75.5	74.9
Safety	78.5	73.7
Services	93.4	92.6
Neighborhood Appearance	77.9	75.8

Crossville Housing Authority will continue to strive toward making improvements for residents in all above indicators.

#### Maintenance and Repair

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

#### Communication

CHA makes available to residents twice a month the *Coffee with the Director* meetings. Residents are always invited to attend the Resident Council meetings. Transportation is provided for those in need. Announcements are routinely made in the quarterly newsletter, and by postings at various CHA buildings.

#### Safety

CHA plan deals with issues related to safety through a committee formed of residents, community members and our local police department. Several suggestions for community safety have come out of a series of resident meetings.

#### Services

Maintenance issues are routinely dealt with as quickly as possible. Tenants are given a Tenant Handbook detailing items that are their responsibility as well as giving information on how to report problems to CHA.

CHA provides a wide variety of resident services including daycare and after-school care for children, transportation for eligible residents to necessary appointments, GED and computer training, and a host of supportive services for eligible elderly and handicapped residents.

Neighborhood Appearance

As funds permit, CHA regularly works on improving the appearance of neighborhoods. In the plans for 2006 is the addition of two children's playgrounds, additional landscaping and painting. Residents are encouraged to give input through regular CHA meetings.

## Attachment R

### **Crossville Housing Authority Deconcentration Policy**

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

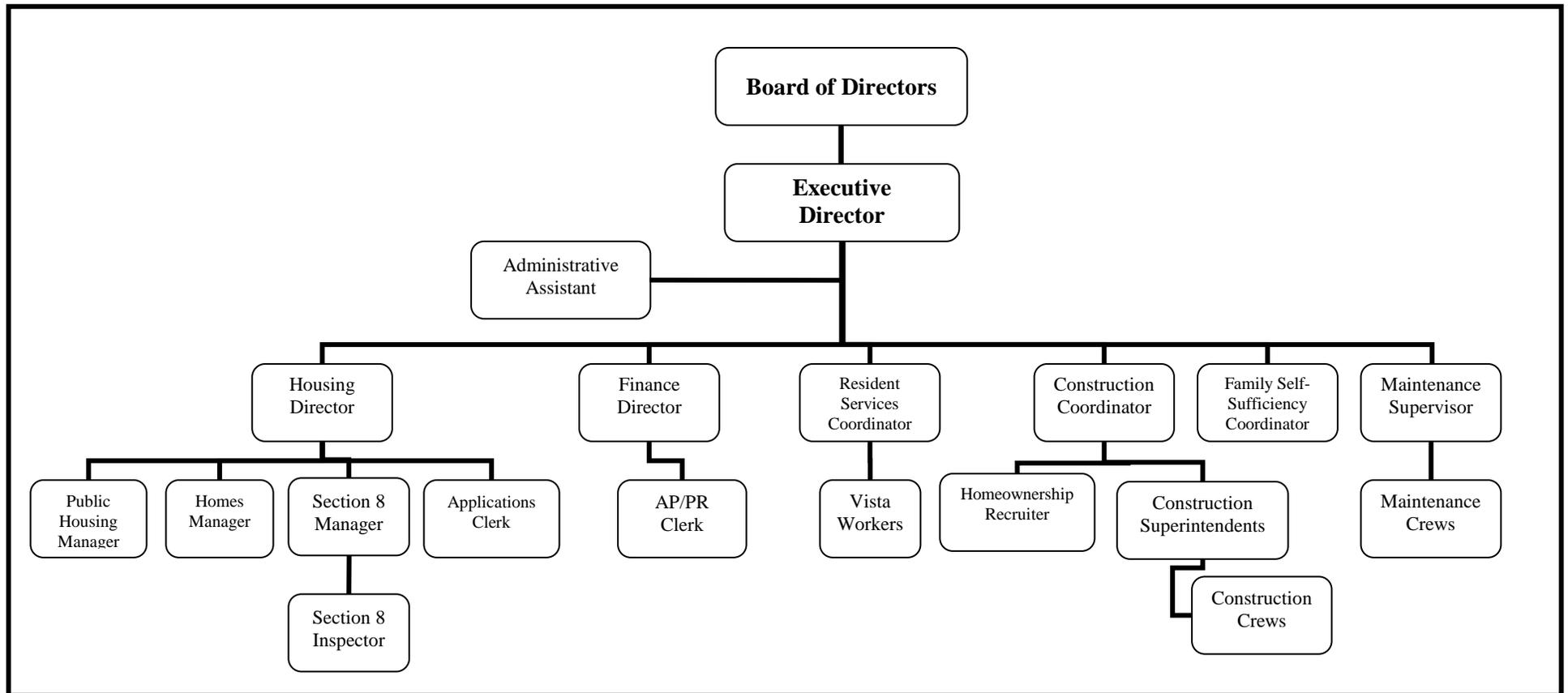
The Crossville Housing Authority will affirmatively market public housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income will not be steered toward higher income developments. The Authority will not house families with incomes higher than 30% of the area median income in developments that already have 60% or more households with incomes that exceed 30% of the area median income.

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

Attachment S

# Crossville Housing Authority

## Organizational Chart





## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No:TN37PO4250106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no: 4)
  Performance and Evaluation Report for Period Ending: 6-31-07
  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	90,000			20,000.00
3	1408 Management Improvements	30,000			9,566.76
4	1410 Administration	25,000			13,644.14
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	9,000			4,732.26
10	1460 Dwelling Structures	89,716			43,809.59
11	1465.1 Dwelling Equipment—Nonexpendable	15,000			9,958.00
12	1470 Nondwelling Structures	85,000			26,906.59
13	1475 Nondwelling Equipment	20,000			21,257.10
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000			51.70
18	1499 Development Activities	112,248			0
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	477,964			149,926.14

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

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-1	Plumbing	1460	100%	23,716			10,008.35	
	Electrical	1460	100%	10,000	10,500		10,230.44	
	Cabinets	1460	100%	5,000	2,000		470.19	
	Walls	1460	100%	10,000	15,000		9,696.95	
	Flooring	1460	100%	5,000	6,000		5,800.15	
	Mechanical	1460	100%	17,000	10,000		4,248.90	
	Paint	1460	100%	10,000	6,000		2,804.87	
	Roofs	1460	100%	0			0	
	Doors/Windows	1460	100%	9,000	4,700		549.74	
	Exterior Enhancement	1450	100%	2,000			0	
	Sidewalks/Curbs	1450	100%	5,000			0	
	Tot Lot	1450	100%	2,000	4,800		4,732.26	
	Appliances	1465	100%	15,000			9,958.00	
	Non-Dwelling Structures	1470	100%	0			0	
	Non Dwelling Equipment	1475	100%	20,000	30,000		21,257.10	
	Relocation	1496	100%	2,000	1,000		51.70	
TN-42-7	Non-Dwelling Structures	1470	100%	85,000			26,906.59	

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

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Clerk of the Works	1410	25,000				13,644.14	
Management	Staff Training	1408	2,000				0	
Improvements	Office Automation	1408	10,000				0	
	Resident Employment	1408	6,000				1,721.32	
	Drug Elimination Program	1408	12,000				7,845.44	
	Speed up unit turnaround	1408	0				0	
	Speed up inspection	1408	0				0	
PHA Wide	Funds for Development	1499	112,248				0	
	Funds used for Operation	1406	90,000				20,000.00	

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

PHA Name: Crossville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: TN37P04250106 Replacement Housing Factor No:					Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TN42-01	06-30-09	07-17-08		12-31-10	07-17-10			
TN42-07	06-30-09	07-17-08		12-31-10	07-17-10			
PHA Wide	06-30-09	07-17-08		12-31-10	07-17-10			

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No:TN37PO4250107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision #2)

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	90,000			
3	1408 Management Improvements	30,000			
4	1410 Administration	25,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	40,000	14,000		
10	1460 Dwelling Structures	109,353	173,353		
11	1465.1 Dwelling Equipment—Nonexpendable	15,000	5,000		
12	1470 Nondwelling Structures	50,000	25,000		
13	1475 Nondwelling Equipment	20,000	15,000		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000	4,000		
18	1499 Development Activities	102,248			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	483,601	483,601		

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

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250107 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	
TN42-5	Plumbing	1460	100%	21,858	0			
	Electrical	1460	100%	21,858	0			
	Cabinets	1460	100%	5,000	0			
	Walls/Ceilings	1460	100%	10,000	0			
	Flooring	1460	100%	10,637	0			
	Mechanical	1460	100%	21,000	0			
	Paint	1460	100%	10,000	0			
	Doors/Windows	1460	100%	29,000	0			
	Sidewalks/Curbs	1450	100%	18,000	0			
	Tot Lot	1450	100%	2,000	0			
	Appliances	1465	1	15,000	0			
	Non-Dwelling Structures	1470	100%	50,000	0			
	Non Dwelling Equipment	1475	1	20,000	0			
	Relocation	1495	1	2,000	0			
TN42-2	Plumbing	1460	10%	0	6,800			
	Electrical	1460	70%	0	10,000			
	Cabinets	1460	5%	0	3,000			
	Walls/Ceilings	1460	100%	0	10,000			
	Flooring	1460	100%	0	18,000			
	Mechanical	1460	75%	0	20,168			
	Paint	1460	100%	0	8,000			
	Doors/Windows	1460	25%	0	4,250			

	Sidewalks/Curbs	1450		40%	0	5,000			
	Tot Lot	1450		10%	0	2,000			
	Dwelling Equipment	1465	1	8	0	3,000			
	Non-Dwelling Structures	1470		100%	0	15,000			
	Relocation	1495	1	100%	0	2,000			
TN42-3	Plumbing	1460		50%	0	12,000			
	Electrical	1460		65%	0	18,135			
	Cabinets	1460		5%	0	2,000			
	Walls/Ceilings	1460		40%	0	3,500			
	Flooring	1460		30%	0	5,500			
	Mechanical	1460		100%	0	39,000			
	Paint	1460		50%	0	8,000			
	Doors/Windows	1460		20%	0	5,000			
	Sidewalks/Curbs	1450		10%	0	2,000			
	Tot Lot	1450		20%	0	5,000			
	Dwelling Equipment	1465	1	6	0	2,000			
	Non-Dwelling Structures	1470		100%	0	10,000			
	Relocation	1495	1	100%	0	2,000			
PHA Wide	Non-Dwelling Equipment	1475	1	100%	0	15,000			

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

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250107 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	
Administration	Clerk of the Works	1410 1		25,000				
Management Activities	Staff Training	1408		2,000				
	Office Automation	1408		10,000				
	Resident Employment	1408		6,000				
	Drug Elimination	1408		12,000				
	Speed up unit turnaround	1408		0				
	Speed up inspection	1408		0				
PHA Wide	Funds for Development	1409		102,248				
	Funds used for operation	1406		90,000				

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

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program No: TN37P04250107 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		
TN42-05	9-12-09			09-12-11				
PHA Wide	9-12-09			09-12-11				
TN42-2		9-12-09						
TN42-3		9-12-09						

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No:TN37PO4250108 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision #)
  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	90,000			
3	1408 Management Improvements	30,000			
4	1410 Administration	25,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	15,000			
10	1460 Dwelling Structures	143,353			
11	1465.1 Dwelling Equipment—Nonexpendable	5,000			
12	1470 Nondwelling Structures	50,000			
13	1475 Nondwelling Equipment	20,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	3,000			
18	1499 Development Activities	102,248			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	483,601			

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

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: Crossville Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37PO4250108 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2008</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-7	Plumbing	1460	50%	15,000				
	Electrical	1460	50%	15,000				
	Cabinets	1460	100%	28,000				
	Walls/Ceilings	1460	50%	10,000				
	Flooring	1460	50%	10,000				
	Roofs	1460	60%	15,000				
	Mechanical	1460	70%	25,000				
	Paint	1460	100%	10,353				
	Doors/Windows	1460	50%	15,000				
	Sidewalks/Curbs	1450	40%	10,000				
	Tot Lot	1450	20%	5,000				
	Dwelling Equipment	1465	1	12	5,000			
	Non-Dwelling Structures	1470		100%	50,000			
	Relocation	1495	1	100%	3,000			
PHA Wide	Non Dwelling Equipment	1475	1	100%	20,000			

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

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Clerk of the Works	1410	1	25,000				
Management Activities	Staff Training	1408		2,000				
	Office Automation	1408		10,000				
	Resident Employment	1408		6,000				
	Drug Elimination	1408		12,000				
	Speed up unit turnaround	1408		0				
	Speed up inspection	1408		0				
PHA Wide	Funds for Development	1409		102,248				
	Funds used for operation	1406		90,000				

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

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program No: TN37P04250108 Replacement Housing Factor No:					Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TN42-7	06-30-10			09-30-12				
PHA Wide	06-30-10			09-30-12				

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name Crossville Housing Authority						<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
Development Number/Name/HA-Wide	Year 1 2008	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY:2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 2012	
	Annual Statement					
TN42-1		216,353				
TN42-2						54,088
TN42-3						55,088
TN42-4						108,177
TN42-5			107,527			
TN42-6			108,176			
TN42-7						
TN42-14					108,177	
TN42-16					110,176	
PHA Wide		267,248	267,898	265,248	266,248	
CFP Funds Listed for 5-year planning		483,601	483,601	483,601	483,601	
Replacement Housing Factor Funds						

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: PHA FY: 2009			Activities for Year: <u>2</u> FFY Grant: PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	TN42-1	Plumbing	30,500	PHA Wide		
Annual		Electric	40,518			
Statement		Cabinets	15,000	Management	Staff training	2,000
		Walls	20,000	Improvements	Office automation	10,000
		Flooring	15,000		Resident employment	6,000
		Mechanical	15,026		Drug Elim Program	12,000
		Paint	10,000		Speed up unit turnaround	0
		Roofs	8,056		Speed up inspections	0
		Doors/Windows	5,000			
		Exterior Enhancement	3,100	Administration	Clerk of the Works	25,000
		Sidewalks/Paving	10,153			
		Tot Lot	2,000		Funds for development	102,248
		Dwelling Equipment	10,000			
		Non-Dwelling Structures	20,000		Funds for operations	90,000
		Relocation	2,000			
		Reconfigure Units	10,000			
	PHA Wide	Non-Dwelling Equipment	20,000			
<b>Total CFP Estimated Cost</b>			236,353			247,248

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>3</u> FFY Grant: PHA FY: 2010			Activities for Year: <u>3</u> FFY Grant: PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	TN42-5	Plumbing	10,000	TN42-6	Plumbing	10,000
Annual		Electric	10,000		Electric	10,000
Statement		Cabinets	5,000		Cabinets	5,000
		Walls	10,000		Walls	10,000
		Flooring	5,000		Flooring	5,000
		Mechanical	10,000		Mechanical	10,000
		Paint	8,000		Paint	8,176
		Roofs	5,000		Roofs	5,000
		Doors/Windows	5,000		Doors/Windows	5,000
		Exterior Enhancement	2,650		Exterior Enhancement	3,000
		Sidewalks/Paving	8,200		Sidewalks/Paving	9,000
		Tot Lot	2,000		Tot Lot	2,000
		Dwelling Equipment	10,500		Dwelling Equipment	10,000
		Non-Dwelling Structures	10,000		Non-Dwelling Structures	10,000
		Relocation	2,000		Relocation	2,000
		Reconfigure Units	4,177		Reconfigure Units	4,000
	PHA Wide	Non-Dwelling Equipment	10,650	PHA Wide	Non-Dwelling Equipment	10,000
<b>Total CFP Estimated Cost</b>			<b>118,177</b>			<b>118,176</b>

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>3</u> FFY Grant: PHA FY: 2010			Activities for Year: <u>4</u> FFY Grant: PHA FY: 2011		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA Wide			TN42-14	Plumbing	10,000
Annual	Management	Staff training	2,000		Electric	8,000
Statement	Improvements	Office automation	10,000		Cabinets	5,000
		Resident employment	6,000		Walls	10,000
		Drug Elim Program	12,000		Flooring	8,000
		Speed up unit turnaround	0		Mechanical	10,200
		Speed up inspection	0		Paint	8,000
					Roofs	5,000
					Doors/Windows	5,000
	Administration	Clerk of the Works	25,000		Exterior Enhancement	8,000
					Sidewalks/Paving	5,000
		Funds for development	102,248		Tot Lot	4,977
					Dwelling Equipment	10,000
		Funds for operations	90,000		Non-Dwelling Structures	4,000
					Relocation	2,000
					Reconfigure Units	5,000
				PHA Wide	Non-Dwelling Equipment	10,000
Total CFP Estimated Cost			247,248			118,177

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: PHA FY: 2011			Activities for Year: <u>4</u> FFY Grant: PHA FY: 2011		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	TN42-16	Plumbing	10,326	PHA Wide		
Annual		Electric	10,300	Management	Staff training	2,000
Statement		Cabinets	5,000	Improvements	Office automation	10,000
		Walls	10,000		Resident employment	6,000
		Flooring	9,000		Drug Elim. Program	12,000
		Mechanical	10,000		Speed up unit turnaround	0
		Paint	8,000		Speed up inspection	0
		Roofs	6,700			
		Doors/Windows	5,100			
		Exterior Enhancement	4,750	Administration	Clerk of the works	25,000
		Sidewalks/Paving	7,000			
		Tot Lot	4,000		Funds for development	102,248
		Dwelling Equipment	8,000			
		Non-Dwelling Structure	5,000		Funds for operations	90,000
		Relocation	2,000			
		Reconfigure Units	5,000			
	PHA Wide	Non-Dwelling Equip	8,000			
<b>Total CFP Estimated Cost</b>			118,176			247,248

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year : <u>5</u> FFY Grant: PHA FY:2012			Activities for Year: <u>5</u> FFY Grant: PHA FY: 2012		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
TN42-2	Plumbing	2,000	TN42-3	Plumbing	5,000
	Electric	5,000		Electric	4,000
	Cabinets	5,000		Cabinets	4,000
	Walls	5,000		Walls	4,000
	Flooring	4,500		Flooring	4,000
	Mechanical	2,000		Mechanical	3,088
	Paint	2,000		Paint	2,000
	Roofs	2,000		Roofs	2,000
	Doors/Windows	5,000		Doors/Windows	4,000
	Exterior Enhancement	2,000		Exterior Enhancement	1,000
	Sidewalks/Paving	2,588		Sidewalks/Paving	4,000
	Tot Lot	1,000		Tot Lot	2,000
	Dwelling Equipment	5,000		Dwelling Equipment	7,000
	Non-Dwelling Structures	5,000		Non-Dwelling Structures	4,000
	Relocation	2,000		Relocation	2,000
	Reconfigure Units	4,000		Reconfigure Units	3,000
PHA Wide	Non-Dwelling Equipment	5,000	PHA Wide	Non-Dwelling Equipment	4,000
Total CFP Estimated Cost		59,088			59,088

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

Activities for Year : <u>  5  </u> FFY Grant: PHA FY:2012			Activities for Year: <u>  5  </u> FFY Grant: PHA FY: 2012		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
TN42-4	Plumbing	5,000	PHA Wide		
	Electric	6,577	Management	Staff training	2,000
	Cabinets	8,100	Improvements	Office automation	10,000
	Walls	5,500		Resident employment	6,000
	Flooring	5,000		Drug Elim. Program	12,000
	Mechanical	8,000		Speed up unit turnaround	0
	Paint	8,000		Speed up inspection	0
	Roofs	5,000			
	Doors/Windows	5,000			
	Exterior Enhancement	3,000	Administration	Clerk of the works	25,000
	Sidewalks/Paving	10,000			
	Tot Lot	2,000		Funds for development	102,248
	Dwelling Equipment	10,000			
	Non-Dwelling Structures	20,000		Funds for operations	90,000
	Relocation	2,000			
	Reconfigure Units	5,000			
PHA Wide	Non-Dwelling Equipment	10,000			
<b>Total CFP Estimated Cost</b>		<b>118,177</b>			<b>247,248</b>