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

Morristown Housing Authority
Tn038v01
PHA Plans

5 Year Plan for Fiscal Years 2009 - 2013
Annual Plan for Fiscal Year 2009

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

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

PHA Plan
Agency Identification

PHA Name: MORRISTOWN HOUSING AUTHORITY

PHA Number: TN038

PHA Fiscal Year Beginning: (mm/yyyy) 01/2009

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)

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5-YEAR PLAN
PHA FISCAL YEARS 2009 - 2013
[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 Morristown Housing Authority's goal is to provide drug free, decent, safe and sanitary housing for eligible families and to provide opportunities and promote self-sufficiency and economic independence for residents.

In order to achieve this mission, we will:

- ✓ Recognize residents as our ultimate customer;
- ✓ Improve Public Housing Authority (PHA) management and service delivery efforts through effective and efficient management of PHA staff;
- ✓ Seek problem-solving partnerships with residents, community and government leadership;
- ✓ Apply PHA resources, to the effective and efficient management and operation of public housing programs, taking into account changes in Federal funding.

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.

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☐ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☐ Improve public housing management: (PHAS score)
- ☐ Improve voucher management: (SEMAP score)
- ☐ Increase customer satisfaction:
- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
- ☒ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

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

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

☒ PHA Goal: Provide an improved living environment
Objectives:
- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements:

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

Objective:

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

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Annual PHA Plan
PHA Fiscal Year 2009
[24 CFR Part 903.7]

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

☒ **Standard Plan**

Streamlined Plan:

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

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]

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

The Morristown Housing Authority has completed this Agency Plan in consultation with MHA residents and the local communities. The Plan was discussed with the Resident Advisory Board on July 22 , 2008. The public was afforded an opportunity to review the plan and offer comments at a public hearing held on September 11, 2008. The Annual Agency Plan is summarized as follows:

1. Housing Needs
   The MHA's current waiting lists are excessive and the demand for public housing (183) and Section 8 assistance (191) is evident. The greatest demand is for small to medium size bedroom units (1, 2 and 3 bedroom units).

2. Financial Resources
   The MHA expects to expend approximately $6,886,900 in the year 2009 for operations, capital improvements and administrative costs.

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3. Eligibility, Selection and Admission Policies

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

As required under this section of the plan and by regulations published in PIH Notice 2002-4, the MHA has reviewed its developments relative to income. The MHA has determined that they do not have a problem with concentration of high or low-income families. Further, the MHA has revised their admission policies to assure that a concentration does not occur in the future.

4. Rent Determination-Discretionary Policies

The MHA's adopted discretionary rent policies include:

- ✓ Flat Rents
- ✓ $25.00 minimum rent for Public Housing and Section 8

5. Operations and Management

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

6. Grievance Procedure

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

7. Capital Improvements

The MHA's projected funding under the Capital Fund Program is $1,052,381. The focus for the 2009 program year is to install HVAC, perform electrical upgrades, install storm doors, perform bathroom renovations and replace water heaters and mailboxes at Development TN038-003.

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8. Demolition and/or Disposition

The MHA has submitted an application to HUD for the disposition of 70 units in Development TN038-007. This disposition application has recently been approved by HUD.

9. Designation

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

10. Conversion of Public Housing

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

11. Homeownership

The MHA has no current plans to develop a Homeownership Program. However the MHA does have two houses for sale, which were constructed utilizing Tennessee Housing Development Agency funds.

12. Community Services and Self-Sufficiency Programs

The MHA currently has several community service programs for their residents. These services include: Central Services, Habitat for Humanity, New Hope Recovery, Goodwill, MATS, Keeping America Beautiful, Stepping Out Ministries, Boy Scouts, Girl Scouts, Helping Hands Free Clinic, Girls, Inc. and Boys and Girls Club of Morristown. Additionally, the MHA has adopted a policy relative to the community service requirement mandated by the QHWRA through regulations published in the Federal Register on March 29, 2000. A description of the MHA's community service requirement is shown in Attachment D: "Implementation of Public Housing Resident Community Service Requirement".

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13. Safety and Crime Prevention

The MHA currently has an ongoing agreement with the Morristown Police Department for carrying out crime prevention measures and activities. The measures and activities provided by the police to assist the MHA in safety and crime prevention include: providing crime data to MHA staff for analysis and action; regularly testifying in eviction cases; regularly meeting with MHA management and residents as well as establishing an actual physical presence on MHA property. Also, the MHA has a "zero tolerance" and "trespass" policy and performs strict applicant screening.

14. Ownership of Pets

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

15. Civil Rights Certification

The MHA has included the required certification regarding Fair Housing and Civil Rights in this plan.

16. Annual Audit

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

17. Asset Management

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

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iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- ☒ Admissions Policy for Deconcentration **(See Attachment A)**
- ☒ FY 2009 Capital Fund Program Annual Statement **(See Table Library)**
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart **(See Attachment B)**
- ☒ FY 2009 Capital Fund Program 5 Year Action Plan **(See Table Library)**
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

☒ Other (List below, providing each attachment name)

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

Supporting Documents Available for Review

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

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

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures ☐ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
✓	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership	Annual Plan:

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	programs/plans	Homeownership
NA	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1106	3	3	2	1	NA	NA
Income >30% but <=50% of AMI	555	2	2	2	1	NA	NA
Income >50% but <80% of AMI	628	1	2	2	1	NA	NA
Elderly	647	1	2	2	1	NA	NA
Families with Disabilities	NA	NA	NA	2	1	NA	NA

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Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity (w)	1963	NA	NA	2	1	NA	NA
Race/Ethnicity (b)	282	NA	NA	2	1	NA	NA
Race/Ethnicity (h)	0	NA	NA	2	1	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

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

☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset (City of Morristown Jurisdictional Area)

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☐ Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

☐ Section 8 tenant-based assistance

☒ Public Housing

☐ Combined Section 8 and Public Housing

☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover 01/01/07-12/31/07
Waiting list total	183		276
Extremely low income <=30% AMI	123	67%	
Very low income (>30% but <=50% AMI)	41	22%	
Low income	19	11%	

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Housing Needs of Families on the Waiting List			
(>50% but <80% AMI)			
Families with children	101	55%	
Elderly families	8	4%	
Families with Disabilities	34	19%	
Race/ethnicity (w)	153	83%	
Race/ethnicity (b)	14	8%	
Race/ethnicity (h)	16	9%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	1	1%	22
1 BR	77	41%	60
2 BR	42	22%	89
3 BR	36	20%	73
4 BR	20	11%	22
5 BR	9	5%	10

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

If yes:

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

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

☒ Section 8 tenant-based assistance

☐ Public Housing

☐ Combined Section 8 and Public Housing

☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover 01/01/07-12/31/07
Waiting list total	191		135
Extremely low	134	70%	

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Housing Needs of Families on the Waiting List			
income <=30% AMI			
Very low income (>30% but <=50% AMI)	57	30%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	115	60%	
Elderly families	8	4%	
Families with Disabilities	40	21%	
Race/ethnicity (w)	168	88%	
Race/ethnicity (b)	22	11%	
Race/ethnicity (h)	1	1%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	NA	NA	NA
1 BR	NA	NA	NA
2 BR	NA	NA	NA
3 BR	NA	NA	NA
4 BR	NA	NA	NA
5 BR	NA	NA	NA

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- [x] Employ effective maintenance and management policies to minimize the number of public housing units off-line
- [x] Reduce turnover time for vacated public housing units
- [x] 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
- [x] 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
- [x] Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- [ ] Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- [ ] Other (list below)

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

Select all that apply

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

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

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

Select all that apply

- [ ] Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- [ ] Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- [ ] Employ admissions preferences aimed at families with economic hardships

☒ Adopt rent policies to support and encourage work
☐ Other: (list below)

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

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

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

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

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

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

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Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

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

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

(2) Reasons for Selecting Strategies
Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]
List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. Federal Grants (FY 2009 grants)		
a) Public Housing Operating Fund	$1,615,348	
b) Public Housing Capital Fund	$1,052,382	
c) HOPE VI Revitalization	$0	

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Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
d) HOPE VI Demolition	$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	$1,953,596	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	$0	
g) Resident Opportunity and Self-Sufficiency Grants	$0	
h) Community Development Block Grant	$0	
i) HOME	$0	
Other Federal Grants (list below)	$0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY 2006 CFP	$34,200	Capital Improvements
FY 2007 CFP	$540,326	Capital Improvements
FY 2008 CFP	$1,052,382	Capital Improvements
3. Public Housing Dwelling Rental Income	$619,494	Operations
4. Other income (list below)		
Late Fees/Excess Utilities	$11,500	Operations
Interest Income	$7,709	Operations
5. Non-federal sources (list below)		
Total resources	**$6,886,397**	

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

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

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

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 (Morristown, White Pine and Sneedville)
- ☐ Site-based waiting lists
- ☐ Other (describe)

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

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

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

Not Applicable

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

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? **NA**
   - ☐ PHA main administrative office
   - ☐ All PHA development management offices
   - ☐ Management offices at developments with site-based waiting lists
   - ☐ At the development to which they would like to apply
   - ☐ Other (list below)

(3) Assignment

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

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

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: **Not Applicable**

(4) Admissions Preferences

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

b. Transfer policies:
   In what circumstances will transfers take precedence over new admissions? (list below)
   - ☒ Emergencies
   - ☐ Overhoused
   - ☒ Underhoused
   - ☒ Medical justification
   - ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)

☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Not Applicable

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Former Federal preferences:

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

Other preferences (select all that apply)

- ☐ 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:

Not Applicable

- ☐ 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)

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(6) Deconcentration and Income Mixing

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- ☐ Criminal or drug-related activity only to the extent required by law or regulation
- ☒ Criminal and drug-related activity, more extensively than required by law or regulation Police Department conducts criminal history
- ☐ 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?

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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)

Eviction history, damage to rental units and other aspects of tenancy history.

(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:

A 60-day extension is granted based on applicant's written request. The MHA will also grant an extension based on need to find reasonable accommodations for special needs and handicap.

(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?

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b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc. **Not Applicable**

Date and Time

Former Federal preferences

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

Victims of domestic violence

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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 ofreprisals 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) **Not Applicable**
   - ☐ Date and time of application
   - ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one) **Not Applicable**
   - ☐ This preference has previously been reviewed and approved by HUD
   - ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one) **Not Applicable**
   - ☐ 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

Not Applicable

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?

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☐ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☐ $0
☒ $1-$25 ($25.00)
☐ $26-$50

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

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

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

Not Applicable

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?

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

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

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

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

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

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

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
   - ☐ Yes for all developments
   - ☐ Yes but only for some developments
   - ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply) **Not Applicable**
   - ☐ 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) **Not Applicable**
   - ☐ Market comparability study
   - ☐ Fair market rents (FMR)

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

f. Rent re-determinations:

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

   1. Loss or addition to family composition
   2. Starting or stopping, increase/decrease of benefits
   3. Any time the family experiences an income increase

   Exception when increase is due to a raise in current job there is no interim adjustment.

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
   - ☒ The section 8 rent reasonableness study of comparable housing
   - ☐ Survey of rents listed in local newspaper
   - ☐ Survey of similar unassisted units in the neighborhood
   - ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to**

the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- ☐ At or above 90% but below100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply) **Not Applicable**

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

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

- ☒ 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 ($25.00)

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☐ $26-$50

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☒ An organization chart showing the PHA's management structure and organization is attached. **(See Attachment B)**

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	668	276
Section 8 Vouchers	371	131
Section 8 Certificates	0	0
Section 8 Mod Rehab	52	4
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs(list individually)	NA	NA
Section 8 New Construction	NA	NA

C. Management and Maintenance Policies

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

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

Investment Policy
Capitalization Policy
Abandonment Policy
Safety Policy
Admissions & Continued Occupancy Policy & Procedures
Lead-Based Paint Policy
Procurement Policy
Rent Collection/Eviction Policy
Resident Empowerment Policy
Disposition Policy
Trespass Policy
Personnel Policy
Hazardous Materials Policy
Grievance Procedures Policy
Satellite Policy
Zero Tolerance Policy
Pet Policy
Swimming Pool Policy
Violence Against Women Policy

(2) Section 8 Management: (list below)

Section 8 Administration Policy
Grievance Procedures Policy
Personnel Policy
Section 8 Masterbook
Violence Against Women Policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

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

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

B. Section 8 Tenant-Based Assistance

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

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

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-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.

a) ☐ Yes ☒ No: 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

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

d) ☐ Yes ☒ No: 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:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description **Not Applicable**
☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

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

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a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description **Not Applicable**

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

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

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6. Number of units affected: 7. Coverage of action (select one) ☐ Part of the development ☐ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description **Not Applicable**

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

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

☐ Activities pursuant to HUD-approved Conversion Plan underway

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description **Not Applicable**

   ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

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Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description: **Not Applicable**

a. Size of Program

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

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

☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants

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☐ 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 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?

September 9, 2003

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

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description **Not Applicable**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

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If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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- [x] 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
- [x] Police reports
- [x] Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- [ ] Other (describe below)

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

All of MHA's developments

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
   - [ ] Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
   - [x] Crime Prevention Through Environmental Design
   - [x] 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 of MHA's developments

C. Coordination between PHA and the police.

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)
   - [ ] Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
   - [x] Police provide crime data to housing authority staff for analysis and action
   - [x] Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
   - [x] Police regularly testify in and otherwise support eviction cases
   - [x] Police regularly meet with the PHA management and residents
   - [x] Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
   - [ ] Other activities (list below)

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

All of MHA's developments

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2009 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Not Applicable

☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2009 in this PHA Plan?

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

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

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

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

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)
   - ☒ Not applicable
   - ☐ Private management
   - ☐ Development-based accounting
   - ☐ Comprehensive stock assessment
   - ☐ Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

The MHA scheduled a meeting with the Resident Advisory Board on July 22, 2008 to receive their input relative to 2009 PHA Plan. Those in attendance showed favorable consideration to the PHA Plan and only had comments relative to capital improvements. It was noted that the improvements the RAB would like to see undertaken have been included in the Plan.

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3. In what manner did the PHA address those comments? (select all that apply)
   - ☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
   - ☐ The PHA changed portions of the PHA Plan in response to comments
     List changes below:
   - ☐ Other: (list below)

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

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

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

The resident that currently serves on the Board of Commissioners of the MHA was appointed by the Mayor of Morristown, Tennessee.

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

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

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

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

State of Tennessee, Tennessee Housing Development Agency

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

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

   Please refer to the executive summary of the consolidated plan for the State of Tennessee.

D. Other Information Required by HUD

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

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

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

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

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

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Attachments

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

Attachment A
"Deconcentration Policy"

1. Objective: The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.

2. Actions: To accomplish the deconcentration goals, the housing authority will take the following actions:

   A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.

   B. To accomplish the goals of:
      (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
      (2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the housing authority's Tenant Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals.

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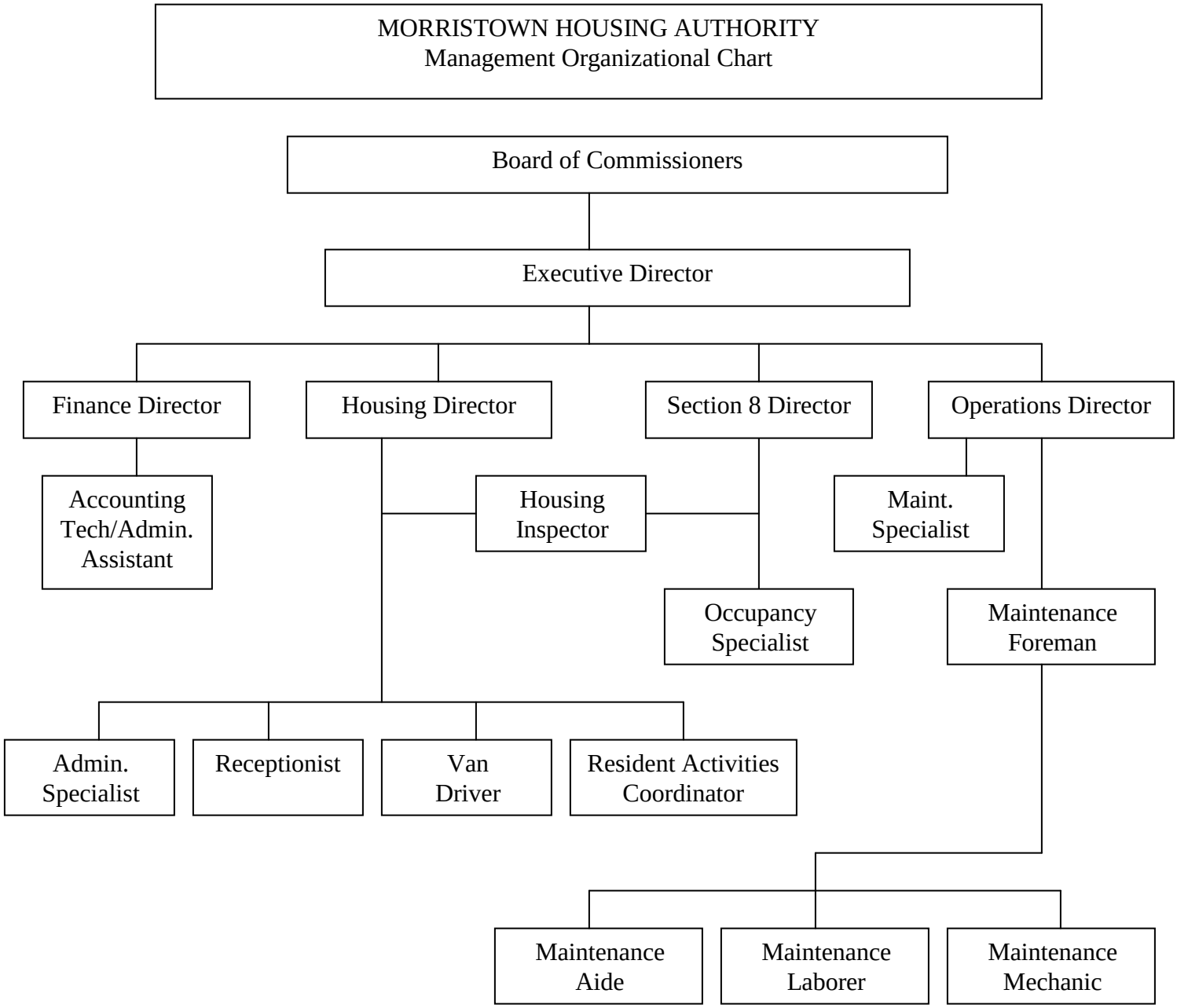
Attachment B
"Morristown Housing Authority Management Organizational Chart"



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

a. How many of the PHA's developments are subject to the Required Initial Assessment? **Nine (9)**

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments not general occupancy projects)? **None**

c. How many Assessments were conducted for the PHA's covered developments? **Nine (9)**

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

Development Name	Number of Units
None	

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

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Attachment D
"Implementation of Public Housing Resident Community Service Requirements"

I. Purpose

A. To provide an opportunity for residents of the Morristown Housing Authority (hereinafter referred to as "Authority") to perform voluntary work of duties that:
   1. Are a public benefit.
   2. Enhance resident self-sufficiency.
   3. Increase resident self-responsibility in the community.
   4. Serve to improve the quality of life of residents and other citizens.

II. Governing Law

A. The Quality Housing and Work Responsibility Act of 1998, Section 512- Community Service and Family Self-Sufficiency Requirements.

B. Morristown Housing Authority Admissions and Continued Occupancy Policy, Section XX, Paragraph 9-Continued Occupancy and Community Service.

C. Morristown Housing Authority Lease.

III. General Program Information

A. Each eligible adult resident of the Authority shall participate in a Qualifying Community Service and Family Self-Sufficiency Requirements.
   1. Exemptions from the Community Service Requirement will be granted by the Authority in accordance with Section 960.601 of the Federal Register, Volume 65 No. 61 (see Section IV, Determination of Exemption Status).

B. Qualifying activities include:
   1. Volunteer activities that meet program guidelines and have been Authorized in a written agreement with the Resident Activities Coordinator.
   2. Participation in an economic self-sufficiency program approved by the Authority.
   3. A combination of the two activities described above.

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C. The purpose of such activities shall be to:
   1. Improve quality of life.
   2. Enhance resident self-sufficiency.
   3. Increase resident self-responsibility within the community.

D. Failure to comply with the Community Service Requirement by any non-exempt adult member of the household will be considered grounds for non-renewal of the lease at the end of the 12-month lease term.

IV. Determination of Exemption Status

A. The Authority shall conduct a computer-aided review of its records to determine which residents are automatically exempt from the Community Service Requirement in accordance with 960.601 or the Federal Register, Volume 65 No. 61, section (b) parts 1, 2, 3, 4, and 5.

B. Exempt individuals include:
   1. Family members who are 62 or older.
   2. Family members who are blind or disabled.
   3. Family members who are the primary caregiver for someone who is blind or disabled.
   4. Family members engaged in work activity.
   5. Family members who are exempt from work activity under Part A Title IV of the Social Security Act, or under any other state welfare program, or including the welfare-to-work program.
   6. Family members receiving assistance and in compliance under a state program funded under Part A Title IV of the Social Security Act or under any other state welfare program including welfare-to-work.

C. All adult residents found not to be exempt in the initial review will receive a letter from the Resident Activities Coordinator informing them that they may be subject to the Community Service Requirement (see sample letter, Exhibit A).
   1. In addition to a written description of the service requirement, the letter will detail the qualifying factors for exemption mentioned above, and will inform residents they must call the Resident Activities Coordinator within 10 business days to arrange an interview for final determination of exemption status.
   2. The letter also will detail the kinds of written documentation – from physicians, social workers, employers, etc. – that the Authority will accept in order to verify exemption status.

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D. The Resident Activities Coordinator will schedule an interview within 20 business days after a resident contacts the Authority regarding their Community Service requirement. Interviews will be conducted for one of two purposes:

1. To reach a decision on exemption status (for residents who believe they meet one of the exemption criteria): or
2. To prepare a written agreement for a plan to meet the Community Service requirement (See Exhibit B, Community Service Agreement).

E. Residents who wish to claim an exemption must bring to their interview written documentation as outlined in the initial letter they received.

1. If such documentation meets the requirements, the residents will be placed on exempt status. The reason for exemption will be included in the resident's file.
2. If the Resident Activities Coordinator finds the resident is not exempt, the resident will be given an opportunity to enter the Community Service program.

F. Residents who do not qualify for an exemption will be given a detailed explanation of the program requirements, including reporting requirements, service options, and verification procedures, at their interview.

1. They will be given an opportunity to choose a Community Service plan and sign a written agreement acknowledging that they understand the plan and that they will fulfill their obligations.
2. This plan will then be entered in both their main resident file and a new Community Service file. The Community Service file will be updated monthly for compliance verification purposes.
3. Residents also will be given a Volunteer Time Sheet (see Exhibit C, Community Service Monthly Verification Form – Volunteer Time Sheet) with instructions explaining how the resident must complete the form and have a supervisor at the volunteer work site sign and date the sheet for each period of work.

V. Service Options

A. At their initial meeting with the Resident Activities Coordinator, non-exempt residents will be provided with a list of service options. These options will include, but not limited to:

1. Work for any agencies or churches with who the Authority has arranged for such volunteer activities so that adequate record keeping can be assured.
2. Volunteer work suggested by the resident that:
   a. Meets program requirements;
   b. Can be verified by a third party for compliance; and
   c. Improve quality of life, enhance resident self-sufficiency, and/or increases resident self-responsibility in the community.

VI. Verification of Compliance

A. The Resident Activities Coordinator will maintain files on all adult residents who are less than 62 years old, indicating whether they are exempt or non-exempt. The files on non-exempt residents will contain updated documentation of the resident's Community Service performance.

B. Non-exempt residents must, after signing an Agreement to fulfill the Community Service requirement, send written verification Monthly, with an authorized signature from an agency representative, indicating the times and dates they have fulfilled their requirement for the month. These records will be kept in each resident's file as proof of compliance with the program.

VII. Noncompliance

A. If the Resident Activities Coordinator does not receive a resident's monthly Volunteer Time Sheet by the 27th day of the month, the Resident Activities Coordinator will send that resident a notice, by Certified Mail, informing the resident that he or she is considered to be in non-compliance with the Community Service Requirement (see Exhibit D, Notice of Noncompliance with Community Service Requirement).

B. The notice shall briefly describe the noncompliance. It shall notify the resident that the Authority will not renew the lease at that resident's address at the end of the 12-month lease term unless the following conditions are met:
   1. The resident, and the leaseholder, if the leaseholder is not the noncompliant resident, enter into a written agreement with the Authority to cure the noncompliance;
   2. The noncompliance is cured in accordance with the agreement; or

3. The leaseholder provides written assurance that the noncompliant resident no longer lives in the unit. The notice also will be placed in the resident's file in the Tenant Department.

C. If the resident has not responded appropriately to the notice when the next reporting date arrives, a second notice will be sent (see Exhibit E, Second Notice of Noncompliance with Community Service Requirement).

D. If the resident still has not responded appropriately when the next reporting date arrives, a third notice will be sent (see Exhibit F, Third/Final Notice of Noncompliance with Community Service Requirement).

1. The notice will warn the resident that the letter constitutes his or her final warning, and that if he or she has not resolved the matter within 30 days of lease renewal, his or her status will be considered non-compliant, which is grounds for non-renewal of the lease.

VIII. Opportunity for Cure

A. Residents who are in noncompliance will be given an opportunity to cure such noncompliance by completing the hours they have missed and remaining current on hours required by entering into a Cure Agreement (see Exhibit G, Cure Agreement).

1. The Cure Agreement shall state that the noncompliant resident agrees to contribute community service or enter an economic self-sufficiency program for as many hours as are needed to comply with the requirement over the past 12-month period. The first hours a resident earns will go toward the current commitment, with all additional hours (more than eight in a month) applied to make up the deficiency.

IX. Lease Renewal

A. The Tenant Department shall, 90 days before a leaseholder's annual recertification, send notice to the Resident Activities Coordinator that such recertification is pending.

B. The Resident Activities Coordinator shall then review any relevant Community Service program files related to that address.

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C. Within 45 days, the Resident Activities Coordinator shall send a report to the Tenant Department detailing the compliance status of each non-exempt resident at that address.

D. Any leaseholder whose household includes a noncompliant member will be sent a Notice of Proposed Adverse Action (see Exhibit H, Notice of Proposed Adverse Action-Notice of Termination of Tenancy) from the Tenant Department.

1. The Notice, to be sent via Certified Mail, will inform the leaseholder, who in the household is noncompliant and explain why any residents are considered noncompliant.
2. The notice will explain that the lease will not be renewed at the end of the 12-month lease term if noncompliant residents have not cured their noncompliance or reached an agreement to do so.
3. The notice will include a section explaining that the leaseholder has a right to request a grievance hearing on the Authority's determination of noncompliance, pursuant to the Morristown Housing Authority Grievance Procedure, and that the leaseholder may exercise any available judicial remedy to seek timely redress for the Authority's non-renewal of the lease because of the determination of noncompliance.

E. If a household with a noncompliant resident reaches its recertification date without the noncompliance being cured, the Tenant Department will not renew the lease unless either of the following occurs:

1. The leaseholder, and any other noncompliant resident, enter into a written agreement with the Authority to cure the noncompliance by completing the unfinished hours of community service over the course of the new 12-month lease.
   a. Such agreement shall not absolve the affected resident of the responsibility to complete the additional hours required under their new lease agreement.
2. Any noncompliant residents no longer reside in the unit.

F. If any family member involved in a Cure Agreement does not fulfill the obligation to participate in an economic self-sufficiency program, or falls behind by more than three (3) hours after three (3) months in the agreement to perform community service; the Authority shall take action to terminate the lease.

X. Changes to Exemption Status

A. Changes to a resident's non-exempt status shall be determined by the Tenant Department only after the resident contacts the office to request an interview.

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1. If a resident thinks he or she has become exempt, the resident should call the Resident Activities Coordinator to request an interview.
2. The Resident Activities Coordinator will agree to meet with the resident within 10 business days.
3. If the resident provides satisfactory documentation, he or she will be placed on exempt status and the change will be noted in the resident's file.

B. Any exempt resident whose reason for exemption ceases shall contact the Resident Activities Coordinator within 10 business days of such change. The Resident Activities Coordinator will arrange an interview for the resident to choose a Community Service plan and sign an agreement, and the resident's file will be updated to reflect the change.

XI. Changes in Service Options

A. Any resident who is currently in compliance with his or her agreement and wishes to change to a different service option may request such a change by arranging a meeting with the Resident Activities Coordinator. If the desired service option is acceptable, the change will be approved. A resident may not change service options more than twice in one 12-month period.

XII. List of Exhibits

A. Sample Letter

B. Community Service Agreement

C. Community Service Monthly Verification Form-Volunteer Time Sheet

D. Notice of Noncompliance with Community Service Requirement

E. Second Notice of Noncompliance with Community Service Requirement

F. Third/Final Notice of Noncompliance with Community Service Requirement

G. Cure Agreement

H. Notice of Proposed Adverse Action-Notice of Termination of Tenancy

Attachment E
"Pet Policy"

Effective January 1, 2000 all Morristown Housing Authority public housing residents will be allowed to have a household pet. These are policy guidelines for housing managers/personnel to assist them in meeting the needs of pets, pet owning tenants.

These pet guidelines must be used by all residents who have pets. A clear understanding of the expectations and responsibilities of pet owners and management will ensure the successful introduction of companion animals into family public housing.

GUIDELINES:

1. Any resident head of household, of one of the Authority's family units who wishes to obtain and/or keep a common household pet must first submit a written request for approval and must receive such approval from the Authority. The Authority reserves the right to check references, such as prior landlords and neighbors, regarding (a) the resident's previous pet ownership history, and (b) the pet's behavioral history. If the Authority concludes that maintenance of the pet by the resident in an Authority housing unit would, in the Authority's opinion, be inappropriate or ill advised, the Authority will inform the tenant in writing, stating the specific reasons for the denial. Permission for a specific pet will not be unreasonably withheld.

2. Any resident interested in owning and/or maintaining a common pet in his/her unit will be required to obtain written approval from the Authority prior to housing a pet on the Authority's property. Any resident already housing a pet must follow this policy and sign the corresponding pet lease. Request for pet ownership must include information concerning the size and type of the pet intended for ownership. Upon approval, the resident will be requested to sign the Pet Lease, thereby certifying that he/she has received a copy of the Pet Policy, understands all of his/her rights and responsibilities thereunder, and agrees to abide by all of the rules listed in this Policy and those city/town ordinances applicable to the ownership and care of a pet.

3. A household/companion animal will be defined as a common indoor household pet such as a dog, cat, bird, guinea pig, gerbil, hamster, or fish. Reptiles and birds of prey are not household pets. Pets, other than cats and dogs, shall have suitable housing, e.g. cages or aquarium.

4. All pet owners must be able to control their pets via leash, pet carrier or cage.

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5. No resident shall have more than one pet. A maximum of two birds may be permitted and in the case of fish, no more than one aquarium with a 20 gallon capacity shall be allowed.

6. The anticipated mature size (certified by a veterinarian or dog officer) of newly acquired dogs will be limited to 15 inches in height and 20 lbs in weight. Animals that assist, support or provide service to persons with disabilities are exempt from this requirement.

7. Dogs of aggressive disposition will not be permitted.

8. All female dogs over the age of six (6) months and all female cats over the age of five (5) months must be spayed. All male dogs over the age of six (6) months and all male cats over the age of six (6) months must be neutered.

9. Residents are expressly prohibited from feeding or harboring stray animals. The feeding or harboring of stray animals shall constitute having a pet without the approval of the Authority.

10. In the event that a pet housed in one of the Authority's units gave birth to a litter, the resident pet owner shall remove from the premises all said pets except one (1).

RESIDENT'S RESPONSIBILITIES:

1. The pet owner will be responsible for proper care such as proper nutrition, grooming, exercise, flea control, routine veterinary care, and yearly inoculations. Dogs and cats must wear an identification tag and collar at all times.

2. The pet owner will be responsible for cleaning up after the pet inside the apartment and anywhere on authority property.

3. Toilets are not designed to handle pet litter. Under no circumstances should any pet debris be deposited in a toilet as blockages will occur and tenants will be responsible for the cost of repairs or replacement of any damages to toilets or pipes.

4. Litter must be disposed of by putting it into a garbage bag and placing it in a trash container.

5. The pet owner will keep the unit inside and outside clean and free of pet odors, insect infestation, waste and litter and maintain the unit in a sanitary condition at all times.

6. The pet owner will restrain and prevent from gnawing, chewing, scratching, or otherwise defacing doors, walls, windows, and floor coverings of the unit as well as landscaping of the facility.

7. Pets are not to be tied outside or on porch without supervision.

8. Tenants will not alter their unit, porch or other outside area to create an enclosure for an animal.

9. Pets will be restrained at all times, when outside apartment on development property. No pet shall be loose or in common areas.

10. Pets will not be allowed to disturb the health, safety, rights, comfort, or quiet enjoyment of other tenants. A pet will not create a nuisance to neighbors with excessive barking, whining, chirping, or other unruly behavior.

11. Resident's pet owners must provide litter boxes for cat waste, which must be kept in the owner's unit. Litter boxes shall be kept clean and odor free.

12. When performing routine housing inspections, maintenance or other Authority personnel shall note any comments concerning pet violations. This information will be forwarded to management.

13. Morristown Housing Authority prohibits "pet sitting".

14. The tenant is responsible for providing management with the following information and documents, which are to be kept on file:
    a. a color photo and identifying description of the pet;
    b. attending veterinarian's name, address and telephone number;
    c. veterinary certificates of spaying or neutering, rabies, distemper combination, parvo virus, feline leukemia testing, feline VRC, and other inoculation when applicable;
    d. dog licensing certificates in accordance with local and state laws;
    e. two (2) alternate adult caretakers, their names, addresses and telephone numbers, who will assume immediate responsibility for the care of the pet should the owner become incapacitated; these caretakers must be verified in writing **by signing the Pet Lease,** acknowledging their responsibility as specified;
    f. emergency boarding accommodations;
    g. name of adult responsible for pet.

Each pet owner is responsible for notifying the Authority in writing of any change in the information.

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MANAGEMENT RESPONSIBILITIES:

1. The Authority shall post the rules and regulations of pet ownership and maintenance and enforcement, including any changes thereto, in all management office bulletin boards and shall inform all registered pet owners of any changes in such rules and regulations as approved.

2. Proper record keeping of owner's and pet's pertinent information, pet fees, deposits, apartment inspections, investigation of complaints and issuing of warnings, billing for damages, scheduling of repairs.

3. Declawing of cats cannot be required by management. As the pet owner is fully liable for all destruction to property.

4. Management cannot require pet owners to have any pet's vocal chords removed. Management should not anticipate the possibility of damage and request this very painful procedure.

PET PARTICIPATION FEE:

1. A pet deposit of $100.00 is required of each pet owner. This amount may be payable as follows: $50.00 upon execution of the pet lease and $10.00 each month until the balance is paid. The resident is not required to pay all of the deposit before bringing in a pet. Any interest accrued shall be turned over the Morristown Housing Authority Resident Council.

2. The deposit will be refunded at the time the tenant vacates or no longer has ownership of the pet, provided that no pet related damages has been done to the property. Sums necessary to repair such damage will be deducted from the deposit.

3. A fee of $25.00 shall be collected from pet owners failing to clean up after their animals on Morristown Housing Authority property.

LIABILITY OF PET OWNER FOR DAMAGE OR INJURY:

1. Repairing or replacing damaged areas of the exterior, interior, doors, walls, floor coverings and fixtures in the unit, outside areas or other areas damaged by tenant's pet.

2. Cleaning, deodorizing and sanitizing carpeting and other floor coverings in the unit as necessitated by presence of pet.

3. Charges for damage will include materials and labor. Payment plans will be negotiated between management and the subject to grievance procedures.

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4. The pet owner may secure renters insurance, which includes personal liability or other insurance and indemnify MHA against pet-related litigation or attorney's fees as a condition of pet ownership.

PROTECTION OF PET:

1. Identification cards, carried in purse or wallet, naming veterinarian and caretaker should be with the pet owner at all times.

2. No pet is to remain unattended, without proper care, for more than twenty-four (24) hours, except in the case of a dog, which shall be not more than twelve (12) hours.

3. If the health or safety of a companion animal is threatened by incapacity or death of the owner, management will contact the caretakers designated by tenant.

REMOVAL OF PET:

1. If caretakers are unable or unwilling to assume responsibility for the pet and tenant is unable to locate alternate, management will enter the premises and remove the pet. The Hamblen County Humane Society will be contacted if a caretaker cannot be located.

2. Termination of lease may be instituted of the pet owner is in violation of these guidelines, which the pet owner has agreed to abide by in signing the pet lease. Termination of a Lease may also be instituted if the pet owner has been warned by the Morristown Housing Authority.

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

Goal – Reduce public housing vacancies: The Morristown Housing Authority (MHA) is currently working on reducing the turnover time for vacated public housing units to lower the vacancy rate of the units.

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

Goal – Demolish or dispose of obsolete public housing units: The MHA is currently initiating the disposition of 70 units at Development TN038-007. This development had a history of high vacancies and is in need of comprehensive rehabilitation.

Goal – Implement public housing security improvements: The MHA currently has an ongoing agreement with the Morristown Police Department for carrying out crime prevention measures and activities. The measures and activities provided by the police to assist the MHA in safety and crime prevention include: providing crime data to MHA staff for analysis and action; regularly testifying in eviction cases; regularly meeting with MHA management and residents and establishing an actual physical presence on MHA property. Additionally, the MHA has a "zero tolerance" and "trespass" policy and performs strict applicant screening.

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

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

Goal – Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability: The MHA's operations and management, inspections, maintenance, and modernization programs are spread equally among all developments.

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

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Expires: 03/31/2002

Attachment G
"Resident Membership on Governing Board"

As required by the QHWRA through regulations published in the October 21, 1999 Federal Register, the MHA currently has a resident serving on the Board of Commissioners. The resident was appointed by the Mayor of Morristown, Tennessee and is identified as Mr. Mike Jiles, 1224 Lincoln Avenue, Morristown, Tennessee 37813. Mr. Jiles was appointed to the Board in April 2008 for a five-year term.

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Attachment H
"Membership of the Resident Advisory Board"

Dawn Rosen
1315 Lincoln Avenue
Morristown, TN 37814

Margaret Young
800C Tulip Street
Morristown, TN 37814

Linda Jenkins
1033 Donna Street
Morristown, TN 37814

Vivian Proffitt
1028 Donna Street
Morristown, TN 37814

Brenda Martinez
1164 Kennedy Circle
Morristown, TN 37814

Mary Carroll
220 Hopkins Street
Sneedville, TN

Tina Stubblefield
821 Houston Avenue
Morristown, TN 37814

Russell McCubbins
1320 Lennie Avenue
Morristown, TN 37814

Debbie Hawkins
916 Panorama Drive
Morristown, TN 37814

Daniel Lamb
925 Kennedy
Morristown, TN 37814

Beth Ratliff
1835 Lone Oak Drive
Morristown, TN 37814

Gale Sinard
1429 Main Street, #216
White Pine, TN

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

Attachment I
"Resident Survey Action Plan"

Safety (80.9%)

The MHA currently has an ongoing agreement with the Morristown Police Department for carrying out crime prevention measures and activities. The measures and activities provided by the police to assist the MHA in safety and crime prevention include: providing crime data to MHA staff for analysis and action; regularly testifying in eviction cases; regularly meeting with MHA management and residents and establishing an actual physical presence on MHA property. Additionally, the MHA has a "zero tolerance" and "trespass" policy and performs strict applicant screening.

Communications (75.9%)

The Morristown Housing Authority currently has a newsletter that is distributed quarterly to all MHA residents. The newsletter informs the residents of upcoming programs and events as well as overall Authority information. Additionally, the MHA shares Authority related information with the Resident Council Organization for discussions during their meetings.

Neighborhood Appearance (75.6%)

The Morristown Housing Authority has appropriated previous as well as present and future Capital Funds for performing various improvements to enhance the neighborhood appearance of their developments. Such improvements include repairing sidewalks, performing landscaping and tree trimming, installing new windows and screen doors, installing new vinyl siding and installing new roofing.

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

Attachment J
"Violence Against Women Policy - ACOP"

Addendum to Admissions and Continued Occupancy Policy (ACOP)
VIOLENCE AGAINST WOMEN ACT (VAWA)

I. ELIGIBILITY FOR ADMISSION FOR PUBLIC HOUSING
No applicant who has been a victim of domestic violence, dating violence, or stalking will be denied admission if they otherwise qualify. Morristown Housing Authority (MHA) will give applicant who claims victim status 14 business days after written request to certify either by (1) completing HUD form 50066 (which is available at the MHA office); or (2) providing MHA with documents signed by an employee, agent or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim (applicant or another member of applicant's family) has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse (this certification must be sworn under penalty of Perjury); or (3) producing a Federal, State, or local police or court record.

II. TERMINATION OF ASSISTANCE TO THE FAMILY BY MORRISTOWN HOUSING AUTHORITY – Victims of domestic violence, dating violence or stalking. In accordance with the Violence Against Women Act (VAWA), Morristown Housing Authority will not terminate a tenant's assistance who is a certified victim of an actual threatened incident of domestic abuse as defined by the Act. Also, MHA will not terminate a tenant's assistance who is a certified victim for criminal activity that is directly related to domestic abuse. MHA may terminate a tenant's assistance who is a victim if there is an actual and immediate threat of harm to others or for other lease violations based on domestic abuse.

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

Attachment J
"Violence Against Women Policy – Section 8 Administrative Plan"

Addendum to the Section 8 Administrative Plan
Violence Against Women Act (VAWA)

I. Eligibility for Admission

No applicant who has been a victim of domestic violence, dating violence, or stalking will be denied admission if they otherwise qualify. MHA will give applicant who claims victim status 14 business days after written request to certify either by (1) completing HUD form 50066 (which is available at the MHA office); or (2) providing MHA with documents signed by an employee, agent or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim (applicant or another member of applicant's family) has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse (this certification must be sworn under penalty of Perjury); or (3) producing a Federal, State, or local police or court record.

II. Managing the Wait List

No applicant who has been a victim of domestic violence, dating violence, or stalking will be denied admission if they are otherwise qualified. MHA will give applicant who claims victim status 14 business days after written request to certify either by (1) completing HUD form 50066 (which is available at the MHA office); or (2) providing MHA with documents signed by an employee, agent or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim (applicant or another member of applicant's family) has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse (this certification must be sworn under penalty of Perjury); or (3) producing a Federal, State, or local police or court record.

III. Termination of Assistance to the Family by MHA

In accordance with the Violence Against Women Act (VAWA), MHA will not terminate a tenant's assistance who is a certified victim of an actual threatened incident of domestic abuse as defined by the Act. Also, MHA will not terminate a tenant's assistance who is a certified victim for criminal activity that is directly related to domestic abuse. MHA may terminate a tenant's assistance who is a victim if there is an actual and immediate threat of harm to others or for other lease violations based on domestic abuse.

Glossary
VAWA: Violence Against Women Act

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

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Morristown Housing Authority	Capital Fund Program Grant No: TN37P03850109 Replacement Housing Factor Grant No:	2009

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	27,881			
3	1408 Management Improvements	109,000			
4	1410 Administration	78,000			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	64,500			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	10,000			
10	1460 Dwelling Structures	713,000			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	15,000			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	35,000			
18	1499 Development Activities	0			
19	1501 Collaterization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,052,381			
22	Amount of line 21 Related to LBP Activities	0			

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Morristown Housing Authority	Capital Fund Program Grant No: TN37P03850109 Replacement Housing Factor Grant No:	2009

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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: **Morristown Housing Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P03850109** Replacement Housing Factor Grant No:				**Federal FY of Grant: 2009**		
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	
TN038-003	Mailboxes	1450	72 units	10,000				
Lon Price	HVAC	1460	72 units	432,000				
Homes	Electrical	1460	72 units	144,000				
	Water Heaters	1460	72 units	45,000				
	Bathroom Renovations	1460	72 units	25,000				
	Screen Doors	1460	72 units	37,000				
TN038-007	Relocation Expenses for Disposition	1495.1	70 Families	35,000				
Julia Bales								
Callaway Homes								
PHA-WIDE	Operating Expense	1406	1	27,881				
Operations								
PHA-WIDE	Security Coordinator	1408	1 position	50,000				
Management	Drug Elimination Training	1408	1	1,500				
Improvements	Employee Civil Rights Training	1408	1	1,500				
	Resident Job Training/Education	1408	1	15,000				
	VISTA Workers	1408	3 positions	31,000				
	Computer Updates	1408	1	10,000				

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

PHA Name: **Morristown Housing Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P03850109** Replacement Housing Factor Grant No:				**Federal FY of Grant:** **2009**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Resident Services Coordinator	1410	1 position	40,000				
Administration	Capital Funds Coordinator	1410	1 position	30,000				
	Travel Expense	1410	1	5,000				
	Advertising Expense	1410	1	3,000				
PHA-WIDE	A/E Fees	1430	1	50,000				
Fees & Costs	Consultant Fees For Env. Review	1430	1	4,500				
	Contract Tree Trimming/Removal	1430	1	10,000				
PHA-WIDE	Sewerline Replacement	1460	PHA-wide	10,000				
Dwelling	Waterline Replacement	1460	PHA-wide	10,000				
Structures	Foundation/Slab Repairs	1460	PHA-wide	10,000				
PHA-WIDE	Maintenance Vehicle	1475	1	15,000				
Nondwelling								
Equipment								

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Morristown Housing Authority	Capital Fund Program No: **TN37P03850109** Replacement Housing Factor No:	**2009**

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	
TN038-003	06/30/11			06/30/12			
Lon Price Homes							
TN038-007	06/30/11			06/30/12			
Julia Bales							
Callaway Homes							
PHA-WIDE	06/30/11			06/30/12			
Operations							
PHA-WIDE	06/30/11			06/30/12			
Management							
Improvements							
PHA-WIDE	06/30/11			06/30/12			
Administration							
PHA-WIDE	06/30/11			06/30/12			
Fees & Costs							
PHA-WIDE	06/30/11			06/30/12			
Dwelling Structures							

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

PHA Name **Morristown Housing Authority**				☒ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2010 PHA FY: 01/2010	Work Statement for Year 3 FFY Grant: 2011 PHA FY: 01/2011	Work Statement for Year 4 FFY Grant: 2012 PHA FY: 01/2012	Work Statement for Year 5 FFY Grant: 2013 PHA FY: 01/2013
	Annual Statement				
TN038-001		0	100,000	525,000	25,000
TN038-002		0	133,000	0	0
TN038-003		0	150,000	0	0
TN038-004		0	0	67,000	88,500
TN038-005		496,000	0	0	130,000
TN038-006		0	0	0	160,000
TN038-007		0	0	25,000	145,000
TN038-008		182,500	0	0	20,000
TN038-009		0	312,500	35,000	115,000
PHA-WIDE		373,881	356,881	400,381	368,881
Total CFP Funds		1,052,381	1,052,381	1,052,381	1,052,381
Total Replacement Housing Factor Funds		0	0	0	0

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

Activities for Year 1	Activities for Year :__2__ FFY Grant: 2010 PHA FY: 01/2010			Activities for Year: __3_ FFY Grant: 2011 PHA FY: 01/2011		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	TN038-005	HVAC	300,000	TN038-001	Bathroom Renovations	100,000
Annual	C. Frank Davis Homes	Electrical	100,000	C. Frank Davis Homes		
Statement	Extension	Water Heaters	31,000			
		Ranges	15,000	TN038-002	Screen Doors	16,000
		Rainhandlers	50,000	Mountain View	Roofing	92,000
				Village	Interior Doors	25,000
	TN038-008	Roofing	157,500			
	Surrett Homes	Rainhandlers	25,000	TN038-003	Roofing	150,000
				Lon Price Homes		
	PHA-WIDE	Operating Expense	97,381			
	Operations			TN038-009	HVAC	137,000
				John R. Johnson Homes	Kitchen Renovations	71,000
	PHA-WIDE	Security Coordinator	50,000		Bathroom Renovations	35,500
	Management	Drug Elimination Trng.	1,500		Exterior Doors	69,000
	Improvements	Emp. Civil Rights Trng.	1,500			
		Res. Job Trng./Ed.	15,000	PHA-WIDE	Operating Expense	70,381
		VISTA Workers	31,000	Operations		
		Computer Updates	10,000			
				PHA-WIDE	Security Coordinator	50,000
	PHA-WIDE	Res. Services Coor.	40,000	Management	Drug Elimination Trng.	1,500
	Administration	Capital Funds Coor.	30,000	Improvements	Emp. Civil Rights Trng.	1,500
		Travel Expense	5,000		Res. Job Trng./Ed.	15,000
		Advertising Expense	3,000		VISTA Workers	31,000
					Computer Updates	10,000

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

Activities for Year 1	Activities for Year: __2__ FFY Grant: 2010 PHA FY: 01/2010			Activities for Year: __3_ FFY Grant: 2011 PHA FY: 01/2011		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	PHA-WIDE	A/E Fees	50,000	PHA-WIDE	Res. Services Coor.	40,000
Annual	Fees and Costs	Consultant Fees for E.R.	4,500	Administration	Capital Funds Coor.	30,000
Statement		Tree Trimming/Removal	20,000		Travel Expense	5,000
					Advertising Expense	3,000
	PHA-WIDE					
	Nondwelling Equipment	Maintenance Vehicle	15,000	PHA-WIDE	A/E Fees	75,000
				Fees and Costs	Consultant Fees for E.R.	4,500
					Tree Trimming/Removal	20,000
Total CFP Estimated Cost			$1,052,381			$1,052,381

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

Activities for Year: __4_ FFY Grant: 2012 PHA FY: 01/2012			Activities for Year: _5_ FFY Grant: 2013 PHA FY: 01/2013		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
TN038-001	Windows	300,000	TN038-001	Exterior Doors	25,000
C. Frank Davis Homes	Waterlines	50,000	C. Frank Davis Homes		
	Interior Doors	75,000			
	Office Renovations	100,000	TN038-004	Kitchen Renovations	26,000
			Mountain View Village	Screen Doors	17,500
TN038-004	Exterior Doors	27,000	Extension	Roofing	45,000
Mountain View Village	Interior Doors	40,000			
Extension			TN038-005	Retaining Walls	5,000
			C. Frank Davis Homes	Roofing	95,000
TN038-007	PTAC	25,000	Extension	Daycare Renovations	30,000
Julia Bales Callaway					
Homes			TN038-006	Bathroom Renovations	40,000
			Charles Turner	Kitchen Renovations	40,000
TN038-009	Screen Doors	30,000	Homes	Roofing	40,000
John R. Johnson Homes	Playground Surfacing	5,000		Vinyl Siding	30,000
				Water Cut-off Valves	10,000
PHA-WIDE	Operating Expense	88,881			
Operations			TN038-007	Kitchen Renovations	50,000
			Julia Bales Callaway	Bathroom Renovations	25,000
PHA-WIDE	Security Coordinator	50,000	Homes	Flooring	70,000
Management	Drug Elimination Trng.	1,500			
Improvements	Emp. Civil Rights Trng.	1,500	TN038-008	Vinyl Siding	20,000
	Res. Job Trng./Ed.	15,000	Surrett Homes		
	VISTA Workers	31,000			
	Computer Updates	10,000	TN038-009	Electrical	50,000
			John R. Johnson Homes	Water Heaters	10,000
				Closet Doors	40,000

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

Activities for Year: __4_ FFY Grant: 2012 PHA FY: 01/2012			Activities for Year: _5_ FFY Grant: 2013 PHA FY: 01/2013		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
PHA-WIDE	Res. Services Coor.	40,000	TN038-009 (con't)	Carpet	5,000
Administration	Capital Funds Coor.	30,000	John R. Johnson Homes	Call for Aid System	10,000
	Travel Expense	5,000			
	Advertising Expense	3,000	PHA-WIDE	Operating Expense	82,381
			Operations		
PHA-WIDE	A/E Fees	75,000	PHA-WIDE	Security Coordinator	50,000
Fees and Costs	Consultant Fees for E.R.	4,500	Management	Drug Elimination Trng.	1,500
	Tree Trimming/Removal	20,000	Improvements	Emp. Civil Rights Trng.	1,500
				Res. Job Trng./Ed.	15,000
PHA-WIDE	Ranges/Refrigerators	25,000		VISTA Workers	31,000
Dwelling Equipment				Computer Updates	10,000
			PHA-WIDE	Res. Services Coor.	40,000
			Administration	Capital Funds Coor.	30,000
				Travel Expense	5,000
				Advertising Expense	3,000
			PHA-WIDE	A/E Fees	75,000
			Fees and Costs	Consultant Fees for E.R.	4,500
				Tree Trimming/Removal	20,000
Total CFP Estimated Cost		$1,052,381			$1,052,381

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Morristown Housing Authority	Capital Fund Program Grant No: TN37P03850108 Replacement Housing Factor Grant No:	2008

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 06/30/08 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0		0	0
2	1406 Operations	67,149	62,681	0	0
3	1408 Management Improvements	109,000		0	0
4	1410 Administration	78,000		0	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	64,500		0	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	0		0	0
10	1460 Dwelling Structures	719,000		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	19,200		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	0		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collaterization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,056,849	1,052,381	0	0

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Morristown Housing Authority	Capital Fund Program Grant No: TN37P03850108 Replacement Housing Factor Grant No:	2008

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 06/30/08 ☐ Final Performance and Evaluation Report

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

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

PHA Name: **Morristown Housing Authority**	**Grant Type and Number** Capital Fund Program Grant No: **TN37P03850108** 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	
TN038-001	HVAC	1460	28 units	168,000		0	0	3/09
Frank Davis	Electrical	1460	28 units	56,000		0	0	3/09
Homes	Water Heaters	1460	28 units	17,500		0	0	3/09
	Roofing	1460	14 bldgs	147,000		0	0	3/09
	Ranges	1465.1	28 units	8,400		0	0	3/09
TN038-008	HVAC	1460	36 units	216,000		0	0	3/09
Surrett Homes	Electrical	1460	36 units	72,000		0	0	3/09
	Water Heaters	1460	36 units	22,500		0	0	3/09
	Ranges	1465.1	36 units	10,800		0	0	3/09
PHA-WIDE	Operating Expense	1406	1	67,149	62,681	0	0	12/08
Operations								
PHA-WIDE	Security Coordinator	1408	1 position	50,000		0	0	12/08
Management	Drug Elimination Training	1408	1	1,500		0	0	12/08
Improvements	Employee Civil Rights Training	1408	1	1,500		0	0	12/08
	Resident Job Training/Education	1408	1	15,000		0	0	12/08
	VISTA Workers	1408	3 positions	31,000		0	0	12/08
	Computer Updates	1408	1	10,000		0	0	12/08

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

PHA Name: **Morristown Housing Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P03850108** 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	
PHA-WIDE	Resident Services Coordinator	1410	1 position	40,000		0	0	12/08
Administration	Capital Funds Coordinator	1410	1 position	30,000		0	0	12/08
	Travel Expense	1410	1	5,000		0	0	12/08
	Advertising Expense	1410	1	3,000		0	0	12/08
PHA-WIDE	A/E Fees	1430	1	50,000		0	0	12/08
Fees & Costs	Consultant Fees For Env. Review	1430	1	4,500		0	0	12/08
	Contract Tree Trimming/Removal	1430	1	10,000		0	0	12/08
PHA-WIDE	Sewerline Replacement	1460	PHA-wide	10,000		0	0	12/08
Dwelling	Waterline Replacement	1460	PHA-wide	10,000		0	0	12/08
Structures								

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

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
Morristown Housing Authority	Capital Fund Program No: **TN37P03850108** Replacement Housing Factor No:	**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	
TN038-001	06/30/10			06/30/11			
Frank Davis Homes							
TN038-008	06/30/10			06/30/11			
Surrett Homes							
PHA-WIDE	06/30/10			06/30/11			
Operations							
PHA-WIDE	06/30/10			06/30/11			
Management							
Improvements							
PHA-WIDE	06/30/10			06/30/11			
Administration							
PHA-WIDE	06/30/10			06/30/11			
Fees & Costs							
PHA-WIDE	06/30/10			06/30/11			
Dwelling Structures							

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Morristown Housing Authority	Capital Fund Program Grant No: TN37P03850107 Replacement Housing Factor Grant No:	2007

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 06/30/08 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0		0	0
2	1406 Operations	106,799		106,799	0
3	1408 Management Improvements	109,000		13,000	13,000
4	1410 Administration	78,000		0	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	64,500		17,943	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	0		0	0
10	1460 Dwelling Structures	654,750		378,781	378,781
11	1465.1 Dwelling Equipment—Nonexpendable	13,800		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	30,000		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collaterization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,056,849		516,523	391,781

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Morristown Housing Authority	Capital Fund Program Grant No: TN37P03850107 Replacement Housing Factor Grant No:	2007

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 06/30/08 ☐ Final Performance and Evaluation Report

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

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

PHA Name: **Morristown Housing Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P03850107** 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	
TN038-001	HVAC	1460	28 units	168,000		161,781	161,781	In Progress
Frank Davis	Electrical	1460	28 units	56,000		56,000	56,000	Completed
Homes	Water Heaters	1460	28 units	14,000		14,000	14,000	Completed
	Roofing	1460	14 bldgs	147,000		147,000	147,000	Completed
	Ranges	1465.1	28 units	8,400		0	0	03/09
TN038-008	HVAC	1460	18 units	108,000		0	0	03/09
Surrett Homes	Electrical	1460	18 units	36,000		0	0	03/09
	Water Heaters	1460	18 units	11,250		0	0	03/09
	Roofing	1460	9 bldgs	94,500		0	0	03/09
	Ranges	1465.1	18 units	5,400		0	0	03/09
PHA-WIDE	Operating Expense	1406	1	106,799		106,799	0	In Progress
Operations								
PHA-WIDE	Security Coordinator	1408	1 position	50,000		0	0	12/08
Management	Drug Elimination Training	1408	1	1,500		0	0	12/08
Improvements	Employee Civil Rights Training	1408	1	1,500		0	0	12/08
	Resident Job Training/Education	1408	1	15,000		0	0	12/08
	VISTA Workers	1408	3 positions	31,000		13,000	13,000	In Progress
	Computer Updates	1408	1	10,000		0	0	12/08

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

PHA Name: **Morristown Housing Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P03850107** Replacement Housing Factor Grant No:				**Federal FY of Grant:** **2007**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Resident Services Coordinator	1410	1 position	40,000		0	0	12/08
Administration	Capital Funds Coordinator	1410	1 position	30,000		0	0	12/08
	Travel Expense	1410	1	5,000		0	0	12/08
	Advertising Expense	1410	1	3,000		0	0	12/08
PHA-WIDE	A/E Fees	1430	1	50,000		17,943	0	In Progress
Fees & Costs	Consultant Fees For Env. Review	1430	1	4,500		0	0	12/08
	Contract Tree Trimming/Removal	1430	1	10,000		0	0	12/08
PHA-WIDE	Sewerline Replacement	1460	PHA-wide	10,000		0	0	12/08
Dwelling	Waterline Replacement	1460	PHA-wide	10,000		0	0	12/08
Structures								
PHA-WIDE	Maintenance Vehicles	1475	2	30,000		0	0	12/08
Nondwelling								
Equipment								

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Morristown Housing Authority	Capital Fund Program No: **TN37P03850107** Replacement Housing Factor No:	**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	
TN038-001	09/12/09			09/12/11			
Frank Davis Homes							
TN038-008	09/12/09			09/12/11			
Surrett Homes							
PHA-WIDE	09/12/09			09/12/11			
Operations							
PHA-WIDE	09/12/09			09/12/11			
Management							
Improvements							
PHA-WIDE	09/12/09			09/12/11			
Administration							
PHA-WIDE	09/12/09			09/12/11			
Fees & Costs							
PHA-WIDE	09/12/09			09/12/11			
Dwelling Structures							

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

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
Morristown Housing Authority	Capital Fund Program No: **TN37P03850107** Replacement Housing Factor No:	**2007**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-WIDE	09/12/09			09/12/11			
Nondwelling							
Equipment							

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Morristown Housing Authority	Capital Fund Program Grant No: TN37P03850106 Replacement Housing Factor Grant No:	2006

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 06/30/08 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0		0	0
2	1406 Operations	212,484		212,484	100,000
3	1408 Management Improvements	89,000		89,000	74,171
4	1410 Administration	78,000		57,000	34,775
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	33,168		33,168	21,206
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	0		0	0
10	1460 Dwelling Structures	636,566		636,566	636,566
11	1465.1 Dwelling Equipment—Nonexpendable	13,200		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	0		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collaterization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,062,418		1,028,218	866,718

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Morristown Housing Authority	Capital Fund Program Grant No: TN37P03850106 Replacement Housing Factor Grant No:	2006

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 06/30/08 ☐ Final Performance and Evaluation Report

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

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

PHA Name: **Morristown Housing Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P03850106** 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	
TN038-001	HVAC	1460	44 units	270,566		270,566	270,566	Completed
Frank Davis	Electrical	1460	44 units	88,000		88,000	88,000	Completed
Homes	Water Heaters	1460	44 units	22,000		22,000	22,000	Completed
	Roofing	1460	22 bldgs	231,000		231,000	231,000	Completed
	Ranges	1465.1	44 units	13,200		0	0	Deleted
TN038-009	Porch Columns	1460	Dev. Wide	25,000		25,000	25,000	Completed
John R. Johnson	Kitchen Appliances	1465.1	71 units	0		0	0	Deleted
Homes								
PHA-WIDE	Operating Expense	1406	1	212,484		212,484	100,000	In Progress
Operations								
PHA-WIDE	Security Coordinator	1408	1 position	50,000		50,000	41,671	In Progress
Management	Drug Elimination Training	1408	1	1,500		1,500	1,250	In Progress
Improvements	Employee Civil Rights Training	1408	1	1,500		1,500	1,250	In Progress
	Resident Job Training/Education	1408	1	0		0	0	Deleted
	VISTA Workers	1408	3 positions	26,000		26,000	21,670	In Progress
	Computer Updates	1408	1	10,000		10,000	8,330	In Progress

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

PHA Name: **Morristown Housing Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P03850106** 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	
PHA-WIDE	Resident Services Coordinator	1410	1 position	40,000		19,000	11,590	In Progress
Administration	Capital Funds Coordinator	1410	1 position	30,000		30,000	18305	In Progress
	Travel Expense	1410	1	5,000		5,000	3,050	In Progress
	Advertising Expense	1410	1	3,000		3,000	1,830	In Progress
PHA-WIDE	A/E Fees	1430	1	33,168		33,168	21,206	In Progress
Fees & Costs	Consultant Fees For Env. Review	1430	1	0		0	0	Deleted

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Morristown Housing Authority	Capital Fund Program No: **TN37P03850106** Replacement Housing Factor No:	**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	
TN038-001	07/18/08			07/18/10			
Frank Davis Homes							
TN038-009	07/18/08			07/18/10			
John R. Johnson							
Homes							
PHA-WIDE	07/18/08			07/18/10			
Operations							
PHA-WIDE	07/18/08			07/18/10			
Management							
Improvements							
PHA-WIDE	07/18/08			07/18/10			
Administration							
PHA-WIDE	07/18/08			07/18/10			
Fees & Costs							

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Morristown Housing Authority	Capital Fund Program Grant No: TN37P03850105 Replacement Housing Factor Grant No:	2005

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 06/30/08 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0		0	0
2	1406 Operations	217,703		217,703	217,703
3	1408 Management Improvements	89,000	98,955	98,955	98,955
4	1410 Administration	78,000	75,998	75,998	75,998
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	33,168	54,135	54,135	54,135
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	0		0	0
10	1460 Dwelling Structures	652,046	632,927	632,927	632,927
11	1465.1 Dwelling Equipment—Nonexpendable	18,600	8,800	8,800	8,800
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	0		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collaterization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,088,517		1,088,517	1,088,517

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

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

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

PHA Name: **Morristown Housing Authority**	**Grant Type and Number** Capital Fund Program Grant No: **TN37P03850105** Replacement Housing Factor Grant No:	**Federal FY of Grant:** **2005**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN038-001	HVAC	1460	36 units	187,296	272,998	272,998	272,998	Completed
Frank Davis	Electrical	1460	36 units	72,000	101,929	101,929	101,929	Completed
Homes	Water Heaters	1460	36 units	22,500	56,442	56,442	56,442	Completed
	Roofing	1460	18 bldgs	144,000	131,993	131,993	131,993	Completed
	Ranges	1465.1	36 units	10,800	8,800	8,800	8,800	Completed
TN038-004	HVAC	1460	26 units	156,000	35,520	35,520	35,520	Completed
Mountain View	Electrical	1460	26 units	54,000	23,257	23,257	23,257	Completed
Village Ext.	Water Heaters	1460	26 units	16,250	8,627	8,627	8,627	Completed
	Exterior Doors	1460	26 units	0		0	0	Deleted
	Ranges	1465.1	26 units	7,800	0	0	0	Deleted
PHA-WIDE	Operating Expense	1406	1	217,703		217,703	217,703	Completed
Operations								
PHA-WIDE	Security Coordinator	1408	1 position	47,616	36,867	36,867	36,867	Completed
Management	Drug Elimination Training	1408	1	1,500		0	0	Deleted
Improvements	Employee Civil Rights Training	1408	1	1,500		0	0	Deleted
	Resident Job Training/Education	1408	1	0		0	0	Deleted
	VISTA Workers	1408	3 positions	26,000	27,075	27,075	27,075	Completed
	Computer Updates	1408	1	12,384	35,013	35,013	35,013	Completed

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

PHA Name: **Morristown Housing Authority**		**Grant Type and Number** Capital Fund Program Grant No: **TN37P03850105** Replacement Housing Factor Grant No:				**Federal FY of Grant:** **2005**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Resident Services Coordinator	1410	1 position	40,000	0	0	0	Deleted
Administration	Capital Funds Coordinator	1410	1 position	30,000	74,295	74,295	74,295	Completed
	Travel Expense	1410	1	5,000	1,703	1,703	1,703	Completed
	Advertising Expense	1410	1	3,000	0	0	0	Deleted
PHA-WIDE	A/E Fees	1430	1	33,168	54,135	54,135	54,135	Completed
Fees & Costs	Consultant Fees For Env. Review	1430	1	0		0	0	Deleted
PHA-WIDE	Sewerline Replacement	1460	PHA-wide	0	2,161	2,161	2,161	Completed
Dwelling								
Structures								

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Morristown Housing Authority	Capital Fund Program No: **TN37P03850105** Replacement Housing Factor No:	**2005**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN038-001	08/17/07		06/30/07	08/17/09		06/30/08	
Frank Davis Homes							
TN038-004	08/17/07		06/30/07	08/17/09		06/30/08	
Mountain View							
Village Extension							
PHA-WIDE	08/17/07		06/30/07	08/17/09		06/30/08	
Operations							
PHA-WIDE	08/17/07		06/30/07	08/17/09		06/30/08	
Management							
Improvements							
PHA-WIDE	08/17/07		06/30/07	08/17/09		06/30/08	
Administration							
PHA-WIDE	08/17/07		06/30/07	08/17/09		06/30/08	
Fees & Costs							

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

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

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