

**PHA 5-Year and Annual Plan**

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

**OMB No. 2577-0226  
Expires 4/30/2011**

1.0	<b>PHA Information</b> PHA Name: <u>Tennessee Housing Development Agency</u> PHA Code: <u>TN903</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/01/09</u>														
2.0	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>6,029</u>														
3.0	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only														
4.0	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)														
	Participating PHAs PHA 1: PHA 2: PHA 3:	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	<table border="1"> <thead> <tr> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	No. of Units in Each Program		PH	HCV						
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PH	HCV														
5.0	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.														
5.1	<b>Mission.</b> 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 for the next five years:  <i>The THDA Mission statement is: <b>Leading Tennessee home by promoting safe, sound and affordable housing opportunities</b></i>  <i>THDA continues to promote awareness of housing opportunities through the HCV program. THDA will continue to provide education and awareness of client rights and responsibilities in an attempt to eliminate discrimination. THDA staff are trained with an emphasis on recognizing and eliminating discrimination in housing. THDA will assist all Section 8 participants in a climate conducive to communication. THDA encourages economic self sufficiency and assists families by linking them to community resource and programs to empower participants through employment counseling and job training, with the goals of full-time employment, education, independence from welfare and homeownership.</i>														

**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

**Concentrate on efforts to improve specific management functions:**

- \*Quarterly meetings are currently and will continue to be conducted by Central Office administrators with regional field office managers. Topics include: SEMAP indicators of performance, HQS and administrative policy and procedure updates.
- \*Monthly meetings are currently and will continue to be conducted by regional field office managers with field personnel. Topics include: policy and procedure updates, HQS and tenant relations.
- \*Annual statewide staff trainings are currently and will continue to be conducted with all field staff. Topics include: administrative policy and procedure updates, Review of HUD policy and PIH Notices, HQS, tenant relations and Fair Housing.
- \*Central office administrators currently and will continue to attend training conducted by Quadel Corporation, Nan McKay and HUD, at least annually, when offered. Quarterly staff training on our Section 8 computer database will be conducted to correspond with system updates.

**Increase customer satisfaction:**

- \* In addition to reviewing major policy and procedure changes with families at annual recertification, THDA currently mails tenant notices regarding major changes in policy and procedure. THDA also posts relevant information on the agency's website. This practice will be continued throughout the five-year period.
- \*THDA has a detailed complaint process for tenants and landlords. Section 8 families and landlords may complain verbally or in writing to their local Section 8 field office manager. Families may also complain in writing to the Assistant Director or Director of Rental Assistance. All complaints are investigated and answered within 10 days of the receipt of the complaint. THDA will continue this practice throughout the five-year period.
- \*A publication in the form of a newsletter promoting homeownership opportunities; the Family Self-Sufficiency Program and resident issues will be mailed to all program participants.
- \*Families receiving rental assistance and Landlords participating in the HCV program receive postcards that notify them of immediate policy and system changes that affect program participation.

**Increase customer access to rental units in the communities that we serve:**

THDA currently and will continue to maintain extensive landlord listings for every county in our jurisdiction. Participants now have access to an online data base where they can find affordable rental units. The [thousingsearch.org](http://thousingsearch.org) website includes a variety of rental properties in locations throughout each regional jurisdiction. The lists and web address are provided to families at their initial briefing, and at any time that a family requests to relocate. Over the next five years, THDA will continue efforts to expand the number and regional distribution of properties included in our landlord listings.

**Conduct outreach efforts to potential voucher landlord:**

THDA has purchased and promotes a website ([thousingsearch.org](http://thousingsearch.org)) that allows landlords to input rental property information free of charge for the general public to view. This available resource has prompted potential landlords to inquire about becoming landlords for the HCV program. In the past, THDA held landlord briefings, but found this outreach effort to be unsuccessful do to the broad geographical area that THDA covers. The landlord turnout was extremely low. In any event that a potential landlord contacts THDA to inquire about the HCV program, a senior staff member of the Rental Assistance division provides direct information to them on becoming an HCV landlord. In addition, the potential landlord is referred to THDA's website where extensive information is available as a resource. The Director of the Rental Assistance division attends community meetings that include, but are not limited to the following: Real Estate Investment Group Meetings and USDA meetings. Annually, a landlord newsletter, summarizing important policy and procedural issues is sent to all participating landlords. During the next five years, the newsletter will include information about rental reasonableness; and information about a landlord portal to the existing web based system that will allow landlords to access information concerning their participating rental units.

**Promote Fair Housing Rights and Fair Housing Choice:**

THDA currently provides and will continue to provide annual Fair Housing sensitivity training to all section 8 staff. The training emphasizes recognizing and eliminating discrimination in housing. THDA currently distributes informational pamphlets in our regional office. THDA will continue to promote awareness of housing opportunities through the Section 8 Homeownership program via mail and electronic correspondence. THDA has been and will continue to be a sponsor for the Fair Housing conferences held in Tennessee and enrolls THDA staff across all divisions of the agency as participants at the conference.

**Remedy Discrimination in Housing:**

- \*THDA personnel accommodate families with disabled household members and those with special needs in locating suitable housing. THDA works with landlords to modify existing units to meet disabled families' needs; and offers voucher extensions if a family is unable to locate a unit that accommodates their special needs. THDA also refer disabled families to legal aid representatives so that they may file Fair Housing complaints if they feel that they have been discriminated against when searching for suitable housing.
- \*THDA currently includes the HUD Discrimination Complaint form and an explanation of Fair Housing in the applicant briefing materials. THDA will continue to provide education and awareness of client rights and responsibilities in an attempt to eliminate discrimination.

6.0	<p><b>Increase the number and percentage of employed persons in assisted families:</b>  THDA currently administers an FSS program with 162 families actively enrolled in the program and 98 earning escrow. Over the next five years THDA will strive to increase the number of families active in the program to 235, and will maintain the goal of having at least 50 percent of our FSS participants earning escrow. In addition, ninety-seven (97) families have graduated from the FSS program and most received an escrow disbursement over the past five years. One of our families received over \$18,000 dollars. THDA will strive to increase the number of enrollments and graduates from the program over the next five year period.</p> <p><b>Promote Homebuyer Education:</b>  THDA will continue to assist families who wish to make the transition from rental assistance to homeownership. Through the HCV Homeownership program. THDA staff will guide eligible families through the home buying process. Families that applied to the program and do not meet the eligibility requirements will be enrolled in the Homebuyer Education Club. The Homebuyer Education club is a 6 month program that meets monthly to discuss topics such as: homeowner preparedness; money management; understanding and improving credit; obtaining a Mortgage Loan, choosing a home, and protecting your investment.</p> <p><b>PHA Plan Update</b>  (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  <b>Well Water Testing-</b> THDA has always required that well water be tested at initial lease up and every two years after to ensure that the water is safe for drinking. However, after conducting research and speaking to well water experts, THDA has created specific standards for well water testing. THDA has new guidelines for the testing or acceptability standards.</p> <p><b>Repayment Agreements-</b> This pertains to all program participants who have entered into a repayment agreement. All payments are due on or before the first day of each month beginning December 1, 2009.</p> <p><b>Tenant Relocation-</b> Due to a change in software companies and a subsequent data conversion, as well as the recent difficulty encountered when establishing new vendors in the state's new payment system, Edison, THDA temporarily adopted a new relocation policy for tenant initiated moves. For these reasons, THDA temporarily denied all requests for tenant initiated moves.</p> <p><b>Rent Calculation Hearings-</b> Hearings for rent calculation will no longer be conducted by the Hearings and Complaints officer. These hearings will be conducted as an informal review by the office Manager.</p> <p><b>Overlapping HAP-</b> In the calendar year 2009 funding formula, funding for mid-month HAP expenses, most of which involves overlapping HAP, was not fully renewed based on actual 2008 HAP expenses. THDA was underfunded a substantial amount of mid-month expenses, and experienced a significant shortfall in funding necessary to cover HAP expenses. As a result of this new renewal funding method, THDA adopted a new overlapping HAP policy to reduce costs. THDA no longer pays overlapping HAP for families who relocate from one housing unit to another in the same month.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>The 5-Year and Annual PHA Plan for Tennessee Housing Development Agency is available for public review and inspection on the agency website <a href="http://www.thda.org">www.thda.org</a> and in the THDA main administrative office. All members of the THDA Resident Advisory Board are also provided with copies of the Annual Plan.</p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> Include statements related to these programs as applicable.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p>

**Strategy for Addressing Housing 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. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

*Housing need strategies are based upon projected housing problems for Tennessee. These projected problems have been identified in the 2010-2015 Consolidated Plan for Housing and Community Development. This summary will identify the projected problems and provide a plan for addressing the issues of affordability, supply, quality, accessibility, size of units, and locations. The rates of population and household growth identified in projections are a significant factor to consider when facing the challenges of housing needs. Despite a prolonged recession, there has been a modest growth in Tennessee urban and rural areas. Additionally, housing problems are intimately tied to the household income level. These housing problems are more prevalent among minorities, the elderly and the disabled in comparison to their counterparts in Tennessee. Generally, these groups have some form of housing burden (e.g. cost burden, overcrowding, etc.). Although there was an increase in rental housing units, that increase did not increase affordability for renter households. Consequently, a decrease of units occurred primarily in the category of units affordable to households to those at or below fifty percent of the area median income. While rental vacancy rates are rising rapidly, rent prices have not yet adjusted to the new market place which may demand lower rents to ensure successful occupancy rates. Rental housing stock grew in the past two decades, but the supply is mismatched with the demand. Tennessee's urban counties are faced with soaring rental vacancy rates; there are likely some areas that are overbuilt. However, with the high percentage of cost-burdened low income Tennesseans, the additional mismatch is that there is a rent cost gap in what is being charged and what tenants can pay, making it difficult for the lowest income households to find opportunity in a rental market that needs tenants.*

9.1

*An effective strategic plan must be designed around the premise that the state's plan is reflective of the multiplicity of needs found throughout the state, allowing communities the flexibility (where possible) of applying for available funds based on community priorities. In an attempt to establish these priorities, the state has conducted and must continue to conduct surveys and public meetings requesting that communities give their priorities for use of funds in the state. Public meetings have been held in local communities giving residents and organizations the opportunity to provide input on community needs. Dollar amounts have been designated within programs to be reflective of the larger percentage of requests for funds in the state. The state recognizes, however, that because available funds are limited, many persons or groups within the state will not be funded even though their project is worthwhile and benefits those persons in need in the state. The following are priorities for funding. The state will utilize its funding dollars at a higher priority in these areas: affordable housing and preservation of affordable housing stock.*

*Action steps have been identified to address housing needs that will increase the amount of affordable housing and preserve affordable housing stock. The state's plan is to encourage the production of multifamily housing to serve low-income individuals. Housing rehabilitation targeted toward low-, very low-, and moderate-income populations is the consideration for affordable housing preservation. The state will target funds toward housing for the elderly with emphasis on handicapped accessibility. Additionally, the state will encourage the preservation of 2-3 bedroom affordable housing for low-income families. State agencies will work collaboratively to provide economic development opportunities through the financing of infrastructure development, manufacturing facilities, and equipment that support job creation for low and moderate income people. The state recognizes the need for general enhancement of the quality of life in low- and moderate-income neighborhoods. The state plans to educate the larger community around the issue of housing needs by: convening fair housing and Title VI workshops in the state for local governments, grantees, housing providers, advocates, and consumers. In addition, the state will inform citizens of their housing rights; encourage reporting of fair housing violations by providing information on access to fair housing advocates and organizations in the state.*

10.0

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

- (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.
- (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

11.0

**Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

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**PHA Certifications of Compliance  
with PHA Plans and Related  
Regulations**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the  5-Year and/or  Annual PHA Plan for the PHA fiscal year beginning 2010, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Tennessee Housing Development  
 PHA Name Agency

TN 903  
 PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 10 - 20 15

Annual PHA Plan for Fiscal Years 20 10 - 20 11

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
<u>TEO R. FELLMAN</u>	<u>Executive Director</u>
Signature	Date
<u>TEO R. FELLMAN</u>	<u>3-30-10</u>

**Civil Rights Certification**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
Expires 4/30/2011

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Tennessee Housing Development Agency

TN903

PHA Name

PHA Number/HA Code

<small>I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)</small>	
Name of Authorized Official <b>Ted R. Feuman</b>	Title <b>Executive Director</b>
Signature <b>Ted R. Feuman</b>	Date <b>3-30-10</b>

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Tennessee Housing Development Agency

Program/Activity Receiving Federal Grant Funding

Housing Choice Voucher Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Ted R. Fellman

Title

Executive Director

Signature

X

Date

3-30-10



## **Tennessee Housing Development Agency**

**404 James Robertson Parkway, Suite 1200**

**Nashville, TN 37243-0900**

**(615) 815-2200**

**Ted R. Fellman**  
Executive Director

A copy of the 2010 Annual Plan was submitted to every member of the Resident Advisory Board, and THDA solicited comments and questions from the group. There were two major topics of concerns for the Resident Advisory Board. Members of the group expressed concerns about the number of families that remain on the THDA Housing Choice Voucher Program wait list; and there were questions about federal funding for PHA's in the nation. These concerns were addressed during the board meeting, and again through written correspondence. All questions for the board members seemed to have been satisfied by the responses that were given. No recommendations were given by the board.