

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

# PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007  
Annual Plan for Fiscal Year 2003

## **Chattanooga Housing Authority**

**Approved by CHA Board**

**10/14/02**

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

**PHA Plan  
Agency Identification**

**PHA Name:** Chattanooga Housing Authority

**PHA Number:** TN 004

**PHA Fiscal Year Beginning:** 01/2003

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2003 - 2007**

[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: The Chattanooga Housing Authority serves families for whom conventional housing is not affordable. It is the mission of the Chattanooga Housing Authority to provide these families with safe, decent and sanitary housing while encouraging and assisting them to achieve economic independence and self-sufficiency.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers: obtain at least 600 vouchers by 12/31/04
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities: Create 275 additional housing units by 12/31/07.
  - Acquire or build units or developments
  - Other (list below):  
Prepare a replacement housing strategy for low income housing by 12/31/03.

- PHA Goal: Improve the quality of assisted housing
  - Objectives:
    - Improve public housing management: (PHAS score)
    - Improve voucher management: (SEMAP score)
    - Increase customer satisfaction: Develop Chattanooga Housing Authority core resident services program and improve PHAS Resident Satisfaction Survey scores.
    - Concentrate on efforts to improve specific management functions: (e.g., public housing finance; voucher unit inspections, decentralization)
    - Renovate or modernize public housing units: Modernize 500 units by 12/31/07.
    - Demolish or dispose of obsolete public housing: Demolish at least 400 units by 12/31/04. (HOPE VI)
    - Provide replacement public housing: Obtain at least 200 units by 12/31/06. (HOPE VI)
    - Provide replacement vouchers: Secure replacement vouchers to extent provided by demolitions.
    - 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: Study and recommend whether to convert scattered sites.
    - Other: (list below)
      - Initiate project based voucher program by 12/31/03.

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

- PHA Goal: Provide an improved living environment
- Objectives:
  - Continue measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: Continue and expand incentives.
  - Continue measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
  - Continue public housing security improvements: Implement recommendations from the Crime Prevention Through Environmental Design (CPTED) study and the Public Safety Division.
  - Designate developments or buildings for particular resident groups: for working or self sufficiency preferences.
  - 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: The private management company will establish performance measurements.
  - Provide or attract supportive services to improve assistance recipients' employability: using the core resident services model.
  - 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

- 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: Continue current policies.
  - 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: Continue current policies.
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below) Take affirmative action to diversity our resident population

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

- 1. Through outsourcing property management and construction management operations, transform the management culture and community dynamics of public housing from a centralized, bureaucratic, welfare driven management model to a site based managed and budgeted operation that sharpens accountability, introduces private sector efficiencies and prioritizes service, support and self sufficiency training for public housing residents.**
- 2. Utilize the tax-exempt status of the Chattanooga Housing Authority to finance or joint venture 100 units of affordable housing acquisitions and construction by December 31, 2005.**
- 3. Utilize redevelopment powers, in partnership with local government and nonprofits, to revitalize neighborhoods near two major public housing developments by December 31, 2004.**
- 4. By December 31, 2005, provide homeownership opportunities for a minimum of 50 residents through the Section 8(y) program and through the sale of scattered site public housing utilizing the Section 32 program.**
- 5. Pursue an aggressive site based leasing and marketing program through the outsourcing of property management operations. Improve screening and orientation procedures. Be consistent in lease enforcement and increase rent collections. Continually assess and improve enhanced resident services and quality customer service.**

- 6. Deconcentrate Section 8 participants by providing 30 percent in new rent subsidy in non-impacted areas by December 31, 2006.**
- 7. Provide rent incentives to deconcentrate poverty by bringing higher income public housing households into lower income developments by December 31, 2004.**
- 8. Aggressively pursue city, county, state, corporate and foundation funding for special-purpose projects in support of the CHA mission, outside of traditional operating/capital activities.**
- 9. Expand enterprise efforts of the CHA with the use of limited non-federal funds, increasing unrestricted accounts by December 31, 2005.**
- 10. Dispose of excess and burdensome land by December 31, 2006.**
- 11. Apply conventional market standards to future modernization, including air conditioning, as funding permits.**
- 12. Remove “project” image through streetscaping, signage, office enhancements and selective demolition, at all scattered sites, by December 31, 2006.**
- 13. Change the name of the agency to reflect the mission and the expanded service level by December 31, 2003.**
- 14. Develop a strategy for bringing individual properties up to market rate standards.**
- 15. Transform every community which undergoes revitalization to communities of opportunity where all residents are committed to self-sufficiency starting in December 2002.**
- 16. Establish a preference for admissions to both Section 8 and Public Housing to families whose adult members are enrolled in self-sufficiency programs and are committed to using housing assistance as a gateway to opportunities and a stepping stone for entry into the private housing market.**

17. Expand the self-sufficiency programs in both Section 8 and Public Housing by at least 100 families per year or as funding for case management permits.

**Annual PHA Plan**  
**PHA Fiscal Year 2002**

[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 Chattanooga Housing Authority entered new territory for public housing in August 2002. It became the first non-troubled housing authority in the country to move to contracted private management of its conventional public housing stock. The partnership with H.J. Russell Management Company promises better management of properties and enhanced services for the more than 6000 public housing residents.

During 2002, the Chattanooga Housing Authority brought together an excellent executive staff of seasoned managers who are committed to developing programming to improve the self-sufficiency of residents and pursuing innovative solutions for housing the economically disadvantaged. The public safety division, established in mid-2002, will work diligently to create a safe environment for public housing residents. The restructured Section 8 Division is dedicated to excellence in delivering service to its voucher holders and landlord customers.



### **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:

- A** Admissions Policy for Deconcentration (**See ACOP tn004a01**)
- B** FY 2002 Capital Fund Program Annual Statement (**tn004b01**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- C** Section 8 Capacity Statement

- A** Implementation of Public Housing Resident Community Service Requirements (See **ACOP tn004a01**)
- A** Pet Policy (See **ACOP tn004a01**)
- D** Resident Membership of the PHA Governing Board
- E** Resident Advisory Board members
- F** Five Year Progress Report
- G** “Substantial Deviation” and “Significant Amendment or Modification”
- H** Assessment of Site-Based Waiting List Development Demographic Characteristics
- I** Deconcentration of Poverty and Income Mixing (See Body of Agency Plan)
- J** Voluntary Conversion Initial Assessments

Optional Attachments:

- PHA Management Organizational Chart
- B** FY 2003 Capital Fund Program 5 Year Action Plan (**tn004b01**)
- Public Housing Drug Elimination Program (PHDEP) Plan  
**(HUD no longer funds PHDEP)**
- L** Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Other (List below, providing each attachment name)

- K** Section 8 Administrative Plan (**tn004k01**)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>X</b>	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
<b>X</b>	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	Annual Plan: Housing Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	support statement of housing needs in the jurisdiction	
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

<b>X</b>	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
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<b>X</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<b>X</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<b>X</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	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
<b>X</b>	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	4,133	5	5	5	5	3	4
Income >30% but <=50% of AMI	3,687	4	4	4	4	2	3
Income >50% but <80% of AMI	1,678	4	4	4	4	2	3
Elderly (beds/units)	2,182	5	4	4	5	1	4
Independent Living	549	5	4	4	5	1	4
Assisted Living	677	5	5	4	5	1	4
Licensed Boarding Homes	271	5	4	4	5	1	4
Nursing Homes	685	5	4	4	5	1	4
Families with Disabilities*	2,179	5	5	5	5	2	5
Mentally Ill	771	5	5	5	5	2	5
Physically Disabled	360	5	5	5	5	2	5
Developmentally Disabled	250	5	5	5	5	2	5
White	4,698	4	4	4	4	2	4
African-American	4,100	5	5	5	5	3	5
Hispanic	400	1	1	1	1	1	1
Asian	300	1	1	1	1	1	1

\* Includes some whose disability is not specified.

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
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
“Housing Availability and Need for Low Income and Special Needs Populations in Hamilton County, An Update,” August 2001, Community Research Council  
“Handicapped Housing in the City of Chattanooga,” April 8, 2002, City of Chattanooga.



## 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)		As of 08/26/02	
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	950	100 %	600
Extremely low income <=30% AMI	870	92%	
Very low income (>30% but <=50% AMI)	71	7%	
Low income (>50% but <80% AMI)	9	1%	
Families with children	703	74%	
Elderly families	87	9%	
Families with Disabilities	144	15%	
Single people	16	2%	
Race/White	330	35%	
Race/Black	604	64%	
Race/Other	16	1%	

<b>Characteristics by Bedroom Size (Public Housing Only)</b>	Not Required for Section 8		
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 13 months</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Families displaced by HOPE VI)</p>			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)		As of 8/26/02	
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	591	100%	480
Extremely low income <=30% AMI	513	87%	
Very low income (>30% but <=50% AMI)	70	12%	
Low income (>50% but <80% AMI)	8	1%	
Families with children	138	23%	
Elderly families	24	4%	
Families with Disabilities	45	8%	
Single Applicants	384	65%	
Race/White	102	17%	
Race/Black	487	82%	
Race/Other	2	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	464	79%	
2 BR	67	11%	
3 BR	58	10%	
4 BR	1	0%	
5 BR	1	0%	
5+ BR	0	0%	

## Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

**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 (Completed)
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	\$8,850,000	
b) Public Housing Capital Fund	6,100,000	
c) HOPE VI Revitalization	8,000,000	
d) HOPE VI Demolition	2,500,000	
e) Annual Contributions for Section 8 Tenant-Based Assistance	15,000,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	803,000	
h) Community Development Block Grant	600,000	
i) HOME	0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	<b>0</b>	
<b>3. Public Housing Dwelling Rental Income</b>	<b>4,700,000</b>	
<b>4. Other income (list below)</b>		
Interest	110,000	
Excess Utilities	170,000	
<b>5. Non-federal sources (list below)</b>		
Non-Dwelling and Other Income	95,000	



Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	\$46,928,000	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- PHA main administrative office  
 PHA development site management office  
 Other (list below)  
Preapplication on the CHA internet site

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

1. How many site-based waiting lists will the PHA operate in the coming year? 18

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? 18

3.  Yes  No: May families appear on more than one list simultaneously?  
If yes, how many lists? 18

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

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

### **(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

#### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies  
 Overhoused  
 Underhoused  
 Medical justification  
 Administrative reasons determined by the PHA (e.g., to permit modernization work)  
 Resident choice: (state circumstances below)  
 Other: (list below) Note: The above noted reasons for transfers are equally

weighted; so these transferring families will be offered units based on the date and time that their transfer application were placed on the transfer waiting list.

c. Preferences

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

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
 Victims of domestic violence (CHA considers this to be "Involuntary Displacement")  
 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 (Chattanooga Housing Authority considers this to be “Involuntary Displacement”)
- Other preference(s) (list below)  
Those enrolled in Chattanooga Housing Authority approved self-sufficiency programs as staffing permits.

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.

Date and Time (within each preference category)

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence (CHA considers this an “Involuntary Displacement”)  
Substandard housing  
Homelessness
- 2 High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- 3 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
- 3 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
- 1 Victims of reprisals or hate crimes (Chattanooga Housing Authority considers this an “Involuntary Displacement”)
- 3 Other preference(s) (list below)  
Those enrolled in Chattanooga Housing Authority approved self-sufficiency programs as staffing permits.

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: 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:

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)]

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## B. Section 8

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

### (1) Eligibility

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

### (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)  
Section 8 Office  
801 N. Holtzclaw Avenue  
Chattanooga, TN 37406

**(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:

- All Applicants

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence (we have incorporated domestic violence into involuntary displacement preference).

- 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)  
Those enrolled in Chattanooga Authority approved self-sufficiency programs as staffing permits.

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

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 2 High Rent

Other preferences (select all that apply)

- 3 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
- 3 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
- 1 Victims of reprisals or hate crimes
- 3 Other preference(s) (list below)



Those enrolled in Chattanooga Authority approved self-sufficiency programs as staffing permits.

2. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one) NOTE: Chattanooga Housing Authority currently has its waiting list closed. The agency may want to go to a lottery once the list is reopened.

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

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

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

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

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

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

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

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

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

- Through published notices  
 Other (list below)  
Briefings with agencies addressing special needs  
Landlord meetings

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.79 (d)]

### **A. Public Housing**

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

#### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

- The family or individual has lost eligibility or is waiting for an eligibility determination for a Federal, State, or Local assistance program.
- The family or individual would be evicted as a result of the imposition of the minimum rent requirement.

- The income of the family or individual has decreased because of a changed circumstance, including loss of employment.
- A death in the family has occurred within the last four months.

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

First \$2,000 of earned income at all public housing sites except the control sites for Jobs-Plus (College Hill Courts and Emma Wheeler Homes).

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)

HUD approved incentives for the Harriet Tubman Jobs-Plus Demonstration.

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing

- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

Availability of units in jurisdiction

**(2) Minimum Rent**

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

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

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



## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is an attachment.
- A brief description of the management structure and organization of the PHA follows: The executive director has the directors of six departments reporting to him: Asset Management (Procurement, Modernization, Operations); Planning and Program Development (Resident Services, Statistics, Planning, HOPE VI Community Service); Finance (Accounting, MIS); Protective Services; Housing Development (HOPE VI); Assisted Housing (Housing Voucher). The maintenance and site management is contracted to a private management company.

### **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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	2,900	720
Section 8 Vouchers	2,102	420
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers:		
Welfare to Work	650	130
Disabled Mainstream	75	15
Young Disabled	100	20
Fair Share 2000	229	44
Fair Share 2001	115	23
HOPE VI Replace.	173	35
Jaycee Tower II	204	40
Public Housing Drug Elimination Program (PHDEP)	0	0

HOPE VI	0	0
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### 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)

*Chattanooga Housing Authority Maintenance Plan*  
*Admissions and Continued Occupancy Plan*  
*Chattanooga Housing Authority Employee Policy Manual*  
*H.J. Russell Standard Operating Procedures*  
*H.J. Russell Employee Policy Manual*

- (2) Section 8 Management: (list below)

*Chattanooga Housing Authority Section 8 Administrative Plan*

## 6. PHA Grievance Procedures

[24 CFR Part 903.79 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

### B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)  
Section 8 Office  
801 Holtzclaw Avenue  
Chattanooga, TN 37408

## **7. Capital Improvement Needs**

[24 CFR Part 903.79 (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 (**tn004b01**) -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 (tn04b01) -or-

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

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

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

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

1. Development name: Spencer J. McCallie Homes
2. Development (project) number: TN37-P004-004, 006
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? 2003  
If yes, list development name/s below:

College Hill Courts, Harriet Tubman Development,  
or Maurice Poss Homes

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

CHA will be evaluating potential HOPE VI sites and will make a decision after the analysis is completed.

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

If yes, list developments or activities below: CHA will be evaluating potential HOPE VI sites and will make a decision after the analysis is completed.

## **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.)

### 1. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Spencer J. McCallie Homes
1b. Development (project) number:	TN37P004004
2. Activity type:	Demolition <input checked="" type="checkbox"/> (the remaining buildings at Spencer McCallie TN-04) Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(DD/MM/YY) <u>08/04/02</u>
5. Number of units affected:	246
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: October 1, 2002 b. Projected end date of activity: October 1, 2003
<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Spencer J. McCallie Homes
1b. Development (project) number:	TN37P004006
2. Activity type:	Demolition <input checked="" type="checkbox"/> (the remaining buildings at TN 4-6) Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>08/04/02</u>
5. Number of units affected:	170
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: October 1, 2002 b. Projected end date of activity: October 1, 2003

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	College Hill Courts
1b. Development (project) number:	TN37P004001
2. Activity type:	Demolition <input checked="" type="checkbox"/> (for density reduction and parking) Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(09/01/03)</u>
5. Number of units affected:	150
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: April 1, 2003 b. Projected end date of activity: May 1, 2004

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Spencer J. McCallie Homes
1b. Development (project) number:	TN37P004004
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> (Land for disposition through HOPE VI)
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(01/12/02)</u>
5. Number of units affected:	0
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: April 1, 2003 b. Projected end date of activity: May 1, 2004

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Spencer J. McCallie Homes
1b. Development (project) number:	TN37P004006
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> (Land for disposition through HOPE VI)
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(01/12/02)</u>
5. Number of units affected:	0
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: April 1, 2003 b. Projected end date of activity: May 1, 2004



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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Mary Walker Towers
1b. Development (project) number:	TN37P004007      Elderly Only
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(19/05/97)</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	60
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Boynton Terrace Apartments
1b. Development (project) number:	TN37P004010      Elderly Only
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(19/05/97)</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	250
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Mary Walker Towers
1b. Development (project) number:	TN37P004011 <span style="float: right;">Elderly Only</span>
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(19/05/97)</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	100
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Gateway Tower
1b. Development (project) number:	TN37P004022 <span style="float: right;">Elderly Only</span>
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(19/05/97)</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	200
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

#### 2. Activity Description

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

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

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

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

[24 CFR Part 903.7 9 (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? 02/29/00

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) HOPE VI Revitalization

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

**(1) General**

a. Self-Sufficiency Policies

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

(select all that apply)

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

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skips 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)
HOPE VI	185	specific criteria	Development Office	Both

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Section 8	0	8/08/02

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

**C. Welfare Benefit Reductions**

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

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

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



### **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
- Other (describe below)  
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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs Resident Greeters
- Other (describe below)  
2001 CPTED Study

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

College Hill Courts (TN 4-1), East Lake Courts (TN 4-2R), Harriet Tubman Development (TN 4-3, 9), Maurice Poss Homes (TN 4-5), Emma Wheeler Homes (TN 4-8), Mary Walker Towers (TN 4-7, 11), Boynton Terrace Apartments (TN 4-10), Greenwood Terrace (TN 4-12), Cromwell Hills (TN 4-21), Gateway Tower (TN 4-22).

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
  - a. Increased resident input and involvement through the creation of the Public Safety Advisory Board.
  - b. Employment of Chattanooga Housing Authority criminal investigators to plan, coordinate and direct crime prevention/reduction measures.

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

College Hill Courts (TN 4-1), East Lake Courts (TN 4-2R), Harriet Tubman Development (TN 4-3, 9), Maurice Poss Homes (TN 4-5), Emma Wheeler Homes (TN 4-8), Mary Walker Towers (TN 4-7, 11), Boynton Terrace Apartments (TN 4-10), Greenwood Terrace (TN 4-12), Cromwell Hills (TN 4-21), Gateway Tower (TN 4-22).

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

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

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

Team based investigations and patrol utilizing Chattanooga Housing Authority investigators and Chattanooga Police Department officers working in a cooperative effort to prevent and reduce criminal activity and to maintain order.

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

College Hill Courts (TN 4-1), East Lake Courts (TN 4-2R), Harriet Tubman Development (TN 4-3, 9), Maurice Poss Homes (TN 4-5), Emma Wheeler Homes (TN 4-8), Mary Walker Towers (TN 4-7, 11), Boynton Terrace Apartments (TN 4-10), Greenwood Terrace (TN 4-12), Cromwell Hills (TN 4-21), Gateway Tower (TN 4-22).

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

PHAs eligible for FY 2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2002 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)]

See ACOP

**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? one
4.  Yes  No: If there were any findings, do any remain unresolved? No  
If yes, how many unresolved findings remain?
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
  
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)  
CHA will examine all options available to manage its properties
  
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 L (File name)
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below: See Attachment L

Other: (list below) Only asked questions which were answered (tn004l01)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here)

Chattanooga, TN

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)  
Mayor's Certification

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

Consolidated Plan and the HOPE VI application are on file.

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

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

### **Attachments**

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

## **Attachment C**

### **Section 8 Capacity Statement**

The Chattanooga Housing Authority will explore partnership agreements with agencies like the Chattanooga Neighborhood Enterprise (CNE) to produce a Section 8 Homeownership program. CNE is a pioneer in developing innovative financing alternatives for low to moderate income families and individuals seeking to own their own home. The Housing Authority was awarded the HOPE VI grant in 2000 for the revitalization of the Alton Park community in south Chattanooga. The HOPE VI plan calls for homeownership of newly constructed in fill houses.

## **Attachment D**

### **Resident Membership of the PHA Governing Board**

Resident Member of the Chattanooga Housing Authority Board of Commissioners: Anthenira Wadley-Asberry

Method of Selection: Appointment by the Mayor of the City of Chattanooga

Term of Office: Five Years



## ATTACHMENT E

### Resident Advisory Board Members

<u>Member</u>	<u>Represents</u>	<u>Phone</u>
Tamara Malone 7655 Austin Dr. Apt. 1 Chattanooga, TN 37416	(Sec. 8 Residents)	499-1981
Ms. Anthenira Wadley-Asberry 1918 Hardy Street, Apt. 229 Chattanooga, TN 37406	(Citywide)	697-1644
Ms. Betty Robinson Mary Walker Towers Resident Assn. 2501 S. Market, Apt. 747 Chattanooga, TN 37408	(Elderly Sites)	266-5884
Ms. Jessie Davis Lawrence East Lake Resident Assn. 2225 E. 27 <sup>th</sup> Street Chattanooga, TN 37407	(Large Family Sites)	629-7177
Ms. Lutena Lewis 3902 Dahlia Street Chattanooga, TN 37421	(Scattered Sites)	499-1950

## ATTACHMENT F

### Five Year Progress Report (January 1 – September 30, 2002)

#### Expand the supply of assisted housing

Objectives	Results
Apply for additional rental vouchers: obtain at least 300 vouchers by 12/31/04.	<ul style="list-style-type: none"> <li>• Received an additional 30 vouchers during 2002</li> </ul>
Reduce public housing vacancies	<ul style="list-style-type: none"> <li>• Combined seven efficiency units at Mary Walker Towers to create one-bedroom units which are more appealing to applicants.</li> <li>• Installing a third elevator in Gateway and renovating units, combining efficiencies.</li> <li>• Upgraded security for all sites.</li> </ul>
Acquire or build units or developments	<ul style="list-style-type: none"> <li>• Received allocation of Low-Income Housing Tax Credits for 72 units (52 are public housing).</li> <li>• Obtained \$175,000 in CDBG funds for redevelopment planning in the Harriet Tubman area, and for acquisitions in the Tubman and McCallie areas.</li> <li>• Received approval on the HOPE VI pre-development budget.</li> <li>• Hired a project management firm to construct HOPE VI Revitalization.</li> </ul>
Leverage private or other public funds to create additional housing opportunities.	
Participate in preservation of 100 units of elderly housing.	<ul style="list-style-type: none"> <li>• Issued housing vouchers to applicants wanting to live in Dogwood Manor.</li> </ul>

## Improve the quality of assisted housing

Objectives	Results
Improve public housing management (PHAS score)	<ul style="list-style-type: none"> <li>• 2001 Physical Inspections improved from</li> <li>• 2001 Financial score improved from 24.5 to 26</li> <li>• 2001 Management Operations Score improved from 26 to 27</li> <li>• 2001 Resident Satisfaction Survey results are unavailable.</li> <li>• Contracted the management of the sites to H.J. Russell Company and converted to site-based management.</li> <li>• Established the Asset Management Division “Monthly Operating Report” to monitor operational indicators and drive continuous improvement.</li> <li>• Developed a property specific and authority-wide reporting mechanism, “State of the Agency” to accurately track PHAS performance.</li> </ul>
Improve voucher management: (SEMAP score)	<ul style="list-style-type: none"> <li>• See “Increase assisted housing choices”</li> <li>• Created Program Analysis position to monitor SEMAP indicators monthly</li> </ul>
Increase customer satisfaction	<p><u>Conventional Public Housing</u></p> <ul style="list-style-type: none"> <li>• Conducted a Customer Satisfaction Survey in June.</li> <li>• H.J. Russell hired nine Resident Services Coordinators and nine VISTAs to provide on-site resident programming and assistance.</li> <li>• H.J. Russell is conducting an Assessment Survey of each resident.</li> <li>• Received approval from HUD for the HOPE VI Community and Supportive Services Workplan and case management was initiated.</li> <li>• Began renovation of the East Lake Community Center.</li> <li>• Completed a landscaped picnic area at Mary Walker Towers.</li> <li>• Began installation of a positive air ventilation system in the TN 4-11 building at Mary Walker Towers.</li> <li>• Completed the A/E work on renovations to</li> </ul>

<p>Increase customer satisfaction, cont.</p>	<p>the Emma Wheeler Homes management and maintenance office.</p> <ul style="list-style-type: none"> <li>• Completed A/E design on renovations to the management and maintenance office, gym and mailroom addition at Cromwell Hills Apartments.</li> </ul> <p><u>Section 8</u></p> <ul style="list-style-type: none"> <li>• Provided staff training on customer service, program regulations, inspection protocols and financial aspects.</li> <li>• Extended hours of service to 7 a.m. to 5 p.m. Monday through Friday and 8 a.m. to 12 p.m. on Saturdays.</li> <li>• Moved to office space that provides a higher degree of privacy for participants to meet with staff to discuss finances and other personal matters.</li> <li>• Introduced and held 35 pre-certification meetings to ensure that applications had all required documentation.</li> <li>• Held 70 voucher issuance sessions to over 1300 voucher holders where staff provided instructions on all aspects of the program.</li> <li>• Created a library in the Section 8 office for participants and landlords to pick up reader friendly information on the Section 8 program.</li> </ul>
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<p>Concentrate on efforts to improve specific management functions (e.g. public housing finance; voucher unit inspections)</p>	<ul style="list-style-type: none"> <li>• Reorganized CHA staff into Asset Management Division, Planning and Program Development Division, Finance Division and Development Division</li> <li>• Restructured Section 8 staffing into four divisions: Inspection, Marketing and Outreach, Program Representative and Program Analysis.</li> <li>• Accepted speaking engagements and appointments to community boards to promote the Section 8 program.</li> <li>• Implemented a new scheduling system that increased the number of inspections made by each Section 8 inspector.</li> </ul>
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**Table Library**

<p>Renovate or modernize public housing units: Modernize 500 units by 12/31/04.</p>	<ul style="list-style-type: none"> <li>• Completed the final phase of an eight-year complete unit renovation at East Lake Courts. One-third of the site now has underground electric lines.</li> <li>• Completed structural evaluations at Poss Homes. Relocated and renovated two playgrounds.</li> <li>• Completed the apartment and building renovations in the TN 4-7 building at Mary Walker Towers. A new sprinkler system and additional fire detection and alarm equipment were also installed.</li> <li>• Completed renovation of ten apartments at Emma Wheeler Homes.</li> <li>• Began exterior renovations, including new roofs and the addition of porches at Greenwood Terrace Apartments.</li> <li>• Began installation of a new elevator, positive air and other associated plumbing and electrical renovations at Gateway Tower.</li> <li>• Completed design work on conversions of 0 bedrooms, unit renovations and a sprinkler system for Gateway. Work is ready to bid out and will be done in phases over two to three years.</li> </ul>
<p>Demolish or dispose of obsolete public housing: Demolish at least 400 units by 12/31/06</p>	<ul style="list-style-type: none"> <li>• Received approval from HUD for the demolition of 416 obsolete public housing units. Obtained bids, with completion of demolition/remediation scheduled for FY 2003.</li> </ul>
<p>Provide replacement public housing. Obtain at least 100 elderly and 100 family units by 12/31/04</p>	<ul style="list-style-type: none"> <li>• Secured Pennrose Properties as Project Manager for HOPE VI.</li> <li>• HOPE VI site plans revised to include 200 family units.</li> </ul>
<p>Provide replacement vouchers: Secure replacement vouchers to extent provided by demolitions</p>	<ul style="list-style-type: none"> <li>• No new demolitions proposed during 2002</li> </ul>

**Table Library**

## Increase assisted housing choices

Objectives	Results
Provide voucher mobility counseling:	<ul style="list-style-type: none"> <li>• Counseling provided at the voucher issuance classes</li> </ul>
Conduct outreach efforts to potential voucher landlords	<ul style="list-style-type: none"> <li>• Held three prospective landlord meetings to attract new housing. Average attendance was 75.</li> <li>• Held quarterly informational meetings with existing landlords.</li> <li>• 83 new landlords joined the Section 8 program since January 1</li> </ul>
Increase voucher payment standards	<ul style="list-style-type: none"> <li>• Set payment standards to maximum allowable</li> </ul>
Implement voucher homeownership program	<ul style="list-style-type: none"> <li>• Preparing proposal to present at the November 2002 Board of Commissioner's meeting</li> </ul>
Implement public housing or other homeownership programs	<ul style="list-style-type: none"> <li>• No action in 2002</li> </ul>
Implement public housing site-based waiting lists:	<ul style="list-style-type: none"> <li>• Site-based implemented in September 2002</li> </ul>
Convert public housing to vouchers: Study and recommend whether to convert scattered sites.	<ul style="list-style-type: none"> <li>• No action in 2002</li> </ul>
Initiate project based voucher program by 12/31/03	<ul style="list-style-type: none"> <li>• Issued a Request for Proposals for up to 250 project based units to house and provide assistance to the elderly and the disabled.</li> </ul>

## Provide an improved living environment

Objective	Results
Continue measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: Continue to provide incentives by 12/31/04	
Continue measures to promote income mixing in public housing by assuring access for lower income families into higher income developments	

<p>Continue public housing security improvements</p>	<ul style="list-style-type: none"> <li>• Implemented a new Public Safety Division. Hired five Criminal Investigators who are sworn law enforcement officers, commissioned by the City of Chattanooga, and empowered to enforce both City law and CHA regulations.</li> <li>• Obtained recognition of the Public Safety Division by the Tennessee Peace Officers Standard and Training Commission (POST) as a certified law enforcement agency. Obtained recognition by FBI as a law enforcement agency.</li> <li>• Leased apartments to four police officers.</li> <li>• Instituted a Resident Security Card ID system to reduce the number of nonresidents who may cause problems.</li> <li>• Upgraded the outdoor lighting at East Lake.</li> <li>• Completed installation of surveillance camera monitoring systems at Boynton Terrace.</li> <li>• Completed installation of exterior doors and locks/deadbolts at Cromwell Hills.</li> <li>• Completed installation of new handrail barriers for the stairwells at Gateway Towers.</li> <li>• Completed installation of new telephone line entry systems at all Mary Walker, Boynton and Gateway.</li> </ul>
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**Promote self-sufficiency and asset development of assisted households**

Objective	Results
<p>Increase the number and percentage of employed persons in assisted families. 25% of agency employees will be residents or former residents by 12/31/02</p>	<ul style="list-style-type: none"> <li>• Goal met</li> </ul>
<p>Provide or attract supportive services to improve assistance recipients' employability</p>	<ul style="list-style-type: none"> <li>• Russell employed nine Resident Services Coordinators and nine VISTAs assigned to specific sites to work with residents</li> <li>• Prepared Resident Management and Business Development ROSS grant applications for nine Resident Councils.</li> <li>• Prepared grant applications for the \$400,000 Youth-Build and the \$250,000 Neighborhood</li> </ul>

	<p>Network programs of ROSS.</p> <ul style="list-style-type: none"> <li>• Hired CHA Deputy Director to plan programs for residents</li> </ul>
Provide or attract supportive services to increase independence for the elderly or families with disabilities	<ul style="list-style-type: none"> <li>• Renewed Service Coordinators grant with HUD</li> <li>• Contracted with Family and Children's Services to provide the Service Coordinators program.</li> </ul>

### **Ensure equal opportunity and affirmatively further fair housing**

<b>Objectives</b>	<b>Results</b>
Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability	<ul style="list-style-type: none"> <li>• Continued existing policies</li> </ul>
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	<ul style="list-style-type: none"> <li>• Continued existing policies</li> </ul>
Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.	<ul style="list-style-type: none"> <li>• Continued existing policies</li> </ul>
Take affirmative action to diversify our resident population	<ul style="list-style-type: none"> <li>• Discussed printing applications, etc. in Spanish</li> </ul>

### **Other goals**

<b>Goals</b>	<b>Results</b>
Utilize the tax-exempt status of the CHA to finance or joint venture 100 units of affordable housing acquisitions and construction by December 31, 2005	<ul style="list-style-type: none"> <li>• Received allocation of Low-Income Housing Tax Credits for 72 units (52 are public housing.)</li> </ul>
Provide homeownership opportunities for 100 residents through the Section 8(y) program and through the sale of scattered site public housing utilizing the Section 32 program by 12/31/05.	<ul style="list-style-type: none"> <li>• Goal revised to 50 residents.</li> </ul>
Continue to maintain aggressive marketing, screening, lease enforcement and rent collections; promote resident	<ul style="list-style-type: none"> <li>• Included as critical components of the contract with H.J. Russell Company</li> </ul>



accomplishments	
Deconcentrate Section 8 participants by providing 30 percent in new rent subsidy in non-impacted areas by 12/31/04.	<ul style="list-style-type: none"> <li>• Efforts continued to promote Section 8 participation by owners throughout Hamilton County.</li> </ul>
Provide rent incentives to deconcentrate poverty by bringing higher income housing households into lower income developments by 12/31/04.	<ul style="list-style-type: none"> <li>• Waiting list continued to be predominately extremely low income families and singles.</li> </ul>
Aggressively pursue city, county, state corporate and foundation funding for special-purpose projects in support of the CHA mission, outside of traditional operating/capital activities.	<ul style="list-style-type: none"> <li>• Hired Deputy Director with extensive grant application background and contacts throughout the country.</li> <li>• Prepared and submitted a grant application with the U.S. Department of Justice</li> </ul>
Expand enterprise efforts of the CHA with the use of limited non-federal funds, increasing unrestricted accounts by 12/31/05.	
Dispose of excess and burdensome land by 12/31/05.	<ul style="list-style-type: none"> <li>• Completed disposition of flood plain properties at Poss Homes and Cromwell Hills.</li> <li>• Completed disposition of obsolete recreation center at College Hill Courts.</li> </ul>
Apply conventional market standards to future modernization, where feasible, including air conditioning.	<ul style="list-style-type: none"> <li>• Designed installation of air-conditioning in Building #23 at East Lake Courts as a prototype.</li> <li>• Converted zero bedroom units at Mary Walker into one-bedroom units.</li> <li>• Planning conversions to one-bedroom units at Gateway Tower.</li> </ul>
Remove “project” image through streetscaping, signage, office enhancements and selective demolition, at all scattered sites	<ul style="list-style-type: none"> <li>• Undergoing exterior renovations at Greenwood Terrace and Glenwood Heights.</li> <li>• Planted trees at College Hill, East Lake, Harriet Tubman, Maurice Poss, and Cromwell.</li> <li>• Continued planting of seasonal flowers at entrances to sites.</li> </ul>

## **Attachment G**

### **“Substantial Deviation” and “Significant Amendment or Modification”**

The Chattanooga Housing Authority will consider the following to be substantial deviations and significant amendments or modifications:

- changes to rent or admissions policies or organization of the waiting list.
- additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- additions of new activities not included in the current PHDEP Plan;
- and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

## **ATTACHMENT H**

### **Assessment of Site-Based Waiting List Development Demographic Changes**

The Chattanooga Housing Authority, through its efforts in transforming centralized operations to a site based model, and with the Board of Commissioners and HUD's approval, will be seeking to implement site-based leasing authority wide in 2003. Based upon the status of the current centralized waiting list which identifies weaknesses in various resident profiles (i.e., elderly, large family), aggressive site based marketing must be implemented. A site based approach will allow each CHA community to become neighborhood centered and hopefully de-stigmatize the process of applying for public housing. This will also allow each community to develop site specific marketing strategies which target those resident profiles that meet each community's particular need. The end result is that each applicant will have a "one stop" leasing and placement experience, and play a decisive role in choice of residence.

The development of CHA's "Site Based" Leasing and Waiting list Program is currently underway with overview attached herein.

The Chattanooga Housing Authority Board of Commissioners designated East Lake Courts as a site-based waiting list development at their board meeting on September 17, 2001.

# ATTACHMENT J

## Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments?

Tune Design Architecture, P.C. submitted to the Chattanooga Housing Authority the report "Property Assessment Report" on December 3, 2001. All CHA sites were assessed.

- 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)?

There are three elderly designated sites, Mary Walker Towers (TN 4-7, 11), Boynton Terrace (TN 4-10), and Gateway Tower (TN 4-22).

- c. How many Assessments were conducted for the PHA's covered developments?

There were 19 Assessments.

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

The sites were ranked initially and then ranked after needed capital improvements were made to bring the sites up to a "model apartment" standard. The following is the ranking after capital improvements are made. There has been no decision made on whether to convert.

Development Name	Number of Units
1. Glenwood Heights (TN 4-14 E)	29
2. Cromwell Hills (TN 4-21)	200
3. Gateway Tower (TN 4-22)	166
4. Greenwood Terrace (TN 4-12)	98
5. Gurley Street Apartment (TN 4-19-1)	24
6. Edward F. Steiner (TN 4-16)	50

- a. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

## **Attachment L**

### **Comments of Resident Advisory Board**

The RAB met on September 17, 2002. There were no additions to the draft made by the Resident Advisory Board. RAB members asked questions regarding new programs, but made no changes. There were a few corrections made by staff.

**Admissions and Occupancy Policy**

**Chattanooga Housing Authority**

**Approved by Board of Commissioners  
October 14, 2002**

# ADMISSIONS & CONTINUED OCCUPANCY POLICY

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# **Admissions and Continued Occupancy Policy Governing HUD-Assisted Public Housing Operated by the Chattanooga Housing Authority**

## **I. Nondiscrimination and Accessibility**

### **A. PURPOSE**

The Chattanooga Housing Authority ("CHA") provides low income housing to persons who qualify under the rules and regulations that govern eligibility for federally-aided public housing. This policy is designed to ensure that all applicants and tenants are treated fairly, equitably and in compliance with applicable federal, state and local laws and regulations.

### **B. STATUTORY AND REGULATORY COMPLIANCE**

The CHA will comply with all federal and state statutes and regulations as applicable in its administration of the public housing programs addressed by this policy including, but not limited to, 24 CFR Part 5, 24 CFR 960, the Privacy Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and Title VI of the Civil Rights Act of 1964.

### **C. RIGHT TO PRIVACY**

All adult members of both applicant and tenant households are required to sign HUD Form 9886, Authorization for Release of Information and Privacy Act Notice. The Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Federal Privacy Act Statement.

The CHA/Site Based Management will not release applicant or tenant information unless there is a: (i) signed release of information request from the applicant or resident; (ii) lawful court order or through lawful civil or criminal discovery processes; (iii) a request for cooperation or for information from other governmental agencies or regulatory bodies; (iv) as authorized by HUD regulations; or (v) as otherwise authorized by law.

### **D. ONE STRIKE AND YOU'RE OUT POLICY**

This Policy also incorporates the Department of Housing and Urban Development's ("HUD") One Strike and You're Out Policy ("One Strike Policy") for public housing. The One Strike Policy encourages public housing authorities to implement a strict,

straightforward procedures regarding residents (and their visitors, guests and invitees) in public housing who engage in drug or other criminal activities that adversely affect the health, safety and peaceful enjoyment of the community will face certain and swift eviction. The One Strike Policy also encourages public housing authorities to carefully screen all applicants to ensure that unsuitable applicants do not enter public housing. To this end, the CHA has implemented provisions for:

- a. Comprehensive background screening of applicants which includes screening for criminal activity;
- b. The exclusion of applicants whose criminal histories indicate that they would not be desirable residents of public housing;
- c. The exclusion of applicants who have family members who illegally use (or show a pattern of illegal use of) a controlled substance or alcohol;
- d. The eviction of residents who engage in criminal activity in their apartments, in the communities where the apartments are located, on other public housing premises or anywhere else;
- e. Resident responsibility for all the unlawful or disturbing actions of their households, guests, visitors and invitees;
- f. The screening of existing residents for criminal conduct as a part of each reexamination; and
- g. The ready identification of nonresident individuals on community property.

These provisions, along with other provisions in this policy, and the CHA's Dwelling Lease ("Lease") will assist the CHA in fostering a safer environment of health and the peaceful enjoyment for the residents, *visitors*, *contractors*, and staff of CHA communities.

## **E. FAIR HOUSING**

The CHA and Site Based Management shall affirmatively further fair housing in the administration of its public housing programs [24 CFR 960, 103, 24 CFR 5.105(a)].

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, handicap or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to, discrimination under the CHA's programs.

To further its commitment to full compliance with applicable civil rights laws, the CHA and Site Based Management will provide federal/state/local information to applicants/tenants of the public housing programs regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be available at the CHA's Central Office and at all CHA site based management offices throughout the City. In addition, all CHA written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The CHA and Site Based Management will assist any family that believes it has suffered illegal discrimination by providing copies of the appropriate housing discrimination forms. The CHA and Site Based Management will also assist in completing the forms, if requested, and will provide the address of the nearest HUD Office of Fair Housing and Equal Opportunity.

## **F. REASONABLE ACCOMMODATION**

The CHA shall make reasonable accommodations as required by law for handicapped/disabled persons to promote the objective of providing equal access to and participation in the public housing programs. Except as otherwise provided in 24 CFR 8.21( c ) (1), 8.24(a), 8.25 and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the CHA's facilities are inaccessible to or unusable by persons with disabilities.

The following procedures set out the means by which applicants and tenants may request accommodations and the guidelines that the CHA will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the CHA will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

### **1. Communication**

The Site Based Management Office will advise in writing the method to follow in order to request an accommodation on the following documents: application forms, written notifications at reexamination, inspections, appointments and/or evictions and any notifications requesting action by the tenant. The CHA will appoint a staff member who will be responsible for reviewing all requests for accommodations and for responding in writing to the requestors.

### **2. Questions to ask in granting the accommodation**

The appointed staff members will conduct the following analysis:

a. *Is the requestor a person with disabilities?*

For the purpose of the Americans with Disabilities Act the definition of a person with disabilities is:

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

If the disability, for which the accommodation is being requested, is apparent or has already been documented, the answer to this question is yes. If the disability is not apparent or documented, the CHA will obtain verification that the person is a person with a disability within the meaning of the ADA.

b. *Is the requested accommodation related to the disability?*

If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the requestor must provide documentation that the requested accommodation is needed due to the disability. The CHA will not inquire as to the nature of the disability.

c. *Is the requested accommodation reasonable?* In order to be determined reasonable, the accommodation must meet two criteria:

1. *Would the accommodation constitute a fundamental alteration?* The CHA's business is housing. If the request would alter the fundamental business that the CHA conducts, it would not be considered reasonable. For instance, the CHA would deny a request to have the CHA do grocery shopping for a person with disabilities.
2. *Would the requested accommodation create an undue financial hardship or administrative burden?*

Frequently, the requested accommodation costs little or nothing. If the cost would be an undue burden, the CHA may request a meeting with the individual to investigate and consider equally effective alternatives.

If more than one accommodation is equally effective in providing access to the CHA's housing programs and services, the CHA retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by the CHA if there is no one else willing to pay for the modifications. If another party pays for the modifications, the CHA will seek to have the same entity pay for any restoration costs.

The CHA will consider a tenant's request to make physical modifications to a unit at his/her own expense. In making its decision, the CHA will consider whether the proposed modifications comply with local code and/or affect the structural integrity of the building.

Any request for an accommodation that will enable a tenant to materially violate essential lease terms will not be approved, (i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.).

#### **G. OTHER SERVICES TO PROMOTE ACCESSIBILITY TO PROGRAMS**

When given at least 24 hours notice of a need for an interpreter, the CHA will endeavor to have bilingual staff available or access to people who can translate languages other than English.

The CHA's offices are accessible to persons with disabilities. Accessibility for the hearing impaired is provided by TTD of Bell South.

## II. MARKETING AND OUTREACH

### A. Marketing and Outreach

Marketing and outreach efforts are used to provide the local community with awareness of the CHA's public housing programs. The site based management offices will conduct outreach to the community to create an awareness of the availability of its public housing programs and to maintain an adequate application pool, taking into consideration the vacancy level, the availability of units through turnover and site based waiting list characteristics. The CHA will provide informational materials and/or presentations to individuals, groups, social service agencies and others upon request. The site based management offices will seek to reach potential applicants through advertising in local newspapers, including newspapers that serve minority populations. The Equal Housing Opportunity logo will be used in all advertisements.

The site based management offices will conduct affirmative marketing to provide for the deconcentration of poverty and income mixing to reach minorities, persons with handicaps/disabilities and elderly persons.

### B. Required Postings

In the lobby of the CHA's Central Office and in each of its site management offices, the CHA will post, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, a statement that the following information is available for review at the CHA's Central Office lobby receptionist's desk and at the site's payment window:

1. Statement of policies and procedures governing Admission and Continued Occupancy;
2. Notice of the status of the waiting lists (opened or closed);
3. A listing of all the developments by name, address, number of units, units designed with special accommodations, addresses of all site management offices, office hours, telephone numbers, TTD numbers and resident facilities and hours of operation;
4. Income limits for admission;
5. Excess utility charges;
6. Utility Allowance Schedule;
7. Current schedule of routine maintenance charges;
8. Dwelling lease;
9. Grievance Procedure;
10. Fair Housing Poster;
11. Equal Opportunity in Employment Poster; and
12. Any current CHA notices.

C. RIGHT TO PRIVACY

All adult members of both applicant and resident households are required to sign HUD Form 9886, Authorization for Release of Information and Privacy Act Notice or such equivalent form as CHA may design. The Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Federal Privacy Act Statement. CHA will not release applicant or resident information unless there is a: (1) signed release of Information request from the applicant or resident; (2) lawful court order or through lawful civil or criminal discovery processes; (3) a request for cooperation or for information from other governmental agencies or regulatory bodies; (4) as authorized by HUD regulations; or (5) as otherwise authorized by law.

### **III. TENANT SELECTION AND ASSIGNMENT PLAN**

The following provisions set forth the placement of applicants on the site based waiting list(s) and the assignment of vacant units to persons on the site based waiting list(s) in a uniformly nondiscriminatory basis without respect to race, sex, national origin, handicap, religion, familial status or language.

#### **WAITING LIST MANAGEMENT**

##### **A. Opening the Waiting List**

The CHA will provide public notice in advance of opening a waiting list to ensure that families are aware that they may apply for tenant based and/or project based assistance. The CHA will publish the notice in the Chattanooga Times Free Press, in available minority media of general circulation, and on local radio stations. The CHA will also provide written notice in the lobbies of the CHA Central Office and the Section 8 Office. The notice shall state where and when to apply and will set forth any limitations on who may apply. [24 CFR 982.206]

The CHA will determine the method that will be used for the opening of a waiting list. The CHA may elect to accept applications on a first come, first served basis. In such case, the CHA will date and time stamp an application upon receipt by the Site Based Management Offices.

As an alternative, the CHA may elect to use a lottery system for the issuance of vouchers. The Executive Director or his designee is responsible for the determination of whether and when a lottery system will be used. In the event that the CHA elects to adopt and use a lottery system for the selection of applicants, the date and time of application will not apply, as said selection will be superseded by the lottery selection.

In the event that the CHA elects to use a lottery system, this intention will be declared and publicized in the CHA's advertisement of the upcoming opening of the waiting list(s). The CHA will draw applications from the lottery pool in a public forum. The CHA may maintain the pool of applicants from the lottery for a stated period of time and draw applications from the lottery pool, in a public forum throughout that period of time as necessary.

##### **B. Closing of the Waiting List**

If the CHA determines that the existing waiting list contains an adequate pool for use of available program funding, the CHA may stop accepting new applications or may accept only applications meeting criteria adopted by the CHA. [24 CFR 982.206(c)]



### **C. Updating and Purging the Waiting Lists**

The CHA will update its waiting lists and purge applicants as necessary to ensure that the pool of applicants on the waiting list reasonably represents interested families. The CHA will contact applicants on the waiting list to confirm that they are still interested in participating in the Program and will also request that the applicant family update information regarding address, family composition, income category and claimed preferences. The CHA will request that applicants respond within a timeframe set forth in the letter and shall indicate that failure to respond may result in the removal of the family from the waiting list. In the event that the applicant does not respond within the timeframe and/or attend a scheduled appointment at the CHA, the family shall be removed from the Section 8 waiting list or the Site Based Management waiting list.

The CHA will grant a reasonable accommodation for an applicant with a disability who is removed from the list for failure to respond to the CHA's request for information or update due to the disability if the applicant requests such accommodation in writing and the CHA determines that the requested accommodation is reasonable. Under these circumstances, the CHA shall reinstate the applicant to his/her former position.

An applicant may at any time withdraw his/her application.

### **D. Applicant Placement on the Waiting Lists When Using Date & Time Method**

The CHA places applicants on the waiting lists based upon the date and time of application and eligibility for a weighted selection preference as set forth below:

#### **Category 1: Displaced Preference**

This selection preference is available to:

- (a) individuals or families displaced by government action (i.e. required to move by any level of government: federal, state or local) or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws. This includes tenants in the CHA Public Housing Program who are required to move and who cannot be placed in another public housing unit;
- (b) individuals who have been displaced by domestic violence;
- (c) individuals or families who have been subjected to reprisals and/or hate crime. A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his/her property. It must be based on the person's race, color, religion, sex, national origin, handicap/disability or familial status; and/or

(d) individuals displaced due to the inaccessibility of a unit; and/or HUD disposition of a HUD multifamily project.

**Category 2: Rent Burden Preference**

This preference is available to an applicant who is paying more than 50% of gross monthly income for rent and utilities for at least 90 days. Rent is the actual monthly amount due under a lease or occupancy agreement between a family and the family's current landlord and for the utilities purchased directly by the family from utility providers.

**Category 3: Working Family Preference: [24 CFR 982.207(b)(2)]**

An applicant household where the head of household or other adult member of the household is considered working in a full-time capacity (32 hours or more per week), long term part-time capacity, or an approved job training capacity in accordance with the following provisions:

(a) Full-time Employment

Head of household who is legally employed by an employer in a full-time capacity. The head of household must work for wages, commissions, or other consideration of value and demonstrate full-time employment for, at least, six (6) months immediately prior to the date of placement. It must be apparent that the full-time employment is of a continuous, as opposed to a temporary, nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the head of household is able to demonstrate six (6) months of full-time self-employment ( 32 hours or more per week) immediately prior to the date of placement; or

(b) Part-time Employment

Head of household legally employed by an employer in a part-time capacity [20-31 hours per week]. The head of household must work for wages, commissions, or other consideration of value and demonstrate part-time employment for, at least, six (6) months prior to the date of placement. It must be apparent that the part-time employment is of a continuous, as opposed to a temporary, nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the head of household is able to demonstrate six (6) months of part-time self-employment, of not fewer than twenty (20) hours per week, immediately prior to the date of placement; or

(c) Approved Job Training Program

Head of household who is participating in, or enrolled for participating in a training, education or employment program funded by HUD, Workforce Investment Board, or any other Federal,

State, or local organization, provided that the program's primary purpose is to prepare low and very low-income individuals for economic independence or family self-sufficiency. Such participation must be for a minimum of twenty (20) hours per week and must be verified, in writing, by the training, education, or employment provider.

This Working Family Preference is also extended equally to all elderly families and all families whose head or spouse, if receiving income based on inability to work.

#### Category 4: Standard Applicants

Applicants to the Program who are not selection preference holders.

The CHA will use the date and time of application within the selection preference categories and within the pool of standard applicants to determine the order of selection from the waiting list.

Therefore, placement on the waiting list will be in the following order:

- Applicants with Selection Preference in Category 1 (by date and time of application)
- Applicants with Selection Preference in Category 2 (by date and time of application)
- Applicants with Selection Preference in Category 3 (by date and time of application)
- Standard Applicants (by date and time of application)

#### **E. Applicant Placement on the Waiting List When Using Lottery Method**

The CHA places applicants on the waiting list when a lottery method is used based upon the sequence drawn in the lottery within the weighted selection preferences noted above. [24 CFR 982.207(c)(2)]

#### **F. Income Targeting Provisions [24 CFR 982.201(b)(2)]**

The CHA shall select applicants in the order of placement on the waiting list subject to the following provisions:

The CHA shall follow the statutory requirement that at least 75 percent of newly admitted families in a fiscal year be families whose annual income is at or below 30 percent of the area median income. To ensure that this requirement is met, the CHA shall monitor the incomes of newly admitted families and the incomes of the families on the waiting list on a quarterly basis. If it appears that the requirement to provide assistance to extremely low-income families will not be met, the CHA will skip over families with higher incomes on the waiting list to reach applicants of extremely low income. If there are not enough extremely low income families on

the waiting list, the CHA will conduct outreach on a non-discriminatory basis to attract extremely low income families to reach the statutory requirement.

**a. Application Process**

The CHA accepts applications for the public housing program during the hours of 8:30 a.m. to 5:00 p.m., Monday through Friday at each site based management office, by mail or in person, and on its Web site at [www.openingdoors.org](http://www.openingdoors.org).

Upon receipt of the application, the CHA shall assign each applicant to a place on a site based waiting list(s), in sequence, based upon: the time and date the application was received by the *Leasing Consultant of each site based management office*, the suitable type and size of unit for the applicant and factors affecting preference or priority within the objectives of this Policy and HUD regulations and requirements.

**b. Available Waiting Lists**

The CHA maintains a site based waiting list for all of its public housing developments. Applicants may apply to one or all of these programs and be placed on one or all lists.

The CHA, in coordination with development partners, may create separate public housing site-based waiting lists for mixed-income and mixed-finance communities or HOPE VI revitalized communities. Public housing residents must apply separately to waiting lists administered at these communities. Applicants to these communities will be required to meet program screening criteria as set out in the developer's Property Management Plan for the mixed-income and mixed-finance communities and/or HOPE VI sites.

This Policy shall primarily relate to the selection, assignment and administration of the waiting list currently maintained by the CHA at its site based management offices for its conventional public housing program.

**I. Applicant Placement on Site Based Waiting List**

The CHA places applicants on the Site Based Waiting List(s) based upon time and date of application, eligibility for a selection preference and priority, administrative transfer and/or transfer for good cause.

**1. Selection Preferences**

The Site Based Management Offices will select families based on the following weighed preferences within each bedroom size category. This preference

system will work in combination with required to match the characteristics of the family to the type of unit available; including developments with HUD approved designations. The Site Based Management Offices will verify preferences at the time of application.

- a. Applicant families with an adult family member who has been working for a minimum of one year in a full-time capacity (32 hours or more; or who has been enrolled in family self-sufficiency activities for one year. This preference is also extended equally to a household whose head and spouse or sole member is 62 years of age or older, or is a person with disabilities as defined in this Policy. [24 CFR 960.206 (b) (2)].
- b. Applicant families with an adult family member who has been working for a minimum of six months in a full-time capacity (32 hours or more); or who has been enrolled in full-time family self-sufficiency activities for six months.
- c. Applicant families with an adult family member who has been working for a minimum of one year in a part-time capacity (20 hours or more); or who has been enrolled in part-time family self-sufficiency activities for one year.
- d. Applicant families with an adult family member who has been working for a minimum of six months in a part-time capacity (20 hours or more); or who has been enrolled in part-time self-sufficiency activities for six months.
- e. All other applicants.

## **2. Selection Priorities**

Within each selection preference noted above, the following weighted priorities will apply:

### **a. Displaced Applicant Household**

A displaced applicant household is one that has been displaced by:

- Government Action (i.e. required to move by any level of government: Federal, state or local);

- Disaster formally declared or recognized by the government that has resulted in damage or destruction of a dwelling and, individuals displaced due to the inaccessibility of a unit or HUD disposition of a HUD multifamily project;
- Hate crime (i.e. actual or threatened physical violence or intimidation that is directed against a person or his/her property. It must be based on the person's race, color, religion, sex national origin, handicap or familial status. Individuals displaced because of Domestic Violence.)
- HOPE VI relocation efforts, modernization work or other CHA initiatives that require tenant relocation.

(These categories of displacement are equally weighted for purposes of placement on the site based waiting list(s).)

**b. Other applicants to the Site Based Waiting List.**

**1. *Administrative Transfers***

A CHA tenant with an administrative transfer application shall be assigned a place that is higher than all other applicants. Within the group of applications for administrative transfers, administrative transfer applications will be on the site based waiting list(s) based on the time and date of receipt of the application for administrative transfer by the site based management office.

**2. *Selection Preferences***

The site based management office will select families based on the following weighed preferences within each bedroom size category. This preference system will work in combination with required to match the characteristics of the family to the type of unit available; including developments with HUD approved designations. The site based management office will verify preferences at the time of application.

**Category 1: Displaced person(s):**

- (i) Individuals or families displaced by government action (i.e. required to move by any level of government: federal, state or local) or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws. This includes tenants in the CHA Public Housing Program who are required to move and who cannot be placed in another public housing unit;

- (ii) **Domestic Violence** - Individuals or families who have been subjected to hate crime. Hate crime is actual or threatened physical violence or intimidation that is directed against a person or his/her property. It must be based on the person's race, color, religion, sex, national origin, handicap/disability or familial status; individuals displaced because of domestic violence; and/or
- (iii) Individuals displaced due to the inaccessibility of a unit or HUD disposition of a HUD multifamily project.

**Category2:** High Rent Burden – The CHA is committed to ensuring that we assist those families most in need of housing assistance and who have the greatest rent burden compared to their income. To accomplish this, the CHA ~~proposes~~ **is** to give a preference in providing housing assistance to those families who are currently paying more than 50 percent of their family income for rent. Families who are “rent burdened”, that is families who are paying more than 50 percent of their total family income for rent, will receive a preference in receiving either public housing or housing vouchers over families who are not rent burdened within other housing preference criteria that have been established by the CHA.

**Category3: Working Family Preference:**

An applicant where the head of household or other adult member of the household is considered working in a full-time capacity (32 hours or more per week), long term part-time capacity or an approved job training capacity in accordance with the following provisions:

**(i) Full-time Employment**

Head of household legally employed by an employer in a full-time capacity. The head of household must work for wages, commissions or other consideration of value and have been so gainfully employed after the date of application. The applicant must also demonstrate full-time employment for, at least, six (6) months immediately prior to the date of placement. It must be apparent that the full-time employment is of a

continuous, as opposed to a temporary nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals would qualify for this Local Preference if the head of household was able to demonstrate six (6) months of full-time self-employment immediately prior to the date of placement; or



**(iv) Part-time Employment**

Head of Household legally employed by an employer in a part-time capacity. The head of household must work for wages, commissions or other consideration of value and have been so gainfully employed for, at least, six (6) months prior to the date of placement. It must be apparent that the part-time employment is of a continuous, as opposed to a temporary nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals would qualify for this Local Preference if the head of household was able to demonstrate six (6) months of part-time self-employment, of not less than twenty (20) hours per week, immediately prior to the date of placement; or

**(v) Approved Job Training Program**

Head of household who is participating in, or enrolled for participating in a training, education or employment program funded by HUD, Work Force Investment Board, Welfare to Work, Etc., or any other Federal, State or local organization, provided that the program's primary purpose is to prepare low and very low-income individuals for economic independence or family self-sufficiency. Such participation must be for a minimum of twenty (20) hours per week, and must be verified, in writing, by the training, education or employment provider.

This Selection Preference is also extended equally to all elderly families and all families whose head or spouse, if receiving income based on inability to work.

**3. *Transfers for Good Cause***

A tenant with an application to transfer for good cause shall be assigned a place on the waiting list that is higher than all standard applicants.

**4. *Standard Applicants***

Applicants to the program who are not selection preference holders and who are not currently CHA residents with approved administrative transfers and transfers for good cause.

Therefore placement on the Site Based Management Offices Waiting List will be in the following order:

- Administrative Transfers
- Applicants with Selection Preferences
- Transfers for Good Cause
- Standard Applicants

**a. Selection from the Site Based Waiting List**

The Site Based Management Offices shall select applicants in the order of placement subject to the following provisions:

**1. Income Targeting Provisions**

The Site Based Management Offices shall follow the statutory requirement that at least 40 percent of newly admitted families in a fiscal year be families whose annual income is at or below 30 percent of the area median income. To insure this requirement is met, the CHA shall monitor the incomes of newly admitted families and the incomes of the families on the waiting list on a quarterly basis. If it appears that the requirement to house extremely low-income families will not be met, the Site based Management Offices will skip over families with higher incomes on the waiting list to reach of extremely low income applicants.

If admissions of extremely low-income families to the CHA's Section 8 voucher program during a fiscal year exceed the 75 percent minimum targeting requirement for the CHA Section 8 voucher program, such excess shall be credited (subject to the limitations in this section) against the CHA's basic public housing targeting requirement for the same fiscal year.

The fiscal year credit for voucher program admissions that exceeds the minimum voucher program targeting requirement shall not exceed the lower of:

- 1) 10 percent of public housing waiting list admissions during the CHA fiscal year;
- 2) 10 percent of waiting list admissions to the CHA's Section 8 tenant-based assistance program during the Authority's fiscal year; or
- 3) The number of qualifying low income families who commence occupancy during the fiscal year of the CHA public housing

units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income families means a low-income family other than an extremely low-income family.

## **1. Deconcentration Provisions**

Although the Site Based Management Offices will affirmatively market its housing programs to all eligible income groups, the Site Based Management Offices will take appropriate actions to deconcentrate poverty and encourage income mixing in developments by offering units in development with higher average income levels to families with lower incomes and by offering units in developments with lower average income levels to families with higher incomes.

Toward this end, the Site Based Management Offices will skip over families on the site based waiting list(s) to reach other families with lower/higher incomes in order to comply with deconcentration requirements.

Prior to the beginning of each fiscal year, the CHA and Site Based Management Offices will analyze the income levels of families residing in each development and the income levels of the families on the site based waiting list. Based on this analysis, the CHA and Site based Management Offices will determine necessary marketing strategies to comply with deconcentration requirements.

The Site Based Management Offices may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

## **2. Elder-only Designated Developments**

The CHA has designated Boynton Terrace, Gateway Towers and Mary Walker Towers as elder-only in accordance with HUD regulations. The CHA will offer available units first to elder families (62 years of age or older). If there are no elder families on the site based waiting list, the site based management offices will next offer available units to near elder families (50 through 61 years of age). If there are no

near elder families on the waiting list, the site based management offices shall offer available units for the appropriate bedroom size.

3. **Accessible Units**

A handicapped accessible unit will be offered to families who will benefit from the accessible features. If there are no applicants on the site based waiting list who require accessible features, the site based management offices will offer the accessible unit to an applicant who does not require accessible features, provided that he/she agrees in writing to transfer to a different unit at the family's expense, if a family requiring an accessible unit needs the unit. The Site based management office will provide a 30-day notice to any family required to transfer.

d. **Bedroom Size**

The guidelines set forth below generally establish the unit size based on the size and composition of the family:

<u>Number of Bedrooms</u>	<u>Number of People</u>	
	<u>Minimum</u>	<u>Maximum</u>
Studio (0)	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

In addition to the above guidelines, the site based management offices shall determine an applicant's appropriate unit size based upon the following criteria:

- a) single person families shall be allocated not more than one bedroom;
- b) no more than two persons are required to occupy a bedroom;
- c) a family that consists of a pregnant woman (with no other person) must be treated as a two person family;
- d) a child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size;
- e) a foster child will be considered in determining unit size only if he/she will be in the unit for more than twelve (12) months;

- f) any live-in aide approved by the site based management office must be counted in determining the family unit size; a live-in aide will be provided a separate bedroom;
- g) in determining unit size for a particular family, the site based management office may grant an exception to established subsidy standards if the site based management office determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances;
- h) children of the opposite sex under the age of five must share a bedroom (e.g. a five year old girl must share a bedroom with a three year old); persons within the same generation of the same sex shall share a bedroom;
- i) persons of different generations, persons of the opposite sex (other than adults who have a spousal relationship) and unrelated adults should be allocated a separate bedroom;
- j) space will not be provided for a family member who will be absent most of the time, such as a member who is away in the military or a child who is away at school but who lives with the family during school recesses; or in situations involving custody of a child for less than 50% of time.

***Exceptions to Guidelines***

The Site Based Management Offices may provide a family with a unit that is larger than suggested by the guidelines, with the condition that the family will move to a smaller unit when another family needs the unit and a suitable smaller unit is available. If such a move becomes necessary, the cost of the move shall be the responsibility of the family. The Site Based Management Offices will require that the family sign a Release to this effect.

**d. Unit Offer**

After a verified determination of eligibility and suitability is made, and the applicant's name is at the top of the site based waiting list(s), or is otherwise the next candidate for a unit offer, the Site Based Management Office shall make up to three suitable unit offers in the developments with the fewest number of vacancies. A "suitable" unit is one that is appropriate in size and type for the applicant.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be

required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the Site Based Management Office will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

The family will pay a security deposit of one hundred dollars (\$100) at the time of lease signing.

With the approval of the landlord, the Site Based Management Office reserves the right to allow a new resident to pay his/her security deposit in up to four (4) payments. One fourth shall be paid in advance, one fourth with the second rent payment, one fourth with the third rent payment, and one fourth with the fourth rent payment.

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

## IV. ELIGIBILITY AND SUITABILITY FOR ADMISSION

### A. General

The Site Based Management Offices thoroughly screens each individual applicant in accordance with HUD regulations and sound management practices to determine whether an applicant is both *eligible* and *suitable* for public housing. To demonstrate eligibility, an applicant must satisfy five separate eligibility requirements and show that he or she: (i) ***each applicant must be eighteen years or older at the time of the initial application and must demonstrate that he or she*** qualifies as a family, (ii) has an income within the appropriate income limits, (iii) meets citizenship/eligible immigrant criteria, (iv) provides documentation of Social Security numbers, and (v) meets or exceeds the eligibility and suitability selection criteria.

The CHA's HOPE VI Program involves the comprehensive revitalization of the McCallie Homes community as a mixed-income community. The eligibility and suitability screening criteria for the on-site and off-site replacement public housing units may include different and additional screening criteria than that set out in this policy. One such requirement may be that a family must participate in a family self-sufficiency program as a condition of occupancy. Once developed, the CHA will publish those screening criteria in this Policy.

### B. Applicant Eligibility

In order to meet the eligibility criteria for public housing, an applicant must meet the following standards:

- **Family Eligibility**
  - b Each applicant must be eighteen years or older at the time of the initial application and must demonstrate that he or she is a family as defined by HUD regulations and set out in the glossary of this Policy. The applicant must also provide proof, acceptable to the Site Based Management Office, that all members of the applicant's household are related by blood, marriage, adoption or affinity that live together in a stable family relationship. Moreover, the family must conform to the site based waiting list(s) that is (are) open at the time of application.
- **Income Eligibility**



To be eligible for admission, an applicant must be a low-income family at the time of admission (i.e. family income does not exceed 80% of HUD established median income for Chattanooga). Annual income, not adjusted income, is used to determine whether an applicant is eligible. Generally, the applicant is eligible for admission into any unit in the Site Based Management Office's developments subject to CHA initiatives regarding deconcentration strategies.

The income eligibility criteria apply only at admission and are not applicable for a tenant family's continued occupancy. Income eligibility restrictions do not apply to families transferring within the CHA's public housing program. However, a family may not be admitted to the CHA's public housing program from the Section 8 Program or from a public housing program operated by another housing authority without meeting the income requirements.

The CHA may permit police officers who would not otherwise be income eligible for occupancy in CHA properties to reside in its developments to enhance security for the residents of the developments in accordance with 24 CFR 960.505.

The objective is to grant exemption to qualified police officers for long term residency in Chattanooga Housing Authority communities, where their physical presence is expected to serve as a deterrent to criminal activity in and around public housing.

A. Eligible Families.

Eligible families' means families that are eligible for residence in public housing assisted under the United States Housing Act of 1937.

B. Officer.

Officer means a professional police officer or other professional security provider. Police officers and other security personnel are considered professional if they are employed full-time, (i.e., not less than 35 hours per week), by a governmental unit or a private employer and compensated expressly for providing police or security services. As used in this subpart, "officer" may refer to the Officer as so defined or to the Officer and his or her family taken together, depending on the context.

C. Plan.

Plan means the written plan submitted by a public housing agency (PHA) to the United States Department of Housing and Urban Development (the

“department”), under which, if approved, the Department will exempt Officers from the normal eligibility requirements for residence in public housing and allow Officers, who are otherwise not eligible, to reside in public housing apartments. A Public Housing Authority may have only one plan in effect any one time, which will govern exemptions under this subpart for all public housing, owned and managed by that Housing Authority.

#### CONDITIONS FOR EXEMPTION.

Conditions for exemption - The CHA may exempt Officers from the eligibility requirements for admission to public housing, provided that:

A. Exemption Necessary.

The Officers would not be eligible, under any other admission requirements or procedures, for admission to the public housing community without such an exemption; and

B. Approved Plan.

The exemption is given under a properly submitted plan that satisfies the standards and criteria set forth in 24 C.F.R. §960.507 of this part and, accordingly, has been approved by the CHA.

C. Lease/Reference Checks.

The Officers will be subject to a written lease and will undergo a reference check to include: (i) Employment Verification; (ii) Previous Landlord Verification; (iii) Criminal History Verification; and (iv) Personal Reference Verification

#### APPLICABLE COMMUNITIES FOR ADMISSION PLAN OF POLICE OFFICERS.

This Admission Plan shall apply to each of the following eighteen (18) communities currently owned by CHA, and to such other communities as CHA may specify in the future: (i) College Hills Courts; (ii) East Lake Homes; (iii) Harriet Tubman Homes; (iv) Maurice Poss Homes; (v) Emma Wheeler Homes; (vi) Spencer J. McCallie Homes (currently under plans for redevelopment); (vii) Boynton Terrace; (viii) Greenwood Terrace; (ix) Missionary Homes; (x) Judson Lane Apartments; (xi) Steiner Apartments; (xii) Devel Lane Apartments (currently under CADAS); (xiii) Gurley Street Apartments; (xiv) Woodside Apartments; (xv) Rev. Johnson Apartments; (xvi) Mary Walker Towers; (xvii) Gateway Towers and (xviii) Cromwell Hills Homes.

#### CHA’S ROLE IN SECURITY.

The CHA is the primary guardian of housing authority premises and places the safeguarding the welfare of residents as one of its primary aims. The following are key components of CHA's role in improving and maintaining security in public housing.

- A. Greater visibility of protective services officers. This enables officers residing on the site to provide a rapid response to calls for services or other emergencies, conduct physical security and safety inspections, and conduct security tours.
- B. Increased resident crime prevention training.
- C. Increased resident training and promotion of accessing law enforcement resources to improve security on CHA premises.
- D. Participation on housing authority premises with security improvement teams through direct contact with CHA Protective Services to provide supplemental security services (including foot patrols) in public housing.
- E. Provide emergency backup support for CHA's contract security operating on public housing premises when requesting emergency law enforcement officer assistance.
- F. Support of housing authority resident security initiatives through proactive liaison and communications methods to include the availability of rapid communication exchange through 911, dedicated lines, radio and telephone communications.
- G. Provide law enforcement support for short-term situations that may impact the safety and security of housing authority residents that may be impacted by community calendar events, weather, disaster, and other situations.
- H. Participation and support of public relations improvement activities with housing residents such as police athletic leagues, etc.
- I. Control entrances and movement of pedestrian vehicular and foot traffic.
- J. Routinely monitor common areas.
- K. Monitor general area activity through frequent foot patrols.
- L. Enforce housing authority rules: e.g., banning, trespass, loitering, noise, litter, resident and vendor ID, and resident vehicle registration.

- M. Routinely conduct security inspections of property noting and reporting lights out, fencing in need of repair, graffiti to be removed, general nuisance activities and structures to be remedied.
- N. Liaison with local police to facilitate community-oriented policing and security functions through increased positive crime prevention associations with residents.
- O. Provide targeted assistance to CHA Protective Services, as assigned.

#### COMMUNITY BENEFIT.

The communities wherein police officers will be living play a key role in improvement and maintenance of safety in public housing. Police officers living in public housing can provide assistance in the forms of neighborhood involvement, zone enforcement, code enforcement, collaborative problem solving, and grant teaming possibilities. Under this plan, CHA will further enhance its ability for improved public housing security in a strategy that is dependent on developing quality and meaningful relationships between housing operations, law enforcement, security, residents, and the community. Law enforcement visibility in the community will encourage community involvement, increase public housing resident's and the community's confidence in law enforcement, public housing, community's support of CHA programs and objectives.

Strategically placing the officers in the communities noted in this plan will benefit the targeted community, neighboring CHA community and those in close proximity.

#### RESTRICTIONS AND PROHIBITIONS.

##### A. Purpose.

This section sets forth the restrictions and prohibitions for police officers and other security personnel in public housing.

##### B. Restrictions.

1. Proximity to Other Residents. The dwelling unit to be allocated to Officers shall be situated so as to place the Officers in close physical proximity to other residents.
2. Transfer of Residents. No resident families will be transferred to other apartments in order to make available the apartments to be allocated to Officers. Residents may voluntarily consent to transfer.

3. Lease. The apartments allocated to Officers shall be routed under a lease that contains the terms described in 24 C.F.R. Chapter 960.509.
4. Apartment Allocation. The number of apartments to be allocated to Officers does not exceed the limits set forth in 24 C.F.R. Chapter 960.507(c) or in the alternative, any apartments so allocated in excess of the applicable maximum number of vacancies for which there are no eligible families.

C. Prohibitions.

Only personnel that are employed full-time (35 hours or greater per week) by a law enforcement agency shall be considered for this program.

1. Continuance of Employment. The Officers right of occupancy is dependent on continuation of the employment that qualified the Officer for residency in the community.
2. Termination of Occupancy. The lease shall provide that the Officer will move out of the leased unit within a reasonable, prompt time, to be established by the lease, after termination of employment.

- **Citizen/Non-citizen Eligibility**

To be eligible for admission, each member of the family must be a United States citizen, national or a noncitizen who has eligible immigration status under in one of the following categories:

1. ***Permanent Resident***

Lawfully admitted for permanent residence as an immigrant, including special agricultural workers;

2. ***Attorney General Designation***

Entered the United States before January 1, 1972 and has maintained continuous residence thereafter, and who is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General of the United States;

3. ***Asylum/Refugee***

Lawfully present in the United States pursuant to the granting of asylum (refugee status);

**4. *Emergent/Public Interest***

Lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest (parole status);

**5. *Deportation Withholding***

Lawfully present in the United States as a result of the Attorney General of the United States withholding of deportation (threat of life or freedom);

**6. *Amnesty***

Lawfully admitted for temporary or permanent residence (amnesty granted under Immigration and Naturalization Action Section 245A).

A family shall not be eligible for assistance unless every member of the family who will reside in the unit is determined to have eligible status, unless the family is a mixed family under appropriate HUD regulations or certain family members are eligible for temporary deferral of termination of assistance or HUD determines that benefits should otherwise continue or be granted.

- ***Social Security Eligibility***

To be eligible, all family members 6 years of age and older must provide a Social Security number or certify that they have not yet received one after having made application to the Social Security Administration. Generally, no family member may be added to the lease prior to the verification of his or her Social Security number.

- ***Other Eligibility Criteria***

To be eligible, applicants must meet or exceed the following additional eligibility requirements:

**7. Execution of Consent Forms.**

To be eligible, each member of the family who is at least 18 years of age shall sign one or more consent forms. The consent form(s) must contain, at a minimum, the following:

- a. **SWICA Authorization.** A provision authorizing HUD or CHA to obtain from State Wage Information Collection Agencies (SWICAs) any information or material necessary to complete or verify the application for participation or for eligibility for continued occupancy;

- b. **Employer Authorization.** A provision authorizing HUD or CHA to verify with previous or current employers income and job related information pertinent to the family's eligibility for or level of assistance;
- c. **IRS and SSA Authorization.** A provision authorizing HUD to request income information from the Internal Revenue Service and the Social Security Administration for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits;
- d. **Credit Report/Previous Landlord Authorization.** A provision authorizing CHA to secure credit reports and a previous landlord history report;
- e. **Substance Abuse Treatment Records Authorization.** A provision which will authorize the release of certain medical and treatment history for persons who have enrolled in an alcohol or substance or drug abuse facility and are stating to the Site Based Management Office that they have been rehabilitated from the alcohol and substance or drug abuse;
- f. **Criminal History Authorization.** A provision which authorizes the Site Based Management Offices to conduct a criminal background investigation of the applicant and each member of the applicant's family who is at least 18 years old; and
- g. **Expiration Statement.** A statement that the authorization(s) to release the information requested by the consent form expires 15 months after the date the consent form is signed. This provision will not apply to the Criminal History Authorization.

### C. **Suitability for Tenancy**

The Site Based Management Offices will evaluate each applicant to determine whether the applicant would be reasonably suitable as a resident of a CHA community. The Site Based Management Offices will deny admission to any applicant whose habit(s), action(s) and practice(s) reasonably may be expected to have a detrimental effect on other residents, site based management or maintenance staff, CHA's agents, contractors

or employees, or other members of the public in and around the community. These suitability provisions shall also apply to any person who may be eligible to become Head of Household by reason of a family separation, or who may become a family member due to: (i) additions to the lease; (ii) live-in aide;

- (i) guardianship; or
- (ii) (iv) a residual family.



## Screening for suitability

The Site Based Management Offices will screen applicants for suitability for public housing. The Site Based Management Offices may declare applicants who fall into one of the following categories (on an individual basis) to be unsuitable for admission to the public housing program. Before such a determination is made, the Site Based Management Offices shall give consideration to favorable changes in the behavior pattern of the applicant, length of time since the latest offense and other extenuating circumstances that indicate the applicant would or could be a responsible resident.

### 1. *History of serious or consistent criminal activity*

An applicant may be denied on the basis of a criminal history if the applicant has a criminal history which indicates, in the Site Based Management Office's reasonable opinion, that the applicant's future behavior may reasonably pose a threat to the health, safety, peaceful environment, or welfare of other residents, members of the CHA community, CHA's agents and/or CHA/Site Based Management employee(s). Generally, an applicant may not be denied for an incident more than five (5) years old unless that incident involved murder, rape, armed robbery, child abuse/molestation, violence (e.g., aggravated assault), violent criminal activity, drug-related criminal activity, drugs, and/or the incident contributes to or evidences a pattern of consistent criminal activity.

This check will be made through state or local law enforcement or court records in those cases where the household member had lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the CHA may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);

### 2. *Drug or alcohol abuse*

An applicant may be denied if he/she has been evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution or possession with the intent to manufacture, sell and/or distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802.

An applicant may also be denied if the Site Based Management Office determines that it has reasonable cause to believe that illegal use or a pattern of illegal use of a drug (including alcohol) by a household member may threaten the health or safety of, or the right to the peaceful enjoyment of the community by, other residents; and the applicant has not otherwise demonstrated, to the satisfaction of Site Based Management Office, that the family member in

question has successfully completed a supervised drug or alcohol rehabilitation program, and has otherwise been rehabilitated successfully.

The CHA will deny for life an applicant who has been convicted of manufacturing or producing methamphetamine in a public housing development or in a Section 8 assisted property.

3. Pattern of threatened abusive or violent behavior toward CHA/Site Based Management staff members, residents and/or others
4. History of failure to meet financial obligations, especially chronic or consistent delinquency in rent or utility payment(s)
5. Record of serious disturbances of neighbors, destruction of property; or other disruptive or dangerous behavior
6. Unsanitary, unduly sloppy or hazardous housekeeping that could adversely affect the health, safety or welfare of other tenants
7. Sex Offender Registration  
An applicant may be denied if the applicant is a dangerous sex offender or appears on a sex offender registration list maintained by any Federal, State or local law enforcement or other authority (ies). An applicant, will however, be found unsuitable for public housing for life if he/she has a lifetime requirement to be registered under a state sex offender registration program.
5. Eviction from Public Housing  
Any applicant who has been evicted from public housing for drug-related criminal activity or other serious criminal activity within five (5) years preceding the date of application may not be placed on the Site Based Management waiting list(s). Additionally, any applicant who owes a verified or admitted move-out balance to CHA (regardless of time) or any other HUD subsidized program will not be considered for readmission until the account is paid in full.
9. Duty to Cooperate.  
Applicants are required to respond to the site based management office(s) within the specified time frames to any request to review their application and/or submit or update information and/or execute any necessary documents. Failure of the applicant to do so will result in removal of the applicant from the applicable waiting list(s). CHA reserves the right to require applicant status checks, changes to applications regarding income and family circumstances, etc., to be done in person, by mail or electronically.

10. Fraud or Misrepresentation

Any applicant who has committed fraud or any person who knowingly or intentionally aids or abets any other person in obtaining or attempting to obtain or in establishing or attempting to establish eligibility for, any public housing, Section 8, or other subsidized program by the use of fraud, misrepresentation or other fraudulent scheme or device is not eligible for public housing admission for a period of one (1) year from the date of the final denial.

- **Conditional Admission**

The Site Based Management Offices shall have the right (but is not obligated to do so) to impose, as a condition of admission to or continued assistance in the Public Housing Program for other household members, a requirement that any household member who engaged in or is culpable for drug use or alcohol abuse may not reside with the family in the household on the premises. Moreover, Site Based Management may require (but is not obligated to do so) that a household member who has engaged in the illegal use of a drug, or in alcohol abuse that threatened the health or safety of, or the right to peaceful enjoyment of the premises by, other residents, to submit evidence of current participation in, or successful completion of, a supervised drug or alcohol rehabilitation program as a condition to being allowed to reside with the household or on the premises.

**D. Resident Screening**

The process by which CHA determines whether an applicant is eligible, suitable and otherwise satisfies CHA's admission requirements is called "screening". Screening is generally conducted by CHA's employees, representatives, agents, or contractors and emphasize the following:

1. Eligibility and Suitability Criteria.

Screening for these factors will take into account all of the criteria set forth in this Policy.

2. Family's Ability and Willingness to Pay the Rent.

Screening for this factor will take into account and examine the following:

- a. Income Information. Employment, benefits (non-wage), real and personal property, and any other assets.

- b. Credit History. Record of eviction, judgment, significant debt which would reduce or reasonably inhibit the ability to pay rent.
  - c. Landlord Contact. Contact with the current landlord and, if applicable, at least one prior landlord to gather information about past performance in meeting rental obligations.
  - d. Utility Supplier. Contact with one prior utility supplier to gather information on the applicant's payment history.
  - e. Other Contacts. Contact with such other person(s) or entity(ies) as AHA may deem necessary to demonstrate applicant's previous and current ability and/or willingness to pay the rent and other applicable charges in a timely fashion.
3. Family's Ability and Willingness to Comply with the Lease.
- a. Family's history of criminal activities. If any family member has a history of criminal activity, especially related to drugs or crimes of violence, that family member may be excluded from occupancy.
  - b. Family Disturbances. If family has history of disturbances or destruction of property, they may be excluded from occupancy. Generally, the applicant/family must not exemplify a history of disturbances (especially violent or abusive ones), such as disturbance of neighbors, destruction of property, living habits, housekeeping practices, substance abuse, or any other history which may be reasonably expected to adversely affect:
    - The health, safety, or welfare of other residents.
    - The physical, environment and fiscal stability of the neighborhood.
    - The peaceful enjoyment of the neighborhood by other residents.
  - c. Home Visits. All applicants will be required to allow CHA, its contractor(s), agents(s), or designee(s), or requestee(s) to conduct such home visit inspection(s) or reinspection(s) of their current living arrangements as CHA, its contractor(s), agent(s), designee(s), or requestee(s) may deem appropriate. Failure to comply will result in removal from the site based waiting list(s).

- 1) Purpose of Home Visit. The purpose of the home visit(s) is to obtain information to be used in determining the applicant's compliance with Applicant Screening Criteria and the applicant's ability to meet CHA's stringent Resident Housekeeping Standards ("RHS), Uniform Physical Conditions Standard ("UPCS"), and Housing Quality Standards ("HQS") requirements.
- 2) Nature of Inspections. Housekeeping inspections shall be a part of each home visit. The inspections shall include, but not be limited to, an evaluation of the: (i) conditions in living room, kitchen (including food preparation and clean-up), bathroom(s) and bedrooms; (ii) conditions of entrance-ways, halls and yard; (iii) cleanliness in each room; (iv) general care of furniture, appliances, fixtures, windows, doors and cabinets; (v) maintenance of home in accordance with the lease governing the inspected home.
- 3) Other Home Visit Inspection Factors. During Home visits, CHA will also look for evidence of the following: (i) evidence of destruction of property; (ii) unauthorized occupants; (iii) evidence of criminal activity; (iv) conditions inconsistent with information contained on the application or other documents submitted to CHA by the applicant; (v) any other activity or condition that may reasonably adversely affect the health, safety and peaceful enjoyment of the Community.
- 4) Notice of Home Visit. Generally, applicants shall have at least twenty-four (24) hours advance notice of any home visit.
- 5) Home Visits Excused. CHA may, but is not obligated to, excuse the requirement for Home Visits when the resident has met or exceeded all of the other requirements of eligibility, suitability and screening and when: (i) the applicant is currently living in a facility which because of security, or other sufficient reasons, does not allow third parties on the property, or in the area where the applicant lives, for the purpose of conducting home visits; (ii) the applicant is living outside of the Chattanooga

metropolitan area and CHA is unable to secure the voluntary services of another housing authority to conduct a home visit on CHA's behalf; or (iii) administrative or other program considerations of CHA do not allow for a timely and efficient home visit. If the home visit is excused, the applicant will be subject to increased housekeeping, UPCS, RHS, and HQS inspections by the management and maintenance professionals at the community where the applicant leases.

- d. Other Contacts. Contact with such other person(s) or entity(ies) as CHA may deem necessary to demonstrate applicant's previous and current ability and/or willingness to comply with the Lease.

4. Unfavorable or Derogatory Family Information.

In the event of the receipt of unfavorable information with respect to an applicant/family, consideration shall be given to the time, nature and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects. For example:

- a. Evidence of rehabilitation. Evidence, acceptable to CHA, that the applicant, or relevant member of applicant's family, has engaged in an approved program of rehabilitation, or has otherwise demonstrated verifiable rehabilitation over a suitable period of time, such that CHA reasonably believes the unsuitable conduct or activities will not reasonably recur in the future.
- b. Social Services and Counseling Participation. Evidence of the applicant family's participation and continuing willingness to participate in social services or other appropriate counseling service programs and the availability of such programs;
- c. Self-sufficiency Evidence. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality; and

d. Repayment of Debts. Evidence of repayment or continuance of satisfactory payment towards outstanding indebtedness.

5. Additional Documentation

CHA may require additional documentation as necessary to Determine the applicant's ability to comply with the responsibilities and obligations of the lease agreement. To the extent necessary to determine eligibility, rent, and placement, CHA may require applicants to provide verification of their status as a Disabled Person. In the case of a Disabled applicant, reasonable accommodation will be made to allow the applicant to allow another to assist with resident's compliance with the lease, such as a cleaning service or aid from third parties in maintaining the unit, provided that the housing of the applicant does not exceed the fundamental housing nature of CHA's public housing program. However, it is always the resident's responsibility to ensure full compliance with the lease.

6. Extraordinary Needs of Applicant.

An applicant can be denied admission if the applicant, in CHA's reasonable opinion, requires services from CHA's staff that could alter or exceed the fundamental housing nature of CHA's Public Housing Program.

7. Debt Owed to CHA and/or other Subsidized Housing Program.

An applicant can be denied admission if the applicant has not paid back any debt owed to CHA from a previous tenancy and/or other federal subsidized housing program(s).

B. Formal Interviews.

Each applicant/family will be formally evaluated, and generally, interviewed by CHA's staff, agent(s), or designee(s) to determine whether the eligibility and suitability requirements are satisfied. Eligibility and suitability for CHA's Public Housing Program is not based on a "declaration system" but upon verification of data supplied by applicants. Failure of an applicant to cooperate with CHA in obtaining verifications will result in the application being declared incomplete and the applicant's name will be removed from the appropriate waiting list(s).

1. Private Interview.

Insofar as possible, application interviews shall be conducted in a private or semi-private atmosphere where CHA can reasonably maintain the confidentiality of the information that the applicant or family provides.

2. Consistency of Information.

During the applicant's formal interview, the eligibility interviewer will compare new information received with past information stated on application and, if necessary, inquire of the applicant family the reason(s) for any discrepancies, and/or require additional documentation.

3. Additional Documentation.

Additional documentation or verifications specifically requested of the applicant must be provided within one week, or such other reasonable time as CHA may determine, from the interview date unless an extension is granted.

**E. Results of Screening for Eligibility and Suitability for Tenancy**

When the Site Based Management Office has made a determination that an applicant is eligible and suitable, thereby satisfying all requirements for admission, the Site Based Management Office shall notify the applicant of the approximate time when a unit will be offered to the family. The CHA/Site Based Management Office reserves the right to verify an applicant's eligibility and/or suitability at any time prior to the placement of a family in a CHA community.

When the CHA has made a determination that an applicant is ineligible and/or unsuitable for the public housing program, the Site Based Management Office shall provide written notice to the applicant setting forth the reasons for the determination. The Site Based Management Office shall provide the applicant with the opportunity to request, within a reasonable time period, the opportunity to request an informal hearing on the determination. If the applicant fails to request a hearing within the prescribed time period, the Site Based Management Offices will remove the applicant's name from the site based waiting list(s).

**E. Informal Hearing**



The Site Based Management Office will provide an informal hearing to applicants who are determined to be ineligible and/or unsuitable in accordance with 24 CFR 960.208.

The Site Based Management Office shall provide prompt written notice of a decision denying assistance to an applicant. This notice shall contain a brief statement of the reasons for the Site Based Management Office's decision. The notice will also state that the applicant may request an informal hearing in writing within ten (10) days of the date of the notice. Requests for informal hearings must be delivered in person or by regular first class mail to the Site Based Management Office. Failure to request an informal hearing will result in removal from the site based waiting list(s).

The Executive Director or his/her designee shall conduct the informal hearing. The applicant will be afforded the opportunity to present written or oral objections to the Site Based Management Office's decision, present evidence, and question all witnesses. The Site Based Management Office shall respond in writing with a decision, including the reasons for the final decision within fifteen (15) working days after the hearing or within other such reasonable period of time.

With regard to informal hearings:

- a) the participant must be given the opportunity before the Site Based Management Office's hearing to examine any CHA documents that are directly relevant to the hearing and be allowed to photocopy any such documents at the applicant's expense;
- b) the Site Based Management Office must be given the opportunity to examine before the hearing any applicant's documents that are directly relevant to the hearing and be allowed to copy any such documents at CHA expense.
- c) the applicant may be represented by a lawyer at his/her own expense or other representative;
- d) the hearing officer must not have made or approved the decision under review or be a subordinate of that person.

## **V. VERIFICATION**

The Site Based Management Offices shall verify all factors affecting eligibility and the family's payment, and will maintain documentation relating to the verification in the applicant/tenant file.

### **ACCEPTABLE METHODS OF VERIFICATION**

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (or, for citizenship, documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the CHA/Site Based Management Office or automatically by another government agency, i.e., the Social Security Administration. Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e., name, date of contact, amount received, etc.

When third party verification cannot be obtained, the Site Based Management Office will accept documentation received from the applicant/tenant. Hand-carried documentation will be accepted only if the Chattanooga Housing Authority has been unable to obtain third party verification in a 4-week period of time. The Site Based Management Offices will maintain photocopies of the documents in the file.

When neither third party verification or hand-carried verification can be obtained, the Site Based Management Offices will accept a notarized statement signed by the head, spouse or co-head. Such notarized documents will be maintained in the file.

### **TYPES OF VERIFICATION**

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the CHA will send a request form to the source along with a release form signed by the applicant/tenant via first class mail:

### Verification Requirements for Individual Items

<b>Item To Be Verified</b>	<b>3<sup>rd</sup> Party Verification</b>	<b>Hand-carried Verification</b>
<b>General Eligibility Items</b>		
Social Security Number	Letter from Social Security Electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from physician SSI, etc.	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from physician	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance Expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payments, dates of trips, mileage log, receipts for fares and tolls
<b>Value of and Income from Assets</b>		
Savings, checking Accounts	Letter from institution	Passbook, most current statements
CDS, bonds, etc.	Letter from institution	Tax return information

### Verification Requirements for Individual Items

Item To Be Verified	3 <sup>rd</sup> Party Verification	Hand-carried Verification
		Brochure from institution, the CD, the bond
Stocks	Letter from broker or holding Company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, Assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc.	Receipt for purchase, other evidence of worth
Cash value of life Insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	A minimum of 3 consecutive recent pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and Contributions	Letter from source, letter from Organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar Evidence
Alimony/child support	Court order, letter from source, Letter from Human Services	Record of deposits, divorce Decree
Periodic payments (i.e., social		Award letter, letter announcing

security, welfare, pension, workers compensation, unemployment)	Letter or electronic reports from The source	change in amount of future payments
Training program participation	Letter from program provider	N/A

**Verification Requirements for Individual Items**

<b>Item To Be Verified</b>	<b>3<sup>rd</sup> Party Verification</b>	<b>Hand-carried Verification</b>
Participation	Indicating <ul style="list-style-type: none"> <li>- Whether enrolled or complete</li> <li>- Whether training is HUD-funded</li> <li>- Whether federal, state, local govt., or local program</li> <li>- Whether it is employment training</li> <li>- Whether it has clearly defined goals and objectives</li> <li>- Whether program has supportive Services</li> <li>- Whether payments are for out-of-Pocket expenses incurred in order to participate in a program</li> <li>- date of first job after program completion</li> </ul>	Evidence of job start

**VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS**

**[24 CFR 5.508]**

The Site Based Management Office shall determine the citizenship/eligible non-citizen status of each family member regardless of age.

Prior to being admitted, or at the first reexamination, each citizen and national will be required to sign a declaration of eligible immigration status under penalty of perjury and show proof of his/her status by such means as a birth certificate, military ID, or military DD 214 Form.

Prior to being admitted or at the first reexamination, all eligible non-citizens who are 62 years of age or older will be required to sign a declaration of eligibility immigration status under penalty or perjury, and provide proof of age.

Prior to being admitted or at the first reexamination, all eligible non-citizens under 62 years of age must sign a declaration of eligibility immigration status and a verification consent form and provide original INS documentation. The Site Based Management Office will copy the individual's INS documentation and place the copy in the file. The Site Based Management Office will also verify the individual's status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the Site Based Management Office will mail information to the INS in order that a manual check can be made of INS records.

Family members who do not claim to be citizens, nationals, or eligible non-citizens must be listed on a statement of non-eligible members and the list must be signed by the head of the household. Any family member who does not choose to declare their status must be listed on the statement of non-eligible members.

Non-citizen students on student visas, though in the country legally, are not eligible to be admitted to public housing.

If no family member is determined to be eligible under this section, the family's eligibility will be denied.

The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.

If the Site Based Management Office determines that a family member has knowingly permitted an ineligible non-citizen (other than any ineligible non-citizens listed on the lease) to permanently reside in their unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

For each family member, citizenship/eligible non-citizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of the individual's status will be obtained at the next regular reexamination. Prior to a new member joining the family, his/her citizenship/eligible non-citizen status will be verified.

## **VERIFICATION OF SOCIAL SECURITY NUMBERS**

Prior to admission, each family member who has a Social Security number and who is at least 6 years of age must provide verification of his/her Social Security number. A new family member at least 6 years of age must provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning six.

The best verification of the Social Security number is the original Social Security card. If the card is not available, the Site Based Management Office will accept letters from the Social Security Administration that establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military IDs, passports, or other official documents that establish and state the number are also acceptable.

The Site Based Management Office will require an individual who states that he/she does not have a Social Security number to sign a statement to this effect. The Site Based Management Office will not require any individual who does not have a Social Security number to obtain a Social Security number.

**If a member of an applicant family indicates that he/she have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.**

If a member of a tenant family indicates that he/she has a Social Security number, but cannot readily verify it, the CHA shall request the individual to certify to this fact and provide up to thirty (30) days to provide the verification. If the individual is at least 62 years of age, they will be given sixty (60) days to provide the verification. **If the individual fails to provide the verification within the time allowed, the family will be evicted.**

For each family member age 6 and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security number at admission receives a Social Security number, the number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

## **TIMING OF VERIFICATION**

Verification information must be dated within ninety (90) days of certification or reexamination. If the verification is older than this, the Site Based Management Office will contact the source and request information regarding any changes.

When an interim reexamination is conducted, the Site Based Management Office will verify and update any information related to the basis for the interim reexamination.

## **VI. INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME**

To determine annual income, the Site Based Management Offices adds the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the Site Based Management Offices subtracts all allowable deductions (allowances) and permissive deductions to determine the Total Tenant Payment.

### **A. INCOME**

Annual income means all amounts, monetary or not, that:

1. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
2. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
2. Are not specifically excluded from annual income.

The Site Based Management Office must obtain and document by third party verification received or document why it is not available [24 CFR § 960.259 and §982.516(a)(2)].

### **B. ANNUAL INCOME**

If it is not feasible to anticipate a level of income over a 12-month period (e.g. seasonal or cyclic income), or the Site Based Management Office believes that past income is the best available indicator of expected future income, the Site Based Management Office may annualize the income anticipated for a shorter period, subject to a re-determination at the end of the shorter period.

**The annual income includes, but is not limited to:**

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, bonuses and other compensation for personal service [24 CFR § 5.609(b)(1)].
2. The net income from the operation of a business or professional (the total business income minus the expenses needed to operate the business). Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for



depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family [24 CFR § 5,609(b)(2)].

3. The interest, dividends and other net income of any kind from real or personal property and/or expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursed of cash or assets invested by the family. Where the family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD [24 CFR § 5.609(b)(4)].

The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (however, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded [24 CFR § 5.609(b)(4)].

Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (however, lump sum additions such as insurance payments from worker's compensation are excluded [24 CFR § 5.609(b)(5) & (6)].

4. Welfare assistance:
  - a. If the welfare assistance payment includes an amount specifically designed for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
    1. The amount of the allowance or grant exclusive of the amount specifically designated for shelter utilities; plus
    2. The maximum amounts that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's

welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.

- a. Imputed welfare income
  1. A family's annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction, as specified in notice to the CHA by the welfare agency) plus the total amount of other annual income.
  2. At the request of the CHA, the welfare agency will inform the CHA in writing of the amount and term of any specified welfare benefit reduction for a family member, and the reason for such reduction, and will also inform the CHA of any subsequent changes in the term or amount of such specified welfare benefit reduction. The Site Based Management Office will use this information to determine the amount of imputed welfare income for a family.
  3. A family's annual income includes imputed welfare income in family annual income, as determined at an interim or regular reexamination of family income and composition during the term of the welfare benefits reduction (as specified in information provided to the CHA/Site Based Management Office by the welfare agency).
  4. The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed. When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.
  5. The Site Based Management Office will not include imputed welfare income in annual income if the family was not an assisted resident at the time of the sanction.
  6. If a resident is not satisfied that the Site Based Management Office has calculated the amount of imputed welfare income in accordance with HUD requirements, and if the Site Based Management Office denies the family's request to modify such amount, the Site Based Management Office shall give the

resident written notice of such denial, with a brief explanation of the basis for the Site Based Management Office's determination of the amount of imputed welfare income. The Site Based Management Office's notice shall also state that if the resident does not agree with the determination, the resident may grieve the decision in accordance with our grievance policy. The resident is not required pay an escrow deposit for the portion of the resident's rent attributable to the imputed welfare income in order to obtain a grievance hearing.

7. Relations with welfare agencies

- a) The CHA/Site Based Management Office will ask welfare agencies to inform it of any specified welfare benefits reduction for a family member, the reason for such reduction. If the welfare agency determines a specified welfare benefits reduction for a family member, and gives the Site Based Management Office written notice of such reduction, the family's annual incomes shall include the imputed welfare income because of the specified welfare benefits reduction.
- b) The Site Based Management Office is responsible for determining the amount of impute welfare income that is included in the family's annual income as a result of a specified welfare benefits reduction as determined by the welfare agency, and specified in the notice by the welfare agency to the housing authority. However, the Site Based Management Office is not responsible for determining whether a reduction of welfare benefits by the welfare agency was correctly determined by the welfare agency in accordance with welfare program requirements and procedures, nor for providing the opportunity for review or hearing on such welfare agency determinations.
- c) Such welfare agency determinations are the responsibility of the welfare agency, and the family may seek appeal of such determination through the welfare agency's normal due process procedures. The Site Based Management Office shall rely on the welfare agency notice to the Site Based Management Office of

the welfare agency's determination of a specified welfare benefits reduction.

1. Medical Expenses
  - a) Site Based Management must obtain an applicant/resident's medical expense and provide either an exclusion [24 CFR § 5.609(c)(4)] or deduction [24 CFR § 5.611(a)(3)], where applicable. The **exclusion** covers amounts received by the family that are specifically for, reimbursements of, the cost of medical expenses of **any** family member. The **deduction** covers the sum of unreimbursed medical expenses for any elderly or disabled family in excess of 3 percent of annual income [24 CFR § 5.611(a)(3)(i)] and the unreimbursed reasonable attendant care and auxiliary apparatus expenses to the extent necessary to enable any member of the family to be employed, but not to exceed earned income received because of the attendant care or apparatus [24 CFR § 5611(a)(3)(ii)].
  - b. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling [24 CFR § 5.609(b)(7)].
  - c. All regular pay, special pay, and allowances of a member of the Armed Forces (special pay to a member exposed to hostile fire is excluded) [24 CFR§5.609(b)(8)].

**Annual Income does not include the following:**

1. Income from employment of children (including foster children) under the age of 18 years; [24CFR§5.609(c)(1)].
2. Payments received from the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone)[24CFR§5.609(c)(2)]
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's

compensation), capital gains, and settlement for personal or property losses;[24CFR§5.609(c)(3)]

4. Amounts received by the families that are specifically for or in reimbursement of, the cost of medical expenses for any family member; [24CFR§5.609(c)(4)]
5. Income of a live-in aide; [24CFR§5.609(c)(5)]
6. The full amount of student financial assistance paid directly to the student or to the educational institution; [24CFR§5.609(c)(6)]
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire; [24CFR§5.609(c)(7)]
8. The amounts received from the following programs: [24CFR§5.609(c)(8)(1)]
  - a. Amounts received under training programs funded by HUD;
  - b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
  - c. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program; [24CFR§5.609(c)(8)(iii)]
  - d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the CHA/Site Based Management on a part-time basis, that enhances the quality of life in the development as determined by the CHA. Residents enrolled in job training programs administered by the CHA/Site Based Management are paid and stipend for hours spent in training. The training program and stipend cannot exceed 18 months. No resident may receive more than one such stipend during the same period of time. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination and serving as a member of CHA's governing board;[24CFR§5.609(c)(8)(iv)]

- e. Incremental earnings and benefits resulting to any family member from participation in qualifying state and local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program; [24CFR§5.609(c)(8)(v)]
- f. Temporary, nonrecurring or sporadic income (including gifts); [24CFR§5.609(c)(9)]
- g. Reparation payment paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era; [24CFR§5.609(c)(10)]
- h. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse); [24CFR§5.609(c)(11)]
- i. Adoption assistance payments in excess of \$480 per adopted child; [24CFR§5.609(c)(12)]
- j. Under [24CFR§5.609(c)(8)(i)] earnings and benefits from employment training programs funded by HUD are excluded from income and [24CFR§5.609(c)(8)(v)] excludes income from incremental earnings and benefits from qualifying State or Local employment training programs. Additionally, [24CFR§5.609(c)(8)(iii)] excludes from income any reimbursements of out of pocket expensed incurred (special equipment, clothing, transportation, and childcare) which are made solely to allow participation in a specific program. For family members who enrolled in certain training programs prior to October 1, 1999, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42U.S.C.1437t), or any comparable federal, state, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
  - 1) Comparable federal, state or local law means a program providing employment training and supportive services that:
    - a. is authorized by a federal, state or local law;

- b. is funded by the federal, state or local government;
- c. is operated or administered by a public agency; and
- d. has as its objective to assist participants in acquiring employment skills.

- 1) Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program **that is not funded by public housing assistance under the 1937 Act**. If the family member is terminated from employment without good cause, the exclusion period shall end.
- 2) Earnings and benefits mean the incremental earnings and benefits resulting from a qualifying employment training program or subsequent jobs.

- a. The incremental earnings due to employment during a cumulative 12-month period following date of the initial hire shall be excluded. This exclusion (paragraph k)(L/C) will not apply for any family who concurrently is eligible for exclusion (j) 4c additionally, this exclusion is only available to the following families:

[24CFR960.255(b)(I)]/[24CFR§5.617(c)(I)]

- 1) Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.
- 2) Families whose income increases during the participation of a family member in any economic self-sufficiency or other job training program.
- 3) Families who are or were, within 6 months, assisted under a state TANF or Welfare-to-Work program. TANF includes regular monthly income and one-time benefits and/or services that total at least \$500 over a six-month period.

During the second cumulative 12-month period after the date of initial hire, 50 percent of the increased income shall be excluded from income [24CFR§960.255(b)(2); 24CFR§5.617(c)(2)].

The disallowance of increased income of an individual family member is limited to a lifetime 48-month period. It only applies for 12 months of the 100 percent exclusion and 12 months of the 50 percent exclusion.

(While HUD regulations allow for a PHA to offer an escrow account in lieu of having a portion of their income excluded under this paragraph, it is the policy of the CHA to provide the exclusion in all cases).

- a. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump-sum amount or in prospective monthly amounts;
- b. Amounts received by the family in the form of refunds or rebates under state and local law for property taxes paid on the dwelling unit.
- c. Jobs Plus Initiatives - Residents of the Harriet Tubman Development enrolled in the Jobs Plus Demonstration Program shall be afforded the approval incentives for the Jobs Plus Program and their rent shall be calculated accordingly.
- d. Exclusion - The deconcentration plan and the Quality Housing and Work Responsibility Act of 1998 provided for income mixing in developments that were designed for general occupancy. The currently adopted deconcentration plan allows for certain earned income disregards for eight-family oriented developments: College Hills Courts, Emma Wheeler Homes, Cromwell Hills Courts, East Lake Courts, Harriet Tubman, Maurice Poss, McCallie Homes, all seven-family oriented Scattered Sites and three high-rise sites; Mary Walker Towers, Boynton Terrace and Gateway Towers as follows:

**Permissive deductions:**

- e. Exclude travel expenses in the amount of \$25 per week for household members employed full-time.
- f. Exclude \$2,000 of all income earned by the family.

**C. DEDUCTIONS FROM ANNUAL INCOME**

The following deductions will be made from annual income:



1. \$480 for each household member who is under 18 years of age, or is over 18 and has disability or is a full-time student in a college or vocational program, but is not the family head or spouse.
2. \$400 per family when the head or spouse is at least 62 years of age or disabled. *Note: Only \$400 is an allowable deduction, even if both the head and the spouse are elderly or disabled.*
3. The sum of the following, to the extent the sum exceeds 3 percent of annual income:
  - a. Unreimbursed medical expenses of any elderly family or disabled family; and
  - b. Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed, but his allowance may not exceed the earned income received by family members who are 18 years of age or older who are able to work because of such attendant care or auxiliary apparatus.
  - c. Reasonable childcare expenses necessary to enable a member of the family to be employed or to further his or her education. This deduction shall not exceed the amount of employment income that is included in annual income. *Note: Children must be under 13 years of age to claim childcare expenses. This deduction is not limited to childcare payments from publicly assisted programs. There are two forms of acceptable documentation - notarized statements of payment by childcare provider or CHA/Site Based Management generated third-party form [24CFR§5.611(a)(4)].*

**D. RECEIPT OF A LETTER OR NOTICE FROM HUD CONCERNING INCOME**

1. If a public housing resident receives a letter or notice from HUD concerning the amount of verification of family income, the letter shall be brought to the person

responsible for income verification within ten (10) days of receipt by the resident.

2. The Site Based Management Office shall reconcile any difference between the amount reported by the resident and the amount listed in the HUD communication. This shall be done as promptly as possible.
3. After the reconciliation is complete, the Site Based Management Office shall adjust the resident's rent beginning at the start of the next month unless the reconciliation is completed during the final five (5) days of the month and then the new rent shall take effect on the first day of the second month following the end of the current month. In addition, if the resident had not previously reported the proper income, the Site Based Management Office shall do one of the following:
  - a. Immediately collect the back rent due to the agency;
  - b. Establish a repayment plan for the resident to pay the sum due to the agency;
  - c. Terminate the lease and evict for failure to report income; or
  - d. Terminate the lease, evict for failure to report income, and collect the back rent due to the agency.

**A. COOPERATING WITH WELFARE AGENCIES**

The CHA/Site Based Management will make its best efforts to enter into cooperation agreements with local welfare agencies under which the welfare agencies will agree:

1. To target assistance, benefits and services to families receiving assistance in the public housing and Section 8 tenant-based assistance program to achieve self-sufficiency; and
2. To provide written verification to the CHA/Site Based Management concerning welfare benefits for families applying for or receiving assistance in our housing assistance programs.

## **VII. DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT**

### **FAMILY CHOICE [24 CFR 960.253]**

At admission and each year in preparation for a family's annual reexamination, the CHA provides each family with the choice of having rent determined under the income method or having rent set at the flat rent amount.

Families have only one choice of rent selection per year except for financial hardship cases. In order for families to make informed choices about rent options, the Site Based Management Office will provide the following information:

2. The Site Based Management Office's policies on switching types of rent in case of a financial hardship; and
3. The dollar amount of tenant rent for the family under each option. If the family chose a flat rent for the previous year, the Site Based Management Office will provide the amount of income-based rent for the subsequent year if the family specifically requests it and submits updated income information or if the Site Based Management Office is conducting an annual reexamination on the three year cycle.

### **FLAT RENT**

The flat rent is based on the market rent charged for comparable units in the private unassisted rental market in Chattanooga. It is equal to the estimated rent for which the Site Based Management Offices could promptly lease a unit after preparation for occupancy.

The CHA has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its age, condition, amenities, services, and neighborhood. The CHA determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family.

Families who opt for the flat rent will be required to undergo an income reexamination process every three years, rather an annual review, however will be required to sign required HUD forms and report any changes in family composition on an annual basis.

Families who opt for the flat rent may request to have a reexamination and return to the

income based method at any time for any of the following reasons:

- a). The family's income has decreased.
- b). The family's circumstances have changed increasing expenses for child care, medical care, etc.
- c). Other circumstances creating a hardship on the family such that the income method would be more financially feasible for the family.

The CHA will post the flat rents at each of the developments and at the central office. Flat rents are incorporated in this policy upon approval by the CHA Board of Commissioners.

There is no utility allowance for families paying a flat rent.

## **THE INCOME METHOD**

An income based rent is a tenant rent that is based on the family's income. The total tenant payment is equal to the highest of:

4. 10 percent of the family's monthly income;
5. 30 percent of the family's adjusted monthly income; or
6. The minimum rent of \$25 dollars.

## **CEILING RENT**

The CHA has set a ceiling rent for each public housing unit that will remain in effect through September 30, 2002. Affected families will be given a 30-day notice *to determine their method of rent calculation which will consist of either flat rent or the 30 percent income method.*

## **MINIMUM RENT**

The CHA has established a minimum rent of twenty five dollars (\$25.00).

The Board of Commissioners voted on October 16, 2001, to establish a minimum rent as stipulated in the Quality Housing and Work Responsibility Act (QHWRA) of 1998. This act established certain exceptions to the minimum rent requirements for hardship circumstances.

The financial hardships include the following situations:

7. The family or individual has lost eligibility or is waiting for an eligibility determination for a Federal, State, or Local assistance program;
8. The family or individual would be evicted as a result of the imposition of the minimum rent requirement;
9. The income of the family or individual has decreased because of a changed circumstance, including loss of employment;
10. A death in the family has occurred.

The QHWRA provides that an exemption may not be provided if the hardship is determined as temporary. The QHWRA also provides, however, that the CHA may not evict the family or individual for non payment of rent on the basis of hardship, if the hardship is determined by the CHA to be temporary during the 90-day period beginning upon the date of the family's request for the exemption. During this 90-day period, the family or individual must demonstrate that the financial hardship is of a long-term basis. If the family or individual demonstrates that the financial hardship is of a long-term basis, the CHA shall retroactively exempt the family or individual from the applicability of the minimum rent requirements for the 90-day period.

**In order to be considered for any exemption, the family or individual must provide reasonable, written documentation of the hardship. Each management office will have applications to be submitted for the financial hardship. The tenant will receive a notification of their eligibility within 30 calendar days of the submittal of the form.**

The family or individual has the right to request a minimum rent hardship exemption under the QHWRA, and that the CHA's determinations are subject to the grievance procedure. If the family or individual requests a hardship exemption, the minimum rent requirement will be immediately suspended. Suspension may be handled as follows: the minimum rent is suspended until a determination is made whether:

11. There is a hardship covered by the statute; and
12. The hardship is temporary or long-term.

If the CHA determines that there is no hardship covered by the statute, minimum rent is imposed (including back payment for minimum rent from the time of suspension).

If the CHA determines that the hardship is temporary, the minimum rent also is imposed (including back payment for the minimum rent from the time of suspension) but the family or individual cannot be evicted for nonpayment during the 90-day period commencing on the date of the family's request for exemption of minimum rent in excess of the residents rent otherwise payable. A reasonable repayment agreement must be offered for any such rent not paid during that period. If the family or individual thereafter demonstrates that the financial hardship is of long-term duration, the CHA shall retroactively exempt the family from the minimum rent requirement.

### **RENT FOR FAMILIES UNDER THE NONCITIZEN RULE (24 CFR 5.518)**

1. A mixed family may receive continued assistance if all of the following conditions are met:
  - a) The family was receiving assistance on June 19, 1995;
  - b) The family was granted continuation of assistance before November 29, 1996;
  - c) The family's head or spouse has eligible immigration status; and
  - d) The family does not include any person other than who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no members with eligible immigration stakes, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The Site Based Management Office will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the Site Based Management Office will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25 percent.

The family's assistance is prorated in the following manner:

1. Determine the 95<sup>th</sup> percentile of gross rents (tenant rent plus utility allowance) for the CHA. The 95<sup>th</sup> percentile is called the maximum rent.
2. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
3. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
4. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full allowance to obtain the prorated tenant rent.

## **UTILITY ALLOWANCE**

The CHA shall establish a utility allowance for all check-metered utilities for those tenants who elect the income method calculation. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the CHA/Site Based Management Office will review the actual consumption of tenant families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10 percent or more since the last revision to the allowances.

For CHA paid utilities, the CHA/Site Based Management Office will monitor the utility consumption of each household. Any consumption in excess of the allowance established by the CHA will be billed to the tenant monthly.

Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last rate change took place. Revisions based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.

Families with high utility costs are encouraged to contact the Site Based Management Office for an energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce energy costs. The analysis can also assist the family in identifying ways they can reduce their costs.

Requests for relief from surcharges for excess consumption of CHA purchased utilities or from payment of utility supplier billings in excess of the utility allowance for tenant-paid utility costs may be granted by the Site Based Management Office based on reasonable grounds. Requests shall be granted to families that include an elderly member or a member with disabilities. Requests by the family shall be submitted under the Reasonable Accommodation Policy. Families shall be advised of their right to individual relief at admission to public housing and at time of utility allowance changes.



## PAYMENT METHODS

**Rent and other charges are due and payable on the first day of the month.** All rents shall remain in effect until adjusted in accordance with the provisions of the lease. If a reasonable accommodation on where to pay rent is needed, other arrangements can be made. Payments may be made at the development office by check, money order, cash, State of Tennessee Electronic Benefit Transfer Card (EBT) or debit card in the exact amount due. No change will be given on any amounts received as payment on the tenant's account.

If the rent is not paid by the *fifth calendar day* of the month, *rent shall be considered delinquent and* a 30-day Notice to Vacate will be issued *on the first offense and a 14-day Notice to Vacate will be issued on subsequent delinquencies* to the tenant. If rent is not paid by the 15<sup>th</sup> day of the month, a late charge shall be assessed which will not exceed ten percent (10%) of the amount of rent past due, or \$5.00, whichever is less. If money payable on a tenant's account is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an additional charge of \$25 for processing costs.

## VIII. COMMUNITY SERVICE AND CONTINUED OCCUPANCY

### GENERAL

Community service is the performance of voluntary work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities. [24 CFR 960.601]

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service, or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities as described unless exempt from this requirement.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants such as: programs for job training, work placement, basic skills training, education, English proficiency, financial or household management, apprenticeships and any program necessary to ready a participant to work such as substance abuse or mental health treatment.

*[Each family member required to perform community service must perform eight hours of community service activities per month during the twelve month period. It is unacceptable, for example, to perform 96 hours of community service in one month and no community service in the remaining eleven months of the year.]*

### IX. EXEMPTIONS [24 CFR 960.601]

An exempt individual is an adult who:

1. Is 62 years or older; or
  2. Is a blind or disabled individual as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability he or she is unable to comply with the community service requirement, or is a primary caretaker for such an individual;
  3. Is engaged in work activities for at least 16 hours per week;
  4. Meets the requirements from having to engage in a work activity under the State program funded under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the CHA is located, including a State-administered welfare to work program;
- or

5. Is a member of a family receiving assistance, benefits or services under a State program funded under part A of Title IV of the Social Security Act or under any other welfare program of the State in which the CHA is located, including a State administered welfare to work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

## **II. NOTIFICATION OF THE REQUIREMENT**

The **Site Based Management Office** shall provide written notification to each adult family member about the community service requirement and related exemptions. The notification will provide the opportunity for the family member to claim and explain an exempt status. The **Site Based Management Office** shall verify each claim for exemption.

The notification will also advise family members that the community service obligation will begin upon the effective date of their first annual reexamination on or after April 1, 2001. For families paying a flat rent, the obligation begins on the date that the annual reexamination would have been effective had an annual reexamination taken place. The notification will also advise that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

## **III. COMMUNITY SERVICE VOLUNTEER OPPORTUNITIES**

The **Site Based Management Office** will coordinate with social service agencies; local schools, the **Site Based Management Office's** Resident Services Division and others to compile a list of community service volunteer opportunities. However, it is the resident's responsibility to secure opportunities for community service credit. The **Site Based Management Office** is responsible for maintaining the record of documented community service compliance for affected residents and for determining the eligibility of the family for continued occupancy.

## **IV. ASSURING RESIDENT COMPLIANCE [24 CFR 960.607]**

If qualifying activities are administered by an organization other than the CHA, the family member must provide signed certification to the CHA/ Site Based Management Office by the organization that the family member has performed the community service activities.

If the **Site Based Management Office** determines that there is a family member who is required to fulfill a community service requirement, but who has violated this family obligation, the **Site Based Management Office** shall notify the tenant of this determination.

The **Site Based Management Office's** notice must:

1. Briefly describe the non-compliance; and
2. State that the **Site Based Management Office** will not renew the lease at the end of the twelve-month lease term unless:
  - the tenant and any other non-compliant family member enter into a written agreement with the **Site Based Management Office** to cure such non-compliance, and in fact cure the non-compliance in accordance with the agreement, or
  - the tenant provides written assurance satisfactory to the **Site Based Management Office** that the tenant or other non-compliant resident no longer resides in the unit;
3. State that the tenant may request a grievance hearing on the **Site Based Management Office** determination and that the tenant may exercise any available judicial remedy to seek timely redress for the **Site Based Management Office's** non-renewal of the lease because of the determination of non-compliance.

#### V. **TENANT AGREEMENT TO COMPLY WITH COMMUNITY SERVICE REQUIREMENT**

If the tenant or family member has violated the community service requirement, the **Site Based Management Office** may not renew the lease upon expiration of the term unless:

1. The tenant and any other non-compliant resident enter into a written agreement with the **Site Based Management Office** to cure such noncompliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease, and
2. All other members of the family who are subject to the service requirement are currently complying with the service requirement or are no longer living in the unit.

**V. PROHIBITION AGAINST REPLACEMENT OF CHA/SITE BASED MANAGEMENT OFFICE EMPLOYEES**

In implementing the community service requirement, the **Site Based Management Office** may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees, or replace a job at any location where residents perform activities to satisfy the community service requirement. [24 CFR 960.609]

**VI. BOARD RESOLUTION MARCH 18, 2002**

Effective March 18, 2002, the Community Service requirement has been suspended until further notice.

## **IX. RECERTIFICATIONS**

### **A. General**

At least annually and generally sixty days prior to the anniversary date of a tenant's lease, the Site Based Management Office will conduct a reexamination of family income and composition. The results of the reexamination are used to determine the rent that the family will pay and that the family is appropriately housed.

It is the responsibility of the tenant to report increases in income and changes in family composition between annual reexaminations throughout the year. The Site Based Management Office may conduct an interim examination based upon notification of these changes.

### **B. Annual Reexamination**

Approximately three months prior to the anniversary date of a tenant's lease, the Site Based Management Office will mail a notification letter to the family advising of the upcoming reexamination interview, the necessary documentation that will be required from the family and the options for rent payment by the family.

#### **1. Annual Reexamination Interview**

During the scheduled interview, the Site Based Management Office will review all income documentation and will determine if the family is appropriately housed. If the family is not appropriately housed, the Site Based Management Office may initiate a transfer application.

If the family fails to attend or reschedule the interview, the Site Based Management Office will mail a second letter within 24 hours rescheduling the interview. The letter will also advise that if the family fails to attend or reschedule the second interview, the Site Based Management Office will take eviction action against the family.

#### **a) Rent Options**

- **Flat Rent**

Each year at the reexamination interview, the family has the option of electing a flat rent. If the family elects to pay a flat rent, at the annual reexamination the Site Based Management Office will require only information about the family composition and the completion of HUD required consent forms. The Site Based Management Office will perform

an income reexamination every third year for families electing to pay flat rent.

The Site Based Management Office will advise the family the approximate time when the Site Based Management Office will review the amount of the flat rent, the approximate rent increase that the family can expect, and the approximate date that a future rent increase could become effective.

At the reexamination interview, the Site Based Management Office will require that the family sign a certification accepting or declining the flat rent.

A family who opts for a flat rent may request to have a reexamination and return to the income based rent for the following reasons:

- The family's income has decreased;
- The family's circumstances have changed, thereby increasing expenses for child care, medical care, etc. and/or
- Other circumstances that create a hardship for the family such that the income method would be more financially feasible for the family.

- **Income Method**

Each year at the reexamination interview, the Site Based Management Office will require all information regarding income, assets, expenses and other information necessary to determine the family's share of rent. The family will complete all HUD required consent forms that will be used by the Site Based Management Office to secure third party verification of the family's circumstances.

Upon receipt of the third party verification, the Site Based Management Office will determine the family's annual income and will calculate the rent based on the highest of 10% of monthly income, 30% of adjusted gross monthly income or the minimum rent.

The new rent will generally become effective upon the tenant's anniversary date, but in no event prior to 30 days written notice to the family of the rent increase. If a determination of the new rent is delayed due to a reason beyond the family's control, then the rent increase will be payable on the first of the month after expiration of the 30 day notice period.

***Example:** Tenant's anniversary date is June 1<sup>st</sup>. Notification of rent increase is dated May 25. New rent becomes effective on June 1<sup>st</sup>, but does not become payable until July 1<sup>st</sup>*

If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the tenant's anniversary date.

If the family caused the delay, any increase will be effective on the anniversary date. Any reduction in rent will be effective on the first of the month after the reported change, except in documented cases of hardship in which the family was unable to report the decrease in income.

If a new member is added to the lease, the Site Based Management Office will recalculate the family's income based on the new family member. This may result in an increase in rent. The Site Based Management Office will provide a 30-day notice to the family of this rent increase.

**C. Interim**

A family is required to report the following changes to the Site Based Management Office between regular reexamination:

- A household member has been added to the family through birth, adoption, court ordered custody or marriage;
- A household member is leaving or has left the household; and
- Increases in family income.

The head of household must provide adequate documentation of these circumstances including but not limited to notarized statements attesting to the circumstances, copies of court orders, birth certificates, adoption certificates, etc.

**D.**

**Additions to Lease**

If a tenant desires that a new member be added to the household, the tenant must complete an application form providing information about the new family member's income, assets, verified citizenship/eligible immigrant status, Social Security number if applicable, and all other information required of an applicant for public housing.



Upon receipt of this information the Site Based Management Office will screen the application. If the Site Based Management Office determines that the individual is eligible and qualified, the business manager will execute a new lease with the family reflecting the changed family composition.

If the Site Based Management Office determines that the individual is ineligible or unqualified, the Site Based Management Office will so advise the family in writing of the determination and of the opportunity to request an informal hearing.

Except for additions due to birth or court awarded custody, the Site Based Management Office may disallow the addition of a household member if a tenant family is currently properly housed and the addition of a new member to the household will create an over-housed situation.

**E. Misrepresentation**

If it is found that the resident has misrepresented to CHA the facts upon which rent is based so that the rent being paid is less than should be charged, then the increase in rent shall be retroactive to the date of the change. In justifiable cases, CHA may take such other action as it deems advisable in accordance with applicable law, including but not limited to, referral for criminal prosecution.

## X. RESIDENT TRANSFER POLICY

This Resident Transfer Policy governs the transfer of residents within the conventional public housing program. This policy does not apply to communities or apartments that are not fully CHA owned, in mixed-finance mixed income communities or which are subject to and under separate private management or special housing agreements between the CHA and some third party or otherwise have a separate site-based waiting list for admissions. The extent of the applicability of this Resident Transfer Policy in those circumstances shall be specified by the third party owner of the community or unit, or by the terms of the separate private management or special housing agreement, subject to compliance with appropriate HUD regulations.

### I. TRANSFERS

#### **Administrative Transfers**

The Executive Director or his/her designee has the right to request a tenant to transfer from one unit to another for a sound administrative reason such as:

- a) **Priority 01 – Emergency Transfer:** to address an emergency situation that poses an immediate threat to the life, health, or safety of a family or one of its members, such as fire in or defects in an occupied unit and to address hate crimes, the safety of witnesses to a crime, or a law enforcement matter;
- b) **Priority 02 – Redevelopment/Modernization:** to facilitate relocation when required by HOPE VI, modernization or other management efforts;
- c) **Priority 03 – Medical Transfer:** to address the health condition of a family member;
- d) **Priority 04 – Underhoused Transfer:** when the Site Based Management Office determines that there is extreme overcrowding “extreme overcrowding exists when the family size exceeds the maximum number of persons and composition for the number of bedrooms in the unit) and/or;
- e) **Priority 05 – Overhoused Transfer:** when the Site Based Management Office determines that the tenant is “over-housed” (in a unit that is too large based on the family size).

#### **Transfers for Good Cause**

A tenant has the right to request a transfer by the Site Based Management Office to a different unit for good cause such as:

- a) when the tenant is “under-housed” (in an apartment that is too small based on family size) or “over-housed” (in an apartment that is too large, based on family size);

- b) when there is a non-emergency, but medically advisable impairment that could be substantially improved by a transfer to a different unit; or
- c) as an incentive, when a family resides in a development in which the family's income category based on area median income predominates and the family desires to move to a development in which the family's income category does not predominate. [24 CFR 903]

**Requirements for Approval of Requests to Transfer for Good Cause**

In order for a tenant to be eligible for a Transfer for Good Cause, the tenant must:

- i. file a transfer application with all supporting documentation;
- ii. be up to date on rent or in compliance with a payment agreement and be otherwise in compliance with his/her lease with the CHA; AND
- iii. Inspection of Current Dwelling. Transfers, once approved, shall be subjected to an inspection of the resident's current dwelling unit (under applicable laws) prior to the transfer to determine the extent of resident inflicted damages to the unit. Adjustments to the resident's rental account shall be performed in accordance with applicable CHA policy or regulations.

Supporting documentation for medical transfers shall include a written statement from a physician indicating: the specific nature of the medical impairment, contributing factors in the tenant's current unit/development that aggravate the medical impairment and why a different type of unit/development would substantially improve the tenant's medical impairment.

Supporting documentation for transfers for good cause based on income incentives includes documentation that:

- a) the tenant has been living at the CHA for three years and has not been granted a transfer for good cause within the previous twelve months from the date of application,
- b) for a minimum of one year, at least one adult family member is enrolled in an economic self-sufficiency program or is working at least thirty five hours per week, or the adult family members are 62 years of age or older or are disabled or are the primary caregivers to others with disabilities;
- c) the family is currently in its community service responsibilities;

- d) the family has attended an orientation class offered by the Site Based Management Resident Services Division; and
- e) the family has not paid rent late for a minimum of one year prior to the date of application.

The Site Based Management Office will grant or deny the request for transfer in writing within ten business days' of its receipt by the development(s) Business Manager.

## **II. PLACEMENT OF THE WAITING LIST**

### **A. Administrative Transfers**

A tenant with an administrative transfer application shall be assigned a higher place on the waiting list than all other applicants. Within the group of applications for administrative transfers, these applications will be placed on the site based waiting list(s) based on the time and date of receipt of the application for administrative transfer by the Site Based Management Offices.

### **B. Transfers for Good Cause**

A tenant with an application to transfer for good cause shall be assigned a place on the site based waiting list(s) that is higher than standard applicants for public housing, but lower than applicants for administrative transfers and applicants for public housing who have preferences. Within the group of applications for transfer for good cause, these applications are prioritized on the site based waiting list(s) based on the time and date of receipt of the application by the Site Based Management Offices.

Therefore, placement on the waiting list will be in the following order:

- Administrative Transfers
- Preference Holders
- Transfers for Good Cause
- Standard Applicant

## **II. UNIT OFFERS**

The Site Based Management Office shall offer two units that are appropriate in size and meets the circumstances of an Administrative Transfer. The CHA shall offer one unit that is appropriate in size and meets the circumstances of a Transfer for Good Cause.

### **A. Refusal of Unit Offer**

If a tenant refuses to move pursuant to an Administrative Transfer, the Site Based Management Office will take action to terminate the tenancy. If a tenant refuses a unit pursuant to a Transfer for Good Cause, the tenant's transfer application will be removed from the site based waiting list(s). Any resident who fails to accept a suitable apartment within the established number of offers (subject to undue transfer hardship objections), or fails to respond to a verification request or an apartment offer by CHA (whether in writing or verbal), shall be withdrawn from the Transfer Wait List. Any resident withdrawn from the Transfer Wait List for this reason is not eligible to apply for another transfer based on the same priority code and supporting documentation for a period of twenty-four (24) months.

**B. Tenant Expense**

Upon offer and acceptance of a unit, the family will execute all leasing documents and pay any rent and/or security deposit within two (2) days of being advised that the unit is ready to rent. The family will be allowed five (5) days to move after receipt of the key to the unit to which the tenant is transferring. If the tenant fails to fully vacate the prior residence within this five day period, the Site Based Management Office will charge the tenant \$50 for the first day after the five day period and \$10 per day thereafter.

**II. COST OF THE TENANT'S TRANSFER**

**A. CHA Expense**

The cost of a tenant's transfer will be borne by the CHA when required by the Uniform Relocation Act, such as HOPE VI transfers and transfers required by CHA modernization or rehabilitation work. The CHA will also bear the expense of a tenant's transfer when action or inaction by the CHA has caused the unit to be unsafe or uninhabitable.

**B. Tenant Expense**

The cost for a transfer will generally be borne by the family under the following circumstances:

1. when the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);
2. when the family was originally properly housed and the transfer is needed to move the family to an appropriately sized unit, either larger or smaller, due to a change in family composition;
3. when a family that did not require an accessible unit accepted the unit and must transfer because a disabled family needs an accessible unit. (Prior to acceptance of

the unit, the family generally signs a statement acknowledging an understanding that a transfer may be required if a disabled family needs the unit.)

4. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

The responsibility for moving costs in other circumstances will be determined on a case by case basis.

## **II. SECURITY DEPOSIT AND RENT CHARGES**

Any resident who transfers to another Site Based Management unit will have the right to make a rent choice regarding the new unit. The resident will also be responsible for any increase in the security deposit required because the resident moved to a new unit.

## **VI. APPEAL**

If the tenant does not agree to an administrative transfer, or the Site Based Management Office denies a tenant's application for good cause, the Site Based Management Office shall inform the tenant of the right to request a grievance hearing with the Site Based Management Office and give the tenant a reasonable opportunity to request such a hearing before taking any legal action against the tenant.

## **VII. Definitions<sup>1</sup>.** The terms listed below shall have the meanings indicated:

- A. "Appropriate size unit" refers to CHA's established occupancy standards as to the minimum and maximum number of persons that may occupy a dwelling unit of a specific size.
- B. "Authority mandated transfer" refers to a transfer initiated by CHA.
- C. "An available unit" refers to a unit that is vacant and is in a suitable condition or can be made into a suitable condition within thirty (30) days
- D. "Head of Household" refers to the individual who executes a dwelling lease and is so designated in that lease.
- E. "Inter-community transfer" refers to the process of transferring a resident from one community to another.

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<sup>1</sup>The definitions listed below shall have the same meaning throughout this Transfer Policy notwithstanding the fact that the defined words are not in uppercase.

- F. "Intra-community transfer" refers to the process of transferring a resident from one apartment to another within the same community.
- G. "Overhoused" refers to a household whose members, identified in the lease, do not equal the minimum number of persons for which a specific size unit is designated.
- H. "Resident" refers to the occupant signing the lease and includes the household members identified as such in the executed dwelling lease.
- I. "Resident requested transfer" refers to an expressed written desire on the part of the resident to be transferred.
- J. "Suitable unit" refers to a unit that is the correct bedroom size for the transferring family (under the Authority's occupancy standards), and has met HQS standards and will cause no undue transfer hardship for the transferring family.
- K. "Undue Transfer Hardship" refers to the following:
  - 1. the apartment is not of the proper size (and resident has not agreed to live in the apartment nonetheless), type or condition, or the resident would be able to reside there only temporarily (e.g., a specially designed unit that is awaiting a handicapped family needing such a unit.);
  - 2. the unit contains lead-based paint, and accepting the offer could result in subjecting the family and children under seven years of age to lead-based paint poisoning;
  - 3. the resident is unable to move at the time of the offer and presents clear evidence which substantiates this claim to CHA's satisfaction. For example:
    - a. a doctor verifies that the resident has just undergone major surgery and needs a specified period of time to recuperate; or
    - b. a court verifies that the resident is serving on a jury which has been sequestered.
  - 4. accepting the offer would result in undue hardship to the resident not related to consideration of race, sex, color, national origin, familial status or language, such as making employment or day care facilities inaccessible; and the resident presents clear evidence which substantiates this claim to CHA's satisfaction.

- L. "Underhoused" refers to a household whose members identified in the lease, exceed the maximum number of persons for which a specific size apartment is designated by two or more bedrooms.



## **XI. PET POLICY**

This Pet Policy is applicable for all CHA owned or managed communities that have been approved for common household pets, including the CHA high-rise communities that are designated for Elders-only, and the CHA's family communities. This Policy shall not apply to any mixed-income mixed-finance community in which the CHA may have public housing units. Such units shall be governed by the Management Plan relevant to that particular mixed-income or mixed-finance community.

The terms of this Policy do not apply to animals that are used to assist persons with disabilities. Assisted animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

### ***I. Definitions***

#### **A. Definition of Common Household Pet**

“Common household pet” or “pet” means a Site Based Management Office recognized domesticated animal that, for purposes of this Policy, shall be limited to a dog, cat, bird, guinea pig, gerbil, hamster, rabbit, bird or fish that is kept in the home for pleasure. The pet may not be used for commercial purposes, and each pet must otherwise meet the requirements of this Pet Policy.

If this definition conflicts with state or local ordinance, regulation or law, the state or local provision shall prevail.

#### ***B. Exclusions***

The term “common household pet” or “pet” specifically excludes:

##### **1. Birds of Prey**

Birds of prey with an overly aggressive nature.

##### **2. Overly Aggressive Cats**

Any cat with an overly aggressive nature or any cat with a known or suspected propensity, tendency or disposition to unprovoked attacks, or any cat which actually attacks, or threatens to attack a resident, visitor or guest, CHA/Site Based Management staff member or CHA/Site Based Management agent or contractor.

**3. Vicious Dogs**

Any vicious and/or intimidating dogs. The terms “vicious” or “intimidating” dog shall mean:

a. Propensity for Unprovoked Attacks

Any dog with a known or suspected propensity, tendency or disposition to unprovoked attack that cause injury or any dog that otherwise endangers the safety of human beings or domestic animals.

**4. Snakes/Reptiles**

No types of snakes or reptiles are allowed.

**5. The CHA will exclude the following small cage animals:**

- a. Parrots
- b. Love Birds
- c. Gerbil
- d. Hamster
- e. Small turtles

**C. Threatening Approaches to People or Attitude of Attack**

Any dog which, when unprovoked, approaches any person in an apparent attitude of attack upon the streets, sidewalks or any community grounds or places.

**D. Dog Bite**

Any dog which bites inflicts injury, assaults or otherwise attacks a human being or domestic animal with or without provocation on public or private property.

**D. Prohibited Breeds of Dogs**

Any dog of the pit bull, rottweiler, chow or boxer breeds.

**E. Prohibited Types of Birds**

Any pigeon, dove, minah bird, psittakos bird and birds of other species that are hosts of the organism causing psittacosis in humans.

**F. Weight Limit**

No animal shall exceed twenty (20) pounds at its projected adult weight. A licensed veterinarian must annually verify the animal’s current weight, and if appropriate the estimated weight at full adult size.

**I. Limitations on Pets**

Only the maximum number of pets per unit will be allowed according to this schedule:

<b>UNIT SIZE</b>	<b>PETS</b>
Zero Bedroom	1
One Bedroom	1
Two Bedrooms	2
Three Bedrooms	2
Four Bedrooms	2

**I. Application Process**

A tenant who desires to keep a pet must submit an Application for Pet Ownership (Application) to his/her Site Based Business Manager.

**A. Approval**

The Site Based Business Manager shall review the Application and arrive at a decision by considering the following:

- a. whether the animal is a pet as defined above;
- b. if available, prior landlord references (including references from the CHA in cases where tenant has had a pet in CHA property) relating to applicant's pet ownership, including problems with gnawing, chewing, scratching, or otherwise defacing the unit, common areas, and outside property.

If the Site Based Business Manager approves the Application, the tenant must complete a "Pet Lease Addendum" and submit this form to the Site Based Business Manager. This document shall become part of the tenant's lease agreement.

The pet owner is responsible for providing the Site Based Management Office with the following information and documents. These documents shall be kept in the pet owner's file:

- c. color photo and identifying description of the pet;
  - d. attending veterinarian's name, address and telephone number;
  - e. veterinary certificates of spaying or neutering, rabies, distemper combination, parvovirus, feline VRC, feline leukemia testing and other inoculations when applicable;
  - f. veterinary certification of actual weight of projected adult weight and pet;
- AND**
- e. dog licensing certificates in accordance with local and state law.

e

**f B.**

**Denial**

If the Site Based Business Manager denies the Application, the tenant may request a hearing with the Regional Manager. This request must be submitted to the Site Based Business Manager in writing within fourteen (14) days of the tenant's receipt of the notice of denial. The Site Based Business Manager shall forward the request to the Regional Manager.

The Regional Manager shall conduct a hearing at a time and place convenient to both parties. The tenant may present any information relevant to his/her Application.

If the Regional Manager approves the Application, he/she shall inform the tenant in writing within fourteen (14) days of the hearing and shall direct the tenant to execute a Pet Lease Addendum with his/her Site Based Business Manager.

If the Regional Manager denies the Application, he/she shall inform the tenant in writing within fourteen (14) days of the hearing.

**I. Pet Owner Rights And Responsibilities**

If the Application is approved, the pet owner shall assume the following obligations:

1. The pet owner shall be responsible for proper pet care, good nutrition, grooming, flea control, routine veterinary care and yearly inoculations. Dogs and cats must wear identification collars and tags with the tenant's name and phone number and the dates of the most recent inoculations and collars. A pet owner must keep a dog on a short leash, at all times, in common areas.
2. The pet owner is responsible for cleaning up after the pet inside the unit and anywhere on the CHA's property. A "pooper scooper" and disposable plastic bags should be carried at all times in common areas. The pet owner shall bag and dispose of waste in a receptacle designated by the Site Based Management Office. Toilets are not designed to handle pet litter; therefore no pet debris shall be deposited in a toilet. Pet owners shall be responsible for the cost of repairs or replacements of any damaged toilets or pipes.

3. For hygienic reasons, pet blankets and bedding shall not be cleaned or washed in the laundry room.
4. The pet owner shall maintain the unit and its patio, porch and yard, if any, in a sanitary, insect-free, and odor-free condition at all times.
5. The pet owner must provide litter boxes for cat waste, which must be kept in the owner's unit. The pet owner shall bag and dispose of litter box waste in a receptacle designated by the Site Based Management Office. Litter boxes shall be kept clean and odor free.
6. The pet owner shall prevent the pet from gnawing, chewing, scratching or otherwise defacing doors, walls, windows and floor covering of the unit, other units and common areas, as well as shrubs and landscaping of the development. Pet owners shall be responsible for cost of repair or replacement for any damages caused by the pet. Charges for damages will include materials and labor. Payment plans may be negotiated between the Site Based Management Office and the pet owner. A dispute concerning the amount of damages is subject to the CHA Tenant Grievance Procedure.
7. The pet owner shall be responsible for the cleaning, deodorizing and sanitizing of carpeting and other floor coverings in the unit.
8. Pets are not to be tied outside or left unattended on a patio or porch.
9. The pet owner shall not alter the unit, patio, or other outside area to create an enclosure for a pet.
10. The pet owner shall not allow the pet to disturb the health, safety, rights, comfort or quiet enjoyment of other tenants. A pet will not create a nuisance to neighbors, residents, staff and/or visitors with excessive barking, whining, snapping, biting, chirping or other unruly behavior.
11. 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 no more than eight (8) hours. If the pet is left unattended and no arrangements have been made for its care, the Site Based Management Office shall have the right to enter the premises to take the pet to be boarded at a local animal care facility at the expense of the resident.

12. The pet owner shall allow the Site Based Management Office to inspect a pet owner's unit on a quarterly basis to ensure that the unit is being cared for properly. The Site Based Management Office may increase the number of inspections at its discretion.
13. All female dogs and rodents over the age of six months and all female cats over the age of five months must be spayed. All male dogs and rodents over the age of eight months and all male cats over the age of ten months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become a resident of the development and the exception will be at the Executive Director's or his/her designee's discretion.
14. The pet owner is responsible for providing the Site Based Management Office with the information regarding the pet's inoculations, licensing, photograph and other information as required. This information shall be kept in the pet owner's file.
15. The pet owner is responsible for keeping the Site Based Management Office informed of any change of information.

**I. Caretakers**

The pet owner shall also provide the Site Based Management Office with the following information that will be kept on file concerning alternate care for pets:

- a. two (2) alternate 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 shall sign the Pet Lease Addendum and acknowledge their responsibilities as specified;
- b. pet owner shall be responsible for pre-arranging emergency boarding accommodations;  
AND

If caretakers are unable or unwilling to assume responsibility for the pet and the pet owner is unable to locate alternate care, the Site Based Management Office may enter the premises, remove the pet, and arrange for pet care for no more than ten (10) days to protect the pet. The Site Based Management Office will assess the cost for alternative care to the pet owner. The Site Based Management Office may contact the Tennessee Society for the Prevention of Cruelty to Animals or other suitable humane society for the assistance in providing alternate arrangements for the care of the pet if the caretaker cannot be located. After ten (10) days, the humane society providing care for the pet will have the authority to decide what will happen to the pet.

**I. CHA Rights and Responsibilities**

The Site Based Management Office shall:

- a) post a copy of this policy for pet ownership and enforce these rules in a fair and just manner;
- b) keep proper records of pet owner's and pet's pertinent information, conduct unit inspections, investigate complaints and issue warnings and bills for damages, and schedule repairs;
- c) enforce the Lease Addendum;
- d) reserve the right to require dogs owners to relocate to a comparable unit on the ground floor of each building based upon written complaints concerning:
  - i) the behavior of the dog in the elevator or hallways; or
  - ii) the documented medical conditions of residents affected by the presence of the dog.

## **VII. Non-refundable Pet Fee for Pets in Family Developments**

The Site Based Management Office will assess a non refundable, annual Pet Fee in the amount of \$50.00 per pet to families who reside in family developments to cover the costs to the Site Based Management Office relating to this Policy. The tenant shall pay the annual fee at the time of reexamination each year and provide proof of inoculations at such time. The Pet Fee is not reimbursable. Elderly Developments are exempt from paying the annual Pet Fee.

## **VIII. Pet Deposit**

### **• Family Developments**

A pet deposit of \$150 is required at the time a tenant of a family development registers a pet. The deposit is refundable when the pet or the family vacates the unit, less any amounts owed due to damage beyond normal wear and tear. A separate deposit is required for each pet.

### **• Elderly Developments**

A pet deposit of \$100 is required at the time a tenant of a family development registers a pet. The deposit is refundable when the pet or the family vacates the unit, less any amounts owed due to damage beyond normal wear and tear. A separate deposit is required for each pet.

## **VIII. Pet Policy Violation Procedures [24 CFR 5.356]**

### **a. Notice of Pet Rule Violation**

If the Site Based Management Office determines on the basis of objective facts, supported by written statements that the pet owner has violated a rule set out in this Policy, the Site Based

Management Office may serve a written notice of pet rule violation on the pet owner. The notice should:

- contain a brief statement of the factual basis for the determination that the Pet Policy has been violated;
- state that the pet owner has ten days from the effective date of service of notice to correct the violation, including, in appropriate circumstances, removal of the pet or to make a written request for a meeting to discuss the violation;
- state that the pet owner is entitled to be accompanied by another person of his/her choice at the meeting; AND
- state that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in the initiation of procedures to terminate the pet owner's tenancy.

**b. Pet Rule Violation Meeting**

If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Site Based Management Office shall establish a mutually agreeable time and place for the meeting, but no later than fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the CHA agrees to a later date).

At the meeting the Site Based Management Office and the pet owner shall discuss the alleged pet rule violation and attempt to correct it. The Site Based Management Office may, as a result of the meeting, give the pet owner additional time to correct the violation.

**c. Notice of Pet Removal**

If the pet owner and the Site Based Management Office are unable to resolve the pet rule violation at the meeting, or if the Site Based Management Office determines that the pet owner has failed to correct the pet rule violation as agreed within the prescribed additional time, the Site Based Management Office may serve a written notice on the pet owner.

The notice must:

- Contain a brief statement of the factual basis for the determination and the pet rule(s) that have been violated;
- State that the pet owner must remove the pet within ten days of the effective date of service of the notice of pet removal (or the meeting if notice is served at the meeting); and
- State that failure to remove the pet may result in lease termination procedures.



**d. Termination of Lease Agreement or Removal of Pet**

The CHA may not initiate procedures to terminate a pet owner's lease unless:

- The pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period; and
- The pet rule violation is sufficient to begin procedures to terminate the lease under the terms of the lease, applicable HUD regulations, and or applicable state or local law.

|

## **XII. INSPECTIONS**

### **A. MOVE-IN INSPECTIONS**

The Site Based Management Office and prospective head of household will inspect the premises prior to signing the lease. The Site Based Management Office will prepare a written statement of the condition of the premises that will be signed by the Site Based Management Office and the adult family member. The Site Based Management Office will provide a copy of the signed inspection statement to the family and will retain the original in the family's file.

### **A. ANNUAL INSPECTIONS**

The Site Based Management Offices will inspect each public housing unit annually to ensure that each unit meets the UPCS standards. [24 CFR 5.701] The Site Based Management Offices will initiate work orders to correct deficiencies.

### **B. PREVENTATIVE MAINTENANCE INSPECTIONS**

The Site Based Management Offices may conduct preventative maintenance inspections periodically. These inspections are intended to keep items in good repair and to extend the life of the unit and its equipment.

These inspections may encompass and checks on weatherization, the condition of the smoke detectors, water heaters, furnaces, automatic thermostats and water temperatures; and for leaks. These inspections may also provide an opportunity to conduct seasonal checks on furnace filters, window screens and air conditioning units.

### **D. SPECIAL INSPECTIONS**

The Site Based Management Office may schedule special inspections to enable HUD or others to inspect a sample of the housing stock maintained by the CHA.

### **E. HOUSEKEEPING INSPECTIONS**

Generally, at the time of annual reexamination, and at other times as necessary, the Site Based Management Offices will conduct a housekeeping inspection to ensure that the family is maintaining the unit in a safe and sanitary condition.

### **F. NOTICE OF INSPECTION**

The Site Based Management Offices will provide the tenant with at least two days written notice of annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections.

**G. EMERGENCY INSPECTIONS**

The Site Based Management Offices may enter a unit without prior notice if there is reason to believe that an emergency condition exists within the unit. The CHA/Site Based Management Office representative who enters the unit will leave a written notice indicating the date and time of entry and purpose for the emergency inspection.

**H. PRE-MOVE-OUT INSPECTIONS**

The Site Based Management Offices will offer to schedule a pre-move out inspection upon receipt of a tenant's notice to vacate. The inspection allows the Site Based Management Offices to help the family identify any problems which, if left uncorrected, could lead to vacate charges. This inspection is a courtesy to the family and has been found to be helpful both in reducing costs to the family and in enabling the Site Based Management Offices to ready units more quickly for the future occupants.

**I. MOVE-OUT INSPECTIONS**

The Site Based Management Offices will conduct a move-out inspection at the time a tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. The Site Based Management Offices will notify the tenant about the inspection and encourage the tenant to be present. If the tenant refuses to accompany the Site Based Management employee at the time of the inspection, the Site Based Management Offices will provide a declaration form to the tenant for signature. This inspection becomes the basis for any claims assessed by the CHA/Site Based Management Office against the tenant's security deposit.

## **XIV. TERMINATION**

### **A. TERMINATION BY TENANT**

The tenant may terminate the lease at any time upon submitting a 30-day written notice. If the tenant vacates prior to the end of the thirty (30) days, he/she will be responsible for rent through the end of the notice period.

In the event of a tenant's death in a single person household, the Site Based Management Office shall terminate rent charges effective on the date of death. In the event of the death of an adult with income in a multi-person household, the Site Based Management Office will recalculate the family's rent based on the change of income effective on first day of the month following the date of death.

### **B. TERMINATION BY THE SITE BASED MANAGEMENT OFFICE**

Until further notice, one year after the community service suspension has been lifted; the Site Based Management Office will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. [24 CFR 966.4(a)(2)(ii)] If the family does not voluntarily leave the property, eviction proceedings will begin.

The Site Based Management Office will terminate the lease for serious or repeated violations of material lease terms. Such violations include, but are not limited to, the following:

1. Nonpayment of rent or other charges;
2. A history of three (3) or more late/*delinquent* rental payments within the current reexamination period;
3. Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to eligibility or rent;
4. Failure to allow inspection to the unit;
5. Failure to maintain the unit in a safe and sanitary manner;
6. Assignment or subletting of the premises;
7. Use of the premises for purposes other than as a dwelling unit (other than for Site Based Management approved resident businesses);

8. Destruction of property;
9. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;
10. Any criminal activity on the property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on the premises of the CHA;
10. Non-compliance with Non-Citizen Rule requirements;
12. Permitting persons not on the lease to reside in the unit for more than fourteen (14) days each year without the prior written approval of the Site Based Management Office; and
11. Other good cause.

The Site Based Management Office will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a state sex offender registration program.

### **C. ABANDONMENT**

A tenant's unexplained and/or extended absence from the premises for thirty days or more without payment of rent as due shall be *prima facie* evidence of abandonment.

When a unit has been abandoned, a Site Based Management Office representative may enter the unit and remove any abandoned property. It will be stored in a reasonably secure place. A notice will be mailed to the resident stating where the property is being stored and when it will be sold. If the Site Based Management Office does not have a new address for the resident, the notice will be mailed to the unit address so it can be forwarded by the post office.

If the Site Based Management Office estimates that the total value of the property is less than \$500.00, the Site Based Management Office will mail a notice of the sale or disposition to the resident and then wait 30 days. Family pictures, keepsakes, and personal papers will not be sold or disposed of until 30 days after the Site Based Management Office mails the notice of abandonment.

If the estimated value of the property is equal to or more than \$500.00, the Site Based Management Office will mail a notice of the sale or disposition to the resident and then wait 30 days before sale or disposition. The Site Based Management Office may sell or dispose of personal papers, family pictures, and keepsakes at the same time as the other property.

The Site Based Management Office will apply any money raised by the sale of the property to monies owed by the tenant such as back rent and the cost of storing and selling the property. The Site Based Management Office will mail the balance of any money to the family if the forwarding address is known. Otherwise, the Site Based Management Office will retain the money for six months pending the family's claim for its return. If the family does not claim the money at the end of six months, the money becomes the property of the Site Based Management Office.

Within thirty (30) days of learning of abandonment, the Site Based Management Office will either return the deposit to the tenant or provide a statement of why all or part of the security deposit is being kept.

**D. RETURN OF SECURITY DEPOSIT**

The Site Based Management Office will return the security deposit within 30 days of the date that the tenant vacated the premises and/or give the family a written statement of why all or part of the security deposit is being retained. The Site Based Management Office may apply the security deposit to the expense of restoring the unit to the same conditions as when the family moved in, except for normal wear and tear. The Site Based Management Office may also apply the security deposit to any outstanding balance.

## **XV. ADMISSIONS AND CONTINUED OCCUPANCY GUIDELINES FOR PUBLIC HOUSING**

The following criteria will be used in making the recommendation of DENIAL into CHA housing. Criteria are based upon the Federal One Strike Policy and Chattanooga Housing Authority's ACOP Manual.

12. Drug Possession – Any drug possession charge listed within 5 years of the application date or recertification date.
13. Aggravated Assault or Other Violence – (Violent Felony) Any aggravated assault charge listed within 5 years of the application date or recertification date.
14. Assault – Simple assaults within 5 years of application date or recertification date.
15. Drug Paraphernalia – Any drug paraphernalia charge listed within 5 years of the application date or recertification date.
16. Illegal Manufacture, Sale, Distribution or Possession of any Controlled/Schedule Substance – Any charge within five years of application date or recertification date.  
\*Manufacture of methamphetamine is a lifetime ban.\*
17. Murder – Any history of homicide or attempted homicide in any degree.
18. Sex Offense – Any history of sex offenses to include but not limited to Rape, Sexual Battery, Unlawful Sexual Contact, and Indecent Exposure.  
\*Listing on the Sex Offender Registry is a lifetime ban.\*
19. Any violent felony within 5 years to include but not limited to Arson, Robbery, and Mayhem. Some may be looked at on a case-by-case basis.
20. Public order crimes within 5 years of application date or recertification date, including but not limited to Public Intoxication, Disorderly Conduct, Vandalism, and Prostitution. These are crimes that seriously affect the quality of life issues with residents. These will be looked at on a case-by-case basis.
21. Any other Criminal Act determined to be detrimental to the safety and well being of the CHA Public Housing Community.
22. Membership Status of the CHA No-Trespass List.

Any applicant may be denied on the basis of a criminal history if the applicant has a criminal history which indicates, in the CHA's reasonable opinion, that the applicant's future behavior may reasonably pose a threat to the health, safety, peaceful environment, or welfare of other residents, members of the CHA community, CHA's agents and/or CHA employee(s).

Generally, an applicant may not be denied for an incident more than five (5) years old unless



that incident involved murder, rape, armed robbery, child abuse/molestation, violence (e.g., aggravated assault), violent criminal activity, drug-related criminal activity, drugs, and/or the incident contributes to or evidences a pattern of consistent criminal activity.

## **XVI. Payment Agreements**

At the discretion of CHA, a family may enter into a written payment agreement to pay back all excessive maintenance charges and program fraud (unreported income). The payment agreement sets out the nature of the debt, the terms of payment, the time period in which payment is to be made, any other provisions relating to the payment arrangements and the remedies available to the CHA upon breach of the arrangement. The CHA requires a down payment of 25% of the balance owed as a good faith payment. Payment agreements will not be entered into for non-payment of rent, legal fees, excess utilities, security deposits and pet deposits.

Full payment must be made within the following specified time periods:

Fire Damage or Casualty to Unit:	Up to 24 months
Program Fraud:	Up to 12 months
Maintenance Charges:	Up to 12 months

If the current payment balance is not paid prior to the first of the following month, then the terms of the Payment Agreement shall become null and void and the entire balance owing to the CHA shall become due and payable.

The CHA will file eviction proceedings against any tenant family that owes money to the CHA due to program fraud in excess of \$2000. The case can be referred to the Inspector General for criminal prosecution.

## ***XVII. FRAUD AND MISREPRESENTATION***

### **PURPOSE.**

This section explains the consequences of misrepresentation and falsification of any application, reexamination or transfer related information by applicants or residents.

### **FEDERAL LAW PROHIBITIONS.**

Under Federal law:

Any person who knowingly and willingly makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. 18 *U.S.C.* §1001.

### **APPLICANT AND RESIDENT CERTIFICATION.**

- A. Initial applications and applications for continued occupancy for the Public Housing Program shall contain a warning that falsification of information is punishable under State and Federal Law.
- B. CHA shall consider the misrepresentation of income and/or family status to be a serious lease and policy violation as well as a crime and shall take appropriate action if fraud is discovered. Specifically:
  - 1. An applicant family who has misrepresented income or family status shall be declared ineligible for housing assistance.
  - 2. If an examination of a resident's file discloses that the resident made any misrepresentations (at the time of admission or during any previous reexamination) which resulted in the applicant/resident being classified as eligible when, in fact, the applicant/resident was ineligible, the resident shall be required to vacate the apartment unit, even though the resident may be currently eligible.
  - 3. Resident family who has made misrepresentations of income, transfer or family status shall be subject to both eviction and being declared ineligible for future housing assistance.
  - 4. If it is determined that the resident's misrepresentations resulted in paying a lower rent than should have been paid, the resident shall be required to pay the difference between rent owed and the amount that should have been

paid. CHA reserves the right to demand full payment within thirty (30) days.

5. CHA may report apparent cases of applicant/resident fraud to the appropriate governmental agency. It is the policy of CHA to cooperate with Federal, State, County or local authorities in prosecuting cases which, in the CHA's judgment, appear to be willful or deliberate misrepresentation.

# Annual Statement / Performance and Evaluation Report

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

PHA Name: <b>Chattanooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450103</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no:     )

Performance and Evaluation Report for Period Ending:      Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$1,203,568.80			
3	1408 Management Improvements	\$802,329.00			
4	1410 Administration	\$188,477.20			
5	1411 Audit	\$10,000.00			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$429,535.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$145,000.00			
10	1460 Dwelling Structures	\$3,138,984.00			
11	1465.1 Dwelling Equipment - Nonexpendable	\$37,950.00			
12	1470 Nondwelling Structures	\$20,000.00			
13	1475 Nondwelling Equipment	\$12,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$30,000.00			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$6,017,844.00			
22	Amount of line 21 Related to LBP Activities	\$15,000.00			
23	Amount of line 21 Related to Section 504 compliance	\$10,000.00			
24	Amount of line 21 Related to Security - Soft Costs	\$364,900.00			
25	Amount of line 21 Related to Security - Hard Costs	\$20,000.00			
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00			

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**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450103</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-1</b> College Hill Courts	Replace wall heaters	1460	248 d.u.	60,000.00				
	Replace storm doors	1460	248 d.u.	80,000.00				
	Pave/stripe parking lots	1450		<u>20,000.00</u> <b>160,000.00</b>				
<b>TN 4-10</b> Boynton Terrace	Landscaping	1450		10,000.00				
	Upgrade elevators	1460		<u>300,000.00</u> <b>310,000.00</b>				
<b>TN 4-14 E</b> Judson Lane	Renovate bathrooms	1460	29 d.u.	92,000.00				
	Renovate kitchens	1460	29 d.u.	58,000.00				
	Replace/repair ext. doors & windows	1460	29 d.u.	43,500.00				
	Repair/install floors, ceilings, walls & trim	1460	29 d.u.	72,000.00				
	Paint interior	1460	29 d.u.	35,000.00				
	Pest control	1460	29 d.u.	3,000.00				
	Replace shelving & closet accessories	1460	29 d.u.	13,000.00				
	Lead-based paint abatement	1460	29 d.u.	9,000.00				
	Upgrade electrical service	1460	29 d.u.	51,000.00				
	Upgrade HVAC	1460	29 d.u.	100,000.00				
	Replace ranges & refrigerators	1465	29 d.u.	<u>15,950.00</u> <b>492,450.00</b>				

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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	
<b>TN 4-21</b> Cromwell Hills	Renovate bathrooms	1460	40 d.u.	152,100.90				
	Renovate kitchens	1460	40 d.u.	95,435.90				
	Install/replace interior doors & window accessories	1460	40 d.u.	53,683.00				
	Repair/install floors, ceilings, walls & trim	1460	40 d.u.	134,206.80				
	Paint interior	1460	40 d.u.	67,103.40				
	Pest control	1460	40 d.u.	2,087.40				
	Replace water heaters	1460	40 d.u.	7,000.00				
	Upgrade HVAC	1460	40 d.u.	200,000.00				
	Replace/repair ext. doors & windows	1460	40 d.u.	68,594.40				
	Replace ranges & refrigerators	1465	40 d.u.	<u>22,000.00</u>				
				<b>802,211.80</b>				
<b>TN 4-22</b> Gateway Tower	Renovate bathrooms	1460	52 d.u.	152,626.00				
	Renovate kitchens	1460	52 d.u.	152,626.00				
	Install/replace interior doors & window accessories	1460	52 d.u.	57,235.00				
	Replace windows	1460	52 d.u.	38,156.00				
	Repair/install floors, ceilings, walls & trim	1460	52 d.u.	64,469.00				
	Abate asbestos	1460	52 d.u.	3,816.00				
	Paint interior	1460	52 d.u.	19,078.00				
	Pest control	1460	52 d.u.	3,816.00				

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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	
<b>TN 4-22</b> Gateway Tower (Continued)	Replace shelving & closet accessories	1460	52 d.u.	11,447.00				
	Replace/install electrical fittings, fixtures, wiring	1460	52 d.u.	64,469.00				
	Replace interior sewer/water lines, plumbing fixtures	1460	52 d.u.	57,235.00				
	Install HVAC	1460	52 d.u.	78,000.00				
	Install sprinkler system	1460	52 d.u.	190,133.00				
	Convert efficiencies to 1 br	1460	52 d.u.	88,053.00				
	Convert to handicap accessibility	1460	52 d.u.	10,000.00				
	Convert laundry room to common dining area	1460	52 d.u.	<u>100,000.00</u>				
				<b>1,091,159.00</b>				
<b>HA-Wide</b>	Manager of Development	1408		32,979.00				
	Administrative Assistant	1408		12,969.00				
	Resident Greeter Coordinator	1408		31,400.00				
	Resident Upward Mobility Program	1408		237,587.00				
	Resident Greeters	1408		56,000.00				
	Maintain Marketing Program	1408		35,000.00				
	Management Development/Training	1408		72,894.00				
	Provide Security	1408		313,500.00				
	Upgrade Computer Software	1408		<u>10,000.00</u>				
				<b>802,329.00</b>				



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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	
<b>HA-Wide</b> (Continued)	Project Manager	1410		46,468.00				
	Contract Compliance Officer	1410		35,423.00				
	Project Specialist	1410		11,607.00				
	Accountant	1410		12,599.00				
	Employee Benefits	1410		76,880.20				
	Environmental review	1410		500.00				
	Legal Services	1410		<u>5,000.00</u>				
				<b>188,477.20</b>				
	Operations	1406		<b>1,203,568.80</b>				
	Audit	1411		<b>10,000.00</b>				
	Contract Management Services	1430		<b>264,535.00</b>				
	LBP testing	1430		<b>15,000.00</b>				
	Master Planning/Grant Writing	1430		<b>150,000.00</b>				
	Signs	1450		<b>5,000.00</b>				
	Lighting	1450		<b>20,000.00</b>				
	Fencing	1450		<b>5,000.00</b>				
	Landscaping	1450		<b>15,000.00</b>				
	Parking lot paving & striping	1450		<b>40,000.00</b>				

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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	
<b>HA-Wide</b> (Continued)	Sidewalks	1450		<b>30,000.00</b>				
	Handrails	1460		<b>15,000.00</b>				
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		<b>336,113.20</b>				
	Access Control	1470		<b>20,000.00</b>				
	Computer hardware	1475		<b>12,000.00</b>				
	Relocation	1495		<b>30,000.00</b>				
	<b>Total</b>				<b>6,017,844.00</b>			

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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>TN 4-1</b> College Hill Courts	12/31/04			6/30/06			
<b>TN 4-10</b> Boynton Terrace	12/31/04			6/30/06			
<b>TN 4-14E</b> Judson Lane	12/31/04			6/30/06			
<b>TN 4-21</b> Cromwell Hills	12/31/04			6/30/06			
<b>TN 4-22</b> Gateway Towers	12/31/04			6/30/06			

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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>HA-Wide</b>							
Manager of Development	12/31/03			6/30/06			
Administrative Assistant	12/31/03			6/30/06			
Resident Greeter Coordinator	12/31/03			6/30/06			
Resident Greeters	12/31/03			6/30/06			
Maintain Marketing Program	12/31/04			6/30/06			
Management Development/ Training	12/31/04			6/30/06			
Provide Security	12/31/04			6/30/06			
Upgrade Computer Software	12/31/04			6/30/06			
LBP Testing	12/31/04			6/30/06			
A/E Services	12/31/04			6/30/06			
Contract Management Svc	12/31/04			6/30/06			
Master Planning/Grant Writing	12/31/04			6/30/06			
Lighting	12/31/04			6/30/06			
Sidewalks	12/31/04			6/30/06			
Landscaping	12/31/04			6/30/06			

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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>HA-Wide</b>							
(Continued							
Fencing	12/31/04			6/30/06			
Handrails	12/31/04			6/30/06			
Signs	12/31/04			6/30/06			
Parking lot paving/stripping	12/31/04			6/30/06			
Access Control							
Test/replace GFI outlets	12/31/04			6/30/06			
Renovate vacant units to HUD Mod standards/codes extraordinary maintenance	12/31/04			6/30/06			
Upgrade computers	12/31/04			6/30/06			
Relocation	12/31/04			6/30/06			
	12/31/04			6/30/06			

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Chattanooga Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
TN 4-1, College Hill				\$1,000,000.00	
TN 4-2, East Lake Courts		\$45,000.00		\$140,000.00	
TN 4-3, Harriet Tubman				\$1,033,000.00	
TN 4-5, Poss Homes				\$1,984,480.00	
TN 4-8, Emma Wheeler		\$432,400.00	\$422,400.00		
TN 4-10, Boynton Ter.		\$150,000.00	\$225,000.00	\$357,500.00	
TN 4-11, Mary Walker			\$200,000.00		
TN 4-13, Missionary Hts.			\$291,500.00		\$738,950.00
TN 4-14E, Judson Lane					
TN 4-14N, Devel Lane					\$247,250.00
TN 4-16, Steiner		\$400,000.00			\$778,583.00
TN 4-18, Rev. Johnson					
TN 4-19-1, Gurley St.		\$255,000.00			
TN 4-19-2, Fairmount			\$514,500.00		
TN 4-19-3, Woodside Ave.		\$533,000.00			
TN 4-21, Cromwell Hills		\$132,000.00	\$415,000.00	\$530,000.00	\$1,143,024.00
TN 4-22, Gateway Tower				\$12,000.00	
HA-Wide		\$3,109,580.00	\$2,988,580.00		\$2,149,173.00
CFP Funds Listed for 5-Year Planning		\$960,864.00	\$960,864.00	\$960,864.00	\$960,864.00
Totals		<b>\$6,017,844.00</b>	<b>\$6,017,844.00</b>	<b>\$6,017,844.00</b>	<b>\$6,017,844.00</b>

**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1	Activities for Year: <u>2</u>			Activities for Year: <u>3</u>		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>TN 4-2</b> East Lake Courts	Replace bleachers Remove tennis court, landscape Install monument sign	20,000.00 15,000.00 <u>10,000.00</u> <b>45,000.00</b>	<b>TN 4-8</b> Emma Wheeler	Repair/waterproof/clean ext. walls Install gable-end siding Replace/repair ext. doors & windows Renovate bathrooms Renovate kitchens Install/replace interior doors & window accessories Abate asbestos Repair/install floors, ceilings, walls & trim Paint interior Pest control	11,000.00 8,400.00 16,500.00 51,000.00 32,000.00 18,000.00 8,500.00 45,000.00 22,500.00 1,500.00
	<b>TN 4-8</b> Emma Wheeler Homes	Repair/waterproof/clean ext. walls Install gable-end siding Replace/repair ext. doors & windows Renovate bathrooms Renovate kitchens Install/replace interior doors & window accessories Abate asbestos Repair/install floors, ceilings, walls & trim Paint interior Pest control Floor coverings Replace shelving & closet accessories Replace/install electrical fittings/fixtures/wiring Lead-based paint abatement	11,000.00 8,400.00 16,500.00 51,000.00 32,000.00 18,000.00 8,500.00 45,000.00 22,500.00 1,500.00 20,000.00 8,000.00 30,500.00 45,000.00		Replace shelving & closet accessories Replace/install electrical fittings/fixtures/wiring Lead-based paint abatement Replace interior sewer/water lines, plumbing fixtures Replace sanitary sewer lines Floor coverings Replace underground water lines Replace clothesline poles and wire Replace water heaters	8,000.00 30,500.00 45,000.00 55,000.00 7,000.00 20,000.00 2,000.00 3,500.00 3,000.00

**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1	Activities for Year: <u>2</u>			Activities for Year: <u>3</u>			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	TN 4-8 Emma Wheeler Homes  (Continued)	Replace interior sewer/water lines, plumbing fixtures	55,000.00	TN 4-8 Emma Wheeler  (Continued)	Grading for storm drainage	3,000.00	
		Replace sanitary sewer lines	7,000.00		Landscaping	1,000.00	
		Replace underground water lines	2,000.00		Sidewalks	7,500.00	
		Replace clothesline poles and wire	3,500.00		Convert to handicap accessibility	<u>22,500.00</u>	
		Replace water heaters	3,000.00			<b>422,400.00</b>	
		Grading for storm drainage	3,000.00		TN 4-10 Boynton Terrace	Convert to handicap accessibility	200,000.00
		Landscaping	1,000.00			Carpport roofs	5,000.00
		Sidewalks	7,500.00			Garbage chute doors	<u>20,000.00</u>
		Replace ranges & refrigerators	10,000.00				<b>225,000.00</b>
		Convert to handicap accessibility	<u>22,500.00</u>			TN 4-11 Mary Walker	Convert to handicap accessibility
		<b>432,400.00</b>					
	TN 4-10 Boynton Terrace	Convert efficiencies to 1 br.	<b>150,000.00</b>	TN 4-13 Missionary Heights	Building lights	8,000.00	
	TN 4-16 Steiner Apartments	Renovate bathrooms (FA)	200,000.00		Replace gutters, downspouts, splashblocks	9,000.00	
Renovate kitchens		<u>200,000.00</u>	Replace siding, soffitt & fascia		66,000.00		
		<b>400,000.00</b>		Repair/waterproof/clean ext. walls	20,000.00		
TN 19-1 Gurley Street	Renovate bathrooms	60,000.00		Repair termite damage	10,000.00		
	Renovate kitchens	40,000.00		Floor coverings	20,000.00		
	Floor coverings	20,000.00		Pest control	2,500.00		
	Replace storm doors	12,000.00		Windows	58,000.00		
	Interior painting	12,000.00		Install storm doors	21,000.00		
	Repair/install floors, ceilings, walls & trim	85,000.00		Fencing	10,000.00		
	Pest control	2,000.00		Sidewalks	8,000.00		



**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1	Activities for Year: <u>2</u>			Activities for Year: <u>3</u>		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>TN 19-1</b> Gurley Street  (Continued)	Replace roofs	24,000.00	<b>TN 4-13</b> Missionary Heights (Continued)	Drainage	5,000.00
			<b>255,000.00</b>		Landscaping	27,000.00
					Install handrails/guardrails	<u>27,000.00</u>
						<b>291,500.00</b>
	<b>TN 19-3</b> Woodside Ave	Renovate bathrooms	60,000.00	<b>TN 4-19-2</b> Fairmount Ave.	Renovate bathrooms	92,000.00
		Renovate kitchens	30,000.00		Renovate kitchens	58,000.00
		Install/replace interior doors & window accessories	70,000.00		Replace/repair ext. doors & windows	43,500.00
		Repair/install floors, ceilings, walls & trim	90,000.00		Repair/install floors, ceilings, walls & trim	72,000.00
		Abate asbestos	20,000.00		Paint interior	35,000.00
		Floor coverings	20,000.00		Pest control	3,000.00
	Paint interior	85,000.00		Replace shelving & closet accessories	13,000.00	
	Pest control	3,000.00		Floor coverings	20,000.00	
	Replace shelving & closet accessories	15,000.00		Lead-based paint abatement	9,000.00	
	Replace/install electrical fittings, fixtures, wiring	65,000.00		Upgrade electrical service	51,000.00	
	Replace interior sewer/water lines, plumbing fixtures	<u>75,000.00</u>		Upgrade HVAC	100,000.00	
		<b>533,000.00</b>		Replace ranges & refrigerators	<u>18,000.00</u>	
					<b>514,500.00</b>	
	<b>TN 4-21</b> Cromwell Hills	Replace exterior doors	<b>132,000.00</b>	<b>TN 4-21</b> Cromwell Hills	Renovate bathrooms	102,000.00
					Renovate kitchens	64,000.00
					Install/replace interior doors & window acces.	36,000.00
					Repair/install floors, ceilings, walls & trim	90,000.00
					Paint interior	45,000.00
					Replace water heaters	5,000.00
					Floor coverings	20,000.00
	<b>HA-Wide</b>	Handrails	14,000.00			
		Relocation	35,000.00			
		Signs	5,000.00			

**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1	Activities for Year: <u>2</u>			Activities for Year: <u>3</u>		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	HA-Wide (Continued)	Fencing	5,000.00	TN 4-21	Exterior doors	34,000.00
		Parking lot paving & striping	48,000.00	Cromwell Hills (Continued)	Replace ranges & refrigerators	<u>19,000.00</u>
		A/E Services	300,317.00			<b>415,000.00</b>
		Computer hardware	20,000.00	HA-Wide	Test/replace GFI outlets (FA)	10,000.00
		Audit	10,000.00		Handrails	14,000.00
		Legal services	10,000.00		Relocation	35,000.00
		Landscaping	25,000.00		Signs	5,000.00
		LBP testing	10,000.00		Fencing	5,000.00
		Install HVAC as needed	2,606,263.00		Parking lot paving & striping	50,000.00
		Sidewalks	<u>21,000.00</u>		A/E Services	149,317.00
			<b>3,109,580.00</b>		Computer hardware	12,000.00
					Install HVAC as needed	2,638,263.00
					Audit	10,000.00
			Legal services	10,000.00		
			Landscaping (FA)	<u>50,000.00</u>		
				<b>2,988,580.00</b>		
	Total CFP Estimated Cost	<b>5,056,980.00</b>			<b>5,056,980.00</b>	

# Capital Fund Program Five-Year Action Plan

## Part II: Supporting Pages -- Work Activities

Activities for Year 1	Activities for Year: <u>4</u>			Activities for Year: <u>5</u>		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>TN 4-1</b> College Hill courts	Replace windows	500,000.00	<b>TN 4-13</b> Missionary Heights	Renovate bathrooms	138,000.00
		Demo buildings /build parking lots	<u>500,000.00</u>		Renovate kitchens	87,000.00
			<b>1,000,000.00</b>		Replace/repair ext. doors & windows	65,250.00
	<b>TN 4-2</b> East Lake Courts	Playground equipment	15,000.00		Repair/install floors, ceilings, walls & trim	108,000.00
		Fencing for front yards	50,000.00		Paint interior	52,500.00
		Partitions for porches	75,000.00		Pest control	4,500.00
			<b>140,000.00</b>		Replace shelving & closet accessories	19,500.00
	<b>TN 4-3</b> Harriet Tubman	Repair roofs, add draft stops & porch soffit, fascia	26,000.00		Lead-based paint abatement	13,500.00
		Repair/waterproof/clean ext. walls	5,000.00		Upgrade electrical service	76,500.00
		Replace/repair ext. doors & windows	100,000.00		Upgrade HVAC	150,000.00
		Renovate bathrooms	30,000.00		Replace ranges & refrigerators	<u>24,200.00</u>
		Renovate kitchens	40,000.00			<b>738,950.00</b>
Install/replace interior doors & window accessories		40,000.00	<b>TN 4-14N</b> Devel Lane	Renovate bathrooms	46,000.00	
Asbestos abatement		13,000.00		Renovate kitchens	29,000.00	
Repair floors, walls ceilings and trim		65,000.00		Replace/repair ext. doors & windows	21,750.00	
Paint interior		40,000.00		Repair/install floors, ceilings, walls & trim	36,000.00	
Pest control		3,000.00		Paint interior	17,500.00	
Replace shelving & closet accessories	20,000.00	Pest control		1,500.00		
Upgrade exterior electrical service	10,000.00	Replace shelving & closet accessories		6,500.00		
		Lead-based paint abatement		4,500.00		

# Capital Fund Program Five-Year Action Plan

## Part II: Supporting Pages -- Work Activities

Activities for Year 1	Activities for Year: <u>4</u>			Activities for Year: <u>5</u>		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	TN 4-3 Harriet Tubman (Continued)	Replace/install electrical fittings, fixtures & wiring	65,000.00	TN 4-14N Devel Lane (Continued)	Upgrade electrical service	25,500.00
		Replace electric heaters	10,000.00		Upgrade HVAC	50,000.00
		Lead-based paint abatement	75,000.00		Replace ranges & refrigerators	<u>9,000.00</u>
		Replace interior sewer/water lines, plumbing	60,000.00			<b>247,250.00</b>
		Replace sanitary sewer lines	20,000.00	TN 4-16 Steiner Apartments	Renovate bathrooms	108,643.50
		Replace clothesline poles & wire	10,000.00		Renovate kitchens	68,168.50
		Replace garbage cans	2,000.00		Install/replace interior doors & window accessories	38,345.00
		Replace water heaters	5,000.00		Repair/install floors, ceilings, walls & trim	95,862.00
		Landscaping	5,000.00		Paint interior	47,931.00
		Sidewalks	3,000.00		Pest control	1,491.00
		Replace porch handrails	4,000.00		Replace water heaters	5,150.00
		Install porch roofs	25,000.00		Upgrade HVAC	290,000.00
		Replace ranges and refrigerators	15,000.00		Replace/repair ext. doors & windows	97,992.00
		Expand maintenance shop	50,000.00		Replace ranges & refrigerators	<u>25,000.00</u>
HVAC for gym	50,000.00		<b>778,583.00</b>			
Back porch lights	100,000.00	TN 4-21 Cromwell	Renovate bathrooms	217,287.00		
			Renovate kitchens	136,337.00		
			Install/replace interior doors & window accessories	76,690.00		
	TN 4-3 Harriet Tubman (Continued)	Replace showers & shower doors	120,000.00	Repair/install floors, ceilings, walls & trim	191,724.00	
		Convert to handicap accessibility	<u>22,000.00</u>	Paint interior	95,862.00	
			<b>1,033,000.00</b>	Pest control	2,982.00	

**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1	Activities for Year: <u>4</u>			Activities for Year: <u>5</u>			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	TN 4-5 Poss Homes	Replace locks	80,000.00	TN 4-21 Cromwell Hills  (Continued)	Replace water heaters	5,150.00	
		Replace exterior doors	400,000.00		Upgrade HVAC	290,000.00	
		Relocate playground	20,000.00		Replace/repair ext. doors & windows	97,992.00	
		Replace gutters, downspouts, splashblocks	50,000.00		Replace ranges & refrigerators	<u>29,000.00</u>	
		Replace siding, soffitt & fascia	289,480.00			<b>1,143,024.00</b>	
		Repair/waterproof/clean ext. walls	50,000.00		HA-Wide	Test/replace GFI outlets (FA)	10,000.00
		Abate asbestos	500,000.00			Handrails	14,000.00
		Replace windows	500,000.00			Relocation	35,000.00
		Replace Community Center roof	30,000.00			Signs	5,000.00
		Security screens on doors	35,000.00			Fencing	5,000.00
Site lighting	10,000.00	Parking lot paving & striping	50,000.00				
Demo/repair damaged bldg	<u>20,000.00</u>	A/E Services	149,317.00				
	<b>1,984,480.00</b>	Computer hardware	12,000.00				
		Install HVAC as needed	1,798,856.00				
		Audit	10,000.00				
		Legal services	10,000.00				
		Landscaping (FA)	<u>50,000.00</u>				
			<b>2,149,173.00</b>				
	TN 4-10 Boynton Terrace	Upgrade elevators	100,000.00				
		Outdoor benches	3,000.00				
		Laundry room sinks	3,000.00				
		Monument sign	1,500.00				
		New kitchen outlets	150,000.00				
		Fire pumps	<u>100,000.00</u>				
			<b>357,500.00</b>				
	TN 4-21 Cromwell Hills	Site lighting	50,000.00				
		HVAC for gym	50,000.00				
		Tables & chairs for Community Center	5,000.00				
		Copier	10,000.00				

**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: PHA FY			Activities for Year: <u>5</u> FFY Grant: PHA FY		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>TN 4-21</b> Cromwell Hills (Continued)	Erosion control Renovate bathrooms Renovate kitchens Install/replace interior doors & window acces. Repair/install floors, ceilings, walls & trim Paint interior Replace water heaters Exterior doors Replace ranges & refrigerators	20,000.00 102,000.00 64,000.00 36,000.00 90,000.00 45,000.00 5,000.00 34,000.00 <u>19,000.00</u> <b>530,000.00</b>			
	<b>TN 4-22</b> Gateway Tower	Replace maintenance shop doors	<b>12,000.00</b>			
		Total CFP Estimated Cost	<b>5,056,980.00</b>			<b>5,056,980.00</b>

**Annual Statement / Performance and Evaluation Report**  
**Comprehensive Grant Program (CGP) Part I: Summary**

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name: <b>Chattanooga Housing Authority</b>	Comprehensive Grant Number: <b>TN 37P004708</b>	FFY of Grant Approval: <b>1999</b>
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Original Annual Statement   
 Reserve for Disasters/Emergencies   
 Revised Annual Statement/Revision Number   
 Performance and Evaluation Report for Program Year Ending  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations (May not exceed 10% of line 19)	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$1,139,921.50	\$1,071,275.48	\$1,071,275.48	\$1,071,275.48
4	1410 Administration	\$564,141.02	\$566,680.41	\$566,680.41	\$566,680.41
5	1411 Audit	\$7,480.00	\$7,480.00	\$7,480.00	\$7,480.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$558,813.67	\$555,345.08	\$555,345.08	\$555,345.08
8	1440 Site Acquisition	\$20,068.40	\$20,068.40	\$20,068.40	\$20,068.40
9	1450 Site Improvement	\$329,975.22	\$364,953.56	\$364,953.56	\$364,953.56
10	1460 Dwelling Structures	\$2,904,936.62	\$2,935,700.87	\$2,935,700.87	\$2,935,700.87
11	1465.1 Dwelling Equipment - Nonexpendable	\$16,210.00	\$26,794.00	\$26,794.00	\$26,794.00
12	1470 Nondwelling Structures	\$309,657.79	\$309,794.51	\$309,794.51	\$309,794.51
13	1475 Nondwelling Equipment	\$533,241.78	\$526,353.69	\$526,353.69	\$526,353.69
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1495.1 Relocation Costs	\$41,204.00	\$41,204.00	\$41,204.00	\$41,204.00
17	1498 Mod Used for Development	\$0.00	\$0.00	\$0.00	\$0.00
18	1502 Contingency (may not exceed 8% of line 19)	\$0.00	\$0.00	\$0.00	\$0.00
19	<b>Amount of Annual Grant (Sum of lines 2 - 18)</b>	<b>\$6,425,650</b>	<b>\$6,425,650.00</b>	<b>\$6,425,650.00</b>	<b>\$6,425,650.00</b>
20	Amount of line 19 Related to LBP Activities	\$172,769.21	\$177,006.71	\$177,006.71	\$177,006.71
21	Amount of line 19 Related to Section 504 Compliance	\$6,300.00	\$6,300.00	\$6,300.00	\$6,300.00
22	Amount of line 19 Related to Security	\$374,391.15	\$374,391.15	\$374,391.15	\$374,391.15
23	Amount of line 19 Related to Energy Conservation Measures	\$0	\$0	\$0	\$0

Signature of Executive Director & Date:

**X**

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

**X**

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
(2) To be completed for the Performance and Evaluation Report

**Annual Statement / Performance and Evaluation Report**  
**Comprehensive Grant Program (CGP) Part II: Supporting Pages**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Office of Public and Indian Housing

**FFY 99**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>TN 4-1</b> College Hill Courts	Remove garbage can holders	1450	site	7,182.00				All work items are 100 % obligated and 100 % expended
	Replace pole light heads	1450	60	0.00				
	Landscaping	1450	site	2,234.34				
	Install remote entry system	1460	78 d.u.	0.00				
				<b>9,416.34</b>		<b>9,416.34</b>	<b>9,416.34</b>	
<b>TN 4-2</b> East Lake Courts	Repair roofs,add draft stops and porch soffit & fascia	1460	3 bldgs.	26,706.00				
	<del>Repair/waterproof/clean ext. walls</del>	<del>1460</del>	<del>3 bldgs.</del>	<del>0.00</del>				
	Repair & waterproof foundations	1460	3 bldgs.	16,220.00	16,200.00			
	Replace building signs	1460	3 bldgs.	2,500.00				
	Replace/repair ext. doors & windows	1460	31 d.u.	113,375.00				
	Replace gutters, downspouts, splash-blocks, attic access doors/vents	1460	3 bldgs.	13,353.00				
	Reconfigure public hallway units into townhouse units	1460	12 d.u.	82,200.00				
	Renovate bathrooms	1460	31 d.u.	79,500.00				
	Renovate kitchens	1460	31 d.u.	92,150.00				
	<del>Remove kitchen wall/build laundry rm</del>	<del>1460</del>	<del>31 d.u.</del>	<del>0.00</del>				
	Install/replace interior doors & window accessories	1460	31 d.u.	56,250.00	61,902.00			
	Abate asbestos	1460	31 d.u.	98,400.00				
Repair/install floors, ceilings, walls & trim	1460	31 d.u.	200,080.32					

Signature of the Executive Director & Date

Signature of Public Housing Director/Office of Native American Programs Administrator & Date

**X**

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report



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**FFY 99**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
TN 4-2 East Lake Courts (Continued)	Paint interior	1460	31 d.u.	0.00				
	Pest control	1460	31 d.u.	2,670.00				
	Replace shelving, closet accessories	1460	31 d.u.	3,250.00				
	Replace/install electrical fittings, fixtures & wiring	1460	31 d.u.	45,094.78	47,569.97			
	Replace electric heaters	1460	31 d.u.	13,950.00				
	Lead-based paint abatement	1460	31 d.u.	169,686.71				
	Replace interior sewer/water lines, set plumbing fixtures	1460	31 d.u.	131,135.14				
	Replace sanitary sewer lines	1450	250 l.f.	0.00				
	Replace underground water lines	1450	300 l.f.	0.00				
	Replace clothesline poles and wire	1450	31 d.u.	6,250.00				
	Replace garbage cans	1450	31 d.u.	4,770.00				
	Replace water heaters	1460	31 d.u.	7,750.00				
	Grading for storm drainage	1450	3 bldg.	0.00				
	Landscaping	1450	200 s.y.	3,279.96				
	Fencing	1450	600 l.f.	0.00				
	Sidewalks	1450	250 s.y.	33,325.00	51,571.00			
	Renovate Community Center	1470	1 bldg.	0.00				
Upgrade exterior electrical service	1450	3 bldgs.	180,325.47	194,397.81				

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>TN 4-2</b> East Lake Courts (Continued)	Rewire site	1450	3 bldgs.	0.00				
	Remove/replace PCB-contaminated equipment	1450	1/3 site	4,600.00				
	Convert to handicap accessibility	1460	3 d.u.	6,300.00				
	Lead-based paint testing	1430	31 d.u.	3,082.50				
	Replace ranges & refrigerators	1465	31 d.u.	16,210.00	26,794.00			
	Replace windows, M/M building	1470	bldg	0.00				
	Exterior lighting	1450	site	0.00				
	Relocation	1495	31 d.u.	41.50				
				<b>1,412,455.38</b>		<b>1,463,464.91</b>	<b>1,463,464.91</b>	
<b>TN 4-3</b> Harriet Tubman	Repair roofs, add draft stops & porch soffit, fascia	1460	1 bldg	0.00				
	Repair/waterproof/clean ext. walls	1460	1 bldg	0.00				
	Replace/repair ext. doors & windows	1460	1 bldg	0.00				
	Replace gutters, downspouts, splash blocks, attic access doors/vents	1460	1 bldg	0.00				
	Renovate bathrooms	1460	6 d.u.	0.00				
	Renovate kitchens	1460	6 d.u.	0.00				
	Install/replace interior doors & window accessories	1460	6 d.u.	0.00				
	Asbestos abatement	1460	6 d.u.	0.00				
	Repair floors, walls ceilings and trim	1460	6 d.u.	0.00				

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
TN 4-3 Harriet Tubman (Continued)	Paint interior	1460	6 d.u.	0.00				
	Pest control	1460	6 d.u.	0.00				
	Replace shelving, closet accessories	1460	6 d.u.	0.00				
	Upgrade interior electrical service	1460	6 d.u.	0.00				
	Replace/install electrical fittings, fixtures & wiring	1460	6 d.u.	0.00				
	Replace electric heaters	1460	6 d.u.	0.00				
	Lead-based paint abatement	1460	6 d.u.	0.00				
	Replace interior sewer/water lines, set plumbing fixtures	1460	6 d.u.	0.00				
	Replace sanitary sewer lines	1460	1 bldg	0.00				
	Replace clothesline poles & wire	1450	6 d.u.	0.00				
	Replace garbage cans	1450	6 d.u.	0.00				
	Replace water heaters	1460	6 d.u.	0.00				
	Sidewalks	1450	14 sy	0.00				
	Landscaping	1450	6 d.u.	0.00				
	Replace porch handrails	1460	40 lf	0.00				
	Install porch roofs	1460	1 bldg	0.00				
	Structural repairs - M/M bldg.	1470		0.00				
	Replace ranges & refrigerators	1465	6 d.u.	0.00				

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>TN 4-3</b> Harriet Tubman (Continued)	Relocation	1495	6 d.u.	2,275.00				
	Lead-based paint testing	1430	6 d.u.	0.00				
				<b>\$2,275</b>		<b>2,275.00</b>	<b>2,275.00</b>	
<b>TN 4-4</b> McCallie Homes	Renovate vacant units to HUD Mod standards/codes - extraordinary maint.	1460	40 d.u.	0.00				
	Repair/demo structural damage	1460	7 bldg	542,645.00				
	Handrails (from 707)	1460		0.00				
	Renovate vacant units to HUD Mod* standards/codes - extraordinary maint.	1460	1 d.u.	0.00				
				<b>542,645.00</b>		<b>542,645.00</b>	<b>542,645.00</b>	
<b>TN 4-5</b> Poss Homes	Repair/demo structural damage	1460	12 d.u.	<b>\$17,100</b>	<b>16,400.00</b>	<b>16,400.00</b>	<b>16,400.00</b>	
<b>TN 4-6</b> McCallie Homes	Renovate vacant units to HUD Mod standards/codes - extraordinary maint.	1460	10 d.u.	0.00				
	Handrails (from 707)	1460		0.00				
	Renovate vacant units to HUD Mod* standards/codes - extraordinary maint.	1460	1 d.u.	0.00				
						<b>0.00</b>	<b>0.00</b>	
<b>TN 4-7</b> Mary Walker	Install new common area lighting	1470	bldg	0.00				
	Renovate bathrooms	1460	30 d.u.	24,219.69	22,538.57			
	Renovate kitchens	1460	30 d.u.	153,170.25	135,231.42			
	Install/replace interior doors & window accessories	1460	30 d.u.	49,442.60	52,590.00			
	Repair/install floors, ceilings, walls & trim	1460	30 d.u.	196,799.91	210,404.98			
	Install carpet	1460	30 d.u.	0.00				
	Paint interior	1460	30 d.u.	19,365.33	22,538.57			

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>TN 4-7</b> Mary Walker (Continued)	<del>Pest control</del>	<del>1460</del>	<del>30 d.u.</del>	<del>0.00</del>				
	Replace shelving & closet accessories	1460	30 d.u.	1,216.68	0.00			
	Replace/install electrical fittings, fixtures & wiring	1460	30 d.u.	94,816.17	97,667.13			
	Replace interior sewer/water lines & set plumbing fixtures	1460	30 d.u.	152,440.03	165,282.84			
	Exterior lighting	1450	site	0.00				
	Replace roof	1460	bldg	0.00				
	Reconfigure efficiencies to 1br apts.	1460	8 d.u.	40,599.43	45,077.14			
	Landscaping	1450	site	<del>0.00</del>				
				<b>732,070.09</b>		<b>751,330.65</b>	<b>751,330.65</b>	
<b>TN 4-8</b> Emma Wheeler	<del>Replace exterior doors</del>	<del>1460</del>	<del>340 d.u.</del>	<del>0.00</del>				
	<del>Replace interior doors</del>	<del>1460</del>	<del>340 d.u.</del>	<del>0.00</del>				
	<del>Repair roofs, add draft stops</del>	<del>1460</del>	<del>7 bldgs</del>	<del>0.00</del>				
	<del>Repair/waterproof/clean ext. walls</del>	<del>1460</del>	<del>7 bldgs</del>	<del>0.00</del>				
	<del>Replace/repair ext. doors &amp; windows</del>	<del>1460</del>	<del>7 bldgs</del>	<del>0.00</del>				
	<del>Renovate bathrooms</del>	<del>1460</del>	<del>14 d.u.</del>	<del>0.00</del>				
	<del>Renovate kitchens</del>	<del>1460</del>	<del>14 d.u.</del>	<del>0.00</del>				
	<del>Install/replace interior doors &amp; window accessories</del>	<del>1460</del>	<del>14 d.u.</del>	<del>0.00</del>				
	Abate asbestos	1460	14 d.u.	8,700.00				
	Repair/install floors/ceilings/walls/trim	1460	14 d.u.	23,200.00				
	Paint interior	1460	14 d.u.	0.00				

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
TN 4-8 Emma Wheeler (Continued)	Pest control	1460	14 d.u.	0.00				
	Replace shelving & closet accessories	1460	14 d.u.	0.00				
	Upgrade interior electrical service	1460	14 d.u.	0.00				
	Replace/install electrical fittings/ fixtures/wiring	1460	14 d.u.	0.00				
	Lead-based paint abatement	1460	14 d.u.	4,237.50				
	Replace interior sewer/water lines and set plumbing	1460	14 d.u.	0.00				
	Replace sanitary sewer lines	1450	14 d.u.	0.00				
	Replace underground water lines	1450	14 d.u.	0.00				
	Replace clothesline poles and wire	1450	14 d.u.	0.00				
	Replace garbage cans	1450	14 d.u.	0.00				
	Replace water heaters	1460	14 d.u.	0.00				
	Grading for storm drainage	1450		0.00				
	Landscaping	1450		0.00				
	Sidewalks	1450		0.00				
	Replace ranges & refrigerators	1465	14 d.u.	0.00				
Fence at M/M bldg.	1450	150 l.f.	0.00					
				<b>36,137.50</b>		<b>36,137.50</b>	<b>36,137.50</b>	

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>TN 4-10</b> Boynton Terrace	New common area lighting	1460	3 bldgs	0.00				
	Renovate lobby	1470	3 bldgs	0.00				
				<b>\$0</b>		<b>0.00</b>	<b>0.00</b>	
<b>TN 4-11</b> Mary Walker	Exterior lighting	1450	site	0.00				
	Replace interior sewer/water lines & set plumbing fixtures	1460	bldg	0.00				
	Replace roof	1460	bldg	0.00				
	Landscaping	1450	site	0.00				
				<b>0</b>		<b>0.00</b>	<b>0.00</b>	
<b>TN 4-12</b> Greenwood Terrace	Replace/repair roofs	1460	site	0.00				
	Construct porch roofs	1460	51 bldgs	0.00				
	Repair/replace/paint siding	1460	51 bldgs	0.00				
	Repair/replace soffit & fascia	1460	51 bldgs	0.00				
	Repair termite damage	1460	51 bldgs	0.00				
	Handrails (from 707)	1450			31,924.00			
	Drainage	1450	site	<u>\$0</u>				
				<b>31,924.00</b>		<b>31,924.00</b>	<b>31,924.00</b>	
<b>TN 4-16</b> Steiner Apts.	Repair/replace/paint siding	1460	6 bldgs	90,597.00				
	Replace windows	1460	50 d.u.	17,078.00				
	M/M bldg exterior	1470	bldg	7,914.00				
	Interior electrical service	1460	site	0.00				
	Landscaping	1450	site	0.00				
	Fencing	1450	site	<u>768.00</u>				
				<b>116,357.00</b>		<b>116,357.00</b>	<b>116,357.00</b>	

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>TN 4-18</b> Rev. Johnson	Acquisition of adjacent property	1440		20,068.40				
	Fencing	1450	1200 lf	0.00				
	Construct playground	1450		0.00				
	Resurface parking lot (from 707)	1450	Site	0.00				
	Construct parking lot	1450		0.00				
				<b>20,068.40</b>		<b>20,068.40</b>	<b>20,068.40</b>	
<b>TN 4-19-2</b> Fairmount	Building lights	1460		9,600.00				
	Replace gutters, downspouts, splash-blocks	1460		12,840.00				
	Replace siding, soffitt & fascia	1460		63,442.00				
	Repair termite damage	1460		1,800.00				
	Windows	1460		56,823.00				
	Install storm doors	1460		10,116.00				
	Sidewalks	1450		3,125.00				
	Landscaping	1450		4,800.00				
	Install handrails	1450		8,342.00				
				<b>170,888.00</b>		<b>170,888.00</b>	<b>170,888.00</b>	
<b>TN 4-21</b> Cromwell Hills	Replace exterior doors	1460	200 d.u.	108,218.07	109,925.68			
	Renovate community center/office exterior	1470	bldg	70,710.00				
	Re-roof office	1470	bldg	<u>12,065.00</u> <b>190,993.07</b>		<b>192,700.68</b>	<b>192,700.68</b>	

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>TN 4-22</b> Gateway Towers	Exterior electrical	1450	Site	\$0				
	Reconfigure efficiencies to 1br apts.	1460	2 d.u.	50.00	0.00			
	Renovate lobby (from 707)	1460		17,661.31	19,291.31			
	New hallway lighting	1460	bldg	<del>1460</del> \$0				
				<b>17,711.31</b>		<b>19,291.31</b>	<b>19,291.31</b>	
<b>H A Wide</b>	Manager of Resident Services	1408	1	53,994.35		53,994.35	53,994.35	
	Support Services Technician	1408	1	22,834.45		22,834.45	22,834.45	
	FSS Case Worker	1408	1	30,853.57		30,853.57	30,853.57	
	Community Builder	1408	1	27,172.80		27,172.80	27,172.80	
	Elderly Services Specialist	1408	3	48,626.76		48,626.76	48,626.76	
	Resident Employee Trainees	1408	32	236,591.66	237,828.60	237,828.60	237,828.60	
	Maintain Marketing Program	1408	1 yr.	8,796.00	12,838.00	12,838.00	12,838.00	
	Manager of Development	1408	1	62,392.56		62,392.56	62,392.56	
	Administrative Assistant	1408	1	25,872.80		25,872.80	25,872.80	
	Management Development/Training	1408	as needed	70,548.80	71,254.57	71,254.57	71,254.57	
	Satelite Training Annual Fee	1408	N/A	6,000.00		6,000.00	6,000.00	
	Provide Security in High Rises	1408	3 sites	374,391.15		374,391.15	374,391.15	
	Upgrade Computer Software	1408	as needed	169,593.00	93,640.57	93,640.57	93,640.57	
	Scan blueprints	1408	as needed	2,253.60	3,575.30	3,575.30	3,575.30	
	Maintenance Training Program	1408	6 classes/yr 15 emp/class	0.00		0.00	0.00	
				<b>1,139,921.50</b>		<b>1,071,275.48</b>	<b>1,071,275.48</b>	

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				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>H A Wide</b> (Continued)	Manager of Modernization	1410	1	56,676.61		56,676.61	56,676.61	
	Administrative Assistant	1410	1	27,492.32		27,492.32	27,492.32	
	Construction Specialist	1410	1	55,780.28		55,780.28	55,780.28	
	Cost Control Specialist	1410	1	40,075.38		40,075.38	40,075.38	
	Contract Specialist	1410	1	32,953.47		32,953.47	32,953.47	
	Project Manager	1410	1	44,273.46		44,273.46	44,273.46	
	Project Manager	1410	1	42,814.37		42,814.37	42,814.37	
	Project Manager	1410	50%	29,180.32		29,180.32	29,180.32	
	<del>Access Control (temp)</del>	<del>1410</del>	<del>as needed</del>	<del>0.00</del>		<del>0.00</del>	<del>0.00</del>	
	Resident Relocation Clerk	1410	40%	1,731.83		1,731.83	1,731.83	
	Special Projects Engineer	1410	30%	11,999.54		11,999.54	11,999.54	
	Accountant	1410	35%	17,412.81		17,412.81	17,412.81	
	Employee Benefits	1410		<del>198,364.54</del> <b>558,754.93</b>	198,807.73	<del>198,807.73</del> <b>559,198.12</b>	<del>198,807.73</del> <b>559,198.12</b>	
	Environmental Review	1410		<b>400.00</b>		<b>400.00</b>	<b>400.00</b>	
	Legal Expense (from 706)	1410		<b>4,986.09</b>	<b>7,082.29</b>	<b>7,082.29</b>	<b>7,082.29</b>	
	Audit	1411		<b>7,480.00</b>		<b>7,480.00</b>	<b>7,480.00</b>	
	Update computer hardware	1475	as needed	<b>140,017.07</b>	<b>127,253.62</b>	<b>127,253.62</b>	<b>127,253.62</b>	
	Telecommunications system	1475		<b>253,896.75</b>		<b>253,896.75</b>	<b>253,896.75</b>	
A/E Services	1430	as needed	<b>104,936.80</b>	<b>101,715.77</b>	<b>101,715.77</b>	<b>101,715.77</b>		

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**Annual Statement / Performance and Evaluation Report**  
**Comprehensive Grant Program (CGP) Part II: Supporting Pages**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Office of Public and Indian Housing

**FFY 99**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>H A Wide</b> (Continued)	Continue Master/Strategic Planning	1430	as needed	<b>366,294.37</b>	<b>366,046.81</b>	<b>366,046.81</b>	<b>366,046.81</b>	
	Sidewalks	1450	as needed	<b>34,162.00</b>	<b>36,822.00</b>	<b>36,822.00</b>	<b>36,822.00</b>	
	Utility Allowance Study (from 707)	1430		<b>42,250.00</b>		<b>42,250.00</b>	<b>42,250.00</b>	
	Energy Audit (from 707)	1430		<b>42,250.00</b>		<b>42,250.00</b>	<b>42,250.00</b>	
	Landscaping	1450	as needed	<b>4,887.45</b>		<b>4,887.45</b>	<b>4,887.45</b>	
	Signs	1450	as needed	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	
	Construct additional office space	1470		<b>144,489.94</b>	<b>160,392.88</b>	<b>160,392.88</b>	<b>160,392.88</b>	
	Renovate/Expand Central Office	1470		<b>74,478.85</b>	<b>58,712.63</b>	<b>58,712.63</b>	<b>58,712.63</b>	
	Renovate vacant units to HUD Mod standards/codes - extraordinary maint. (FA)	1460	as needed	<b>28,187.70</b>	<b>28,996.59</b>	<b>28,996.59</b>	<b>28,996.59</b>	
	Office furniture	1475	as needed	<b>57,357.96</b>	<b>63,233.32</b>	<b>63,233.32</b>	<b>63,233.32</b>	
	Relocation	1495	as needed	<b>38,887.50</b>		<b>38,887.50</b>	<b>38,887.50</b>	
	Mod vehicles	1475	5	<b>81,970.00</b>		<b>81,970.00</b>	<b>81,970.00</b>	
			<b>6,425,650.00</b>		<b>6,425,650.00</b>	<b>6,425,650.00</b>		

Signature of the Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

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Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
<b>TN 4-1</b> College Hill Courts	6-2001		1-2000	6-2002		3-2000	
<b>TN 4-2</b> East Lake	6-2001		6-2001	6-2002		6-2002	
<b>TN 4-3</b> Harriet Tubman	6-2001		9-2000	6-2002		12-2000	
<b>TN 4-4</b> McCallie Homes	6-2001		6-2000	6-2002		3-2001	
<b>TN 4-5</b> Poss Homes	6-2001		3-2001	6-2002		12-2001	
<b>TN 4-6</b> McCallie Homes	6-2001		Deleted	6-2002		Deleted	
<b>TN 4-7</b> Mary Walker	6-2001		6-2001	6-2002		6-2002	
<b>TN 4-8</b> Emma Wheeler	6-2001		12-2000	6-2002		3-2001	
<b>TN 4-10</b> Boynton Terrace	6-2001		Deleted	6-2002		Deleted	
<b>TN 4-11</b> Mary Walker	6-2001		Deleted	6-2002		Deleted	
<b>TN 4-12</b> Greenwood Terr.	6-2001		9-2000	6-2002		3-2001	
<b>TN 4-16</b> Stiener Apartments	6-2001		12-2000	6-2002		3-2001	

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

**X**

**X**

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Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
<b>TN 4-18</b> Rev. Johnson Apts.		9-2001	6-2001	6-2002		6-2001	Added in last revision
<b>TN 4-19-2</b> Fairmount St.			6-2000	12-2000		12-2000	Moved from 1998 Comp Grant
<b>TN 4-21</b> Cromwell Hills	6-2001		6-2001	6-2002		9-2001	
<b>TN 4-22</b> Gateway Tower	6-2001		6-2001	6-2002		6-2002	

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Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

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Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
<b>HA-Wide</b>							
Resident Services Manager	6 -2000		12 - 99	6 - 2002		12-2000	
Support Services Technician	6 -2000		12 - 99	6 - 2002		12-2000	
FSS Case Worker	6 -2000		12 - 99	6 - 2002		12-2000	
Community Builder	6 -2000		12 - 99	6 - 2002		12-2000	
Elderly services Specialist	6 - 2001		12 - 99	6 - 2002		12-2000	
Res. Employee Trainees	6 -2000		12 - 99	6 - 2002		12-2000	
Marketing Program	6 - 2001		3-2000	6 - 2002		3-2002	
Manager of Development	6 -2000		12 - 99	6 - 2002		12-2000	
Administrative Assistant	6 -2000		12 - 99	6 - 2002		12-2000	
Mgmt. Develop/ Training	6 - 2001		6-2001	6 - 2002		6 - 2002	
Satelite Training Annual Fee	6 - 2001		3-2000	6 - 2002		3 - 2000	
Security	6 - 2001		3 - 2000	6 - 2002		6-2001	

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Annual Statement / Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
<b>HA-Wide</b>							
Continued							
Computer Software	6 - 2001		6-2001	6 - 2002		6-2002	
Maintenance Training Program	6 - 2001		Deleted	6 - 2002		Deleted	
Master/Strategic Planning	6 - 2001		3-2001	6 - 2002		9-2001	
Computer Hardware	6 - 2001		6-2001	6 - 2002		6-2002	
Telecommunications System	6 - 2001		6-2001	6 - 2002		3 - 2002	
Sidewalks	6 - 2001		9-2000	6 - 2002		9-2000	
Landscaping	6 - 2001		9-2000	6 - 2002		9-2000	
Signs	6 - 2001		Deleted	6 - 2002		Deleted	
Relocation	6 - 2001		3-2001	6 - 2002		3-2001	
Expand Central Office	6 - 2001		6-2001	6 - 2002		6-2002	
Add office space	6 - 2001		6 - 2000	6 - 2002		6-2001	
Office furniture	6 - 2001		6-2001	6 - 2002		6-2002	

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

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Annual Statement / Performance and Evaluation Report  
 Capital Fund Program (CFP) **Part I: Summary**  
 Revised

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

HA Name: <b>Chattanooga Housing Authority</b>	Capital Fund Grant Number: <b>TN 37P00450100</b>	FFY of Grant Approval: <b>2000</b>
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Original Annual Statement   
  Reserve for Disasters/Emergencies   
  Revised Annual Statement/Revision Number   
  Performance and Evaluation Report for Program Year Ending  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds	\$0	\$0	\$0	\$0
2	1406 Operations	\$1,303,779	\$1,303,778.80	\$1,303,778.80	\$1,303,778.80
3	1408 Management Improvements	\$1,094,224	\$746,632.51	\$746,632.51	\$677,164.51
4	1410 Administration	\$497,903	\$382,764.12	\$382,764.12	\$382,764.12
5	1411 Audit	\$10,000	\$8,052.00	\$8,052.00	\$8,052.00
6	1415 Liquidated Damages	\$0	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$107,775	\$412,163.18	\$412,163.18	\$292,128.51
8	1440 Site Acquisition	\$350,000	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$77,884	\$72,524.36	\$72,524.36	\$42,254.31
10	1460 Dwelling Structures	\$2,015,801	\$3,043,215.62	\$3,043,215.62	\$2,184,175.36
11	1465.1 Dwelling Equipment - Nonexpendable	\$9,354	\$5,480.00	\$5,480.00	\$5,480.00
12	1470 Nondwelling Structures	\$560,000	\$375,146.06	\$375,146.06	\$46,546.06
13	1475 Nondwelling Equipment	\$12,000	\$137,737.35	\$137,737.35	\$137,737.75
14	1485 Demolition	\$420,174	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0	\$0.00	\$0.00	\$0.00
16	1495.1 Relocation Costs	\$60,000	\$31,400.00	\$31,400.00	\$31,400.00
17	1498 Mod Used for Development	\$0	\$0.00	\$0.00	\$0.00
18	1502 Contingency (may not exceed 8% of line 19)	\$0	\$0.00	\$0.00	\$0.00
19	<b>Amount of Annual Grant (Sum of lines 2 - 18)</b>	<b>\$6,518,894</b>	<b>\$6,518,894.00</b>	<b>\$6,518,894.00</b>	<b>\$5,111,481.42</b>
20	Amount of line 19 Related to LBP Activities	\$45,294	\$0.00	\$0.00	\$0.00
21	Amount of line 19 Related to Section 504 Compliance	\$44,800	\$0.00	\$0.00	\$0.00
22	Amount of line 19 Related to Security	\$371,000	\$0.00	\$0.00	\$0.00
23	Amount of line 19 Related to Energy Conservation Measures	\$0	\$0.00	\$0.00	\$0.00

Signature of Executive Director & Date: <b>X</b>	Signature of Public Housing Director/Office of Native American Programs Administrator & Date: <b>X</b>
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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 (2) To be completed for the Performance and Evaluation Report



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

**U.S. Department of Housing  
 and Urban Development**

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Office of Public and Indian Housing

**FFY 2000**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
TN 4-2 East Lake Courts	Renovate Community Center	1470	bldg	150,000.00	328,600	328,600		100% obligated, 0% expended
TN 4-4 McCallie Homes	<del>Demolish structurally damaged buildings</del>	<del>1485</del>	<del>12 bldg</del>	<del>\$0</del>				
TN 4-7 Mary Walker	Renovate bathrooms	1460	30 d.u.	58,778.31	53,854.21			100% obligated, 100% expended
	Renovate kitchens	1460	30 d.u.	361,313.75	325,009.94			100% obligated, 99.8% expended
	Install/replace interior doors & window accessories	1460	30 d.u.	119,285.40	126,025.04			100% obligated, 99.9% expended
	Repair/install floors, ceilings, walls & trim	1460	30 d.u.	458,125.09	502,666.30			100% obligated, 99.9% expended
	<del>Install carpet</del>	<del>1460</del>	<del>30 d.u.</del>					
	Paint interior	1460	30 d.u.	48,405.67	53,854.21			100% obligated, 100% expended
	<del>Pest control</del>	<del>1460</del>	<del>30 d.u.</del>					
	Replace shelving & closet accessories	1460	30 d.u.	5,186.32	0.00			
	Replace/install electrical fittings, fixtures & wiring	1460	30 d.u.	223,011.83	235,951.25			100% obligated, 99.8% expended
	<del>Construct laundry room</del>	<del>1460</del>	<del>7 hallways</del>					
	Reconfigure efficiencies to 1 & 2 br apartments	1460	14 d.u.	95,082.57	107,708.42			100% obligated, 100% expended
	Install sprinkler system	1460	53 d.u.	<u>359,584.97</u> <b>1,728,773.91</b>	394,930.88	<b>1,800,000.25</b>	<b>1,799,058.14</b>	100% obligated, 100% expended

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Signature of Public Housing Director/Office of Native American Programs Administrator & Date

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**FFY 2000**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
TN 4-8 Emma Wheeler	Repair roofs, add draft stops	1460	7 bldgs	3,688.00	0.00			
	Repair/waterproof/clean ext. walls	1460	7 bldgs	4,610.00	0.00			
	Replace/repair ext. doors & windows	1460	14 d.u.	21,224.00	60,859.34			100% obligated, 79.9% expended
	Renovate bathrooms	1460	14 d.u.	13,828.00	5,577.91			100% obligated, 72.3% expended
	Renovate kitchens	1460	14 d.u.	9,219.00	22,705.46			100% obligated, 79.3% expended
	Install/replace interior doors & window accessories	1460	14 d.u.	6,453.00	13,534.62			100% obligated, 87.3% expended
	Abate asbestos	1460	14 d.u.	3,688.00	0.00			
	Repair/install floors, ceilings, walls & trim	1460	14 d.u.	13,828.00	37,177.39			100% obligated, 72.3% expended
	Paint interior	1460	14 d.u.	9,219.00	17,141.25			100% obligated, 72.3% expended
	Pest control	1460	14 d.u.	645.00	2,276.69			100% obligated, 72.3% expended
	Replace shelving, closet accessories	1460	14 d.u.	3,227.00	0.00			
	Upgrade interior electrical service	1460	14 d.u.	11,985.00	0.00			
	Replace/install electrical fittings, fixtures and wiring	1460	14 d.u.	23,047.00	11,704.50			100% obligated, 72.3% expended
	Lead-based paint abatement	1460	14 d.u.	13,828.00	0.00			
	Replace interior sewer/water lines, set plumbing fixtures	1460	14 d.u.	11,063.00	36,845.18			100% obligated, 72.3% expended
	Replace sanitary sewer lines	1450	7 bldgs	3,400.00	0.00			
Replace underground water lines	1450	7 bldgs	850.00	0.00				

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

**U.S. Department of Housing  
 and Urban Development**

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Office of Public and Indian Housing

**FFY 2000**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
TN 4-8 Emma Wheeler (Continued)	Replace clothesline poles and wire	1450	7 bldgs	1,600.00	0.00			
	Replace garbage cans	1450	7 bldgs	250.00	0.00			
	Replace water heaters	1460	14 d.u.	1,106.00	0.00			
	Grading for storm drainage	1450	7 bldgs	1,196.00	0.00			
	Landscaping	1450	7 bldgs	350.00	0.00			
	Sidewalks	1450	7 bldgs	3,500.00	0.00			
	Replace ranges & refrigerators	1465	14 d.u.	9,354.00	5,480.00			100% obligated, 100% expended
	Lead-based paint testing	1430	14 d.u.	650.00	0.00			
	Install lights in mail shelters	1450	Site	3,500.00	0.00			
Convert to handicap accessibility	1460	6 d.u.	<del>15,688.00</del>	0.00				
				<b>\$190,996.00</b>		<b>\$213,302.34</b>	<b>\$164,002.29</b>	
TN 4-11 Mary Walker	Positive air ventilation	1460	bldg	<b>\$0.00</b>	<b>\$176,834.00</b>	<b>\$176,834.00</b>		100% obligated, 0% expended
TN 4-12 Greenwood Terrace	Replace/repair roofs	1460	3 bldgs	\$0.00	<b>\$18,585.75</b>	<b>\$18,585.75</b>	<b>\$18,585.75</b>	100% obligated, 100% expended
TN 4-14N Devel Lane	Building lights	1450	7 bldgs	\$0.00	43,074.00			100% obligated, 86.4% expended
	Replace gutters, downspouts, splashblocks	1460	7 bldgs	\$0.00	4,460.00			100% obligated, 0% expended
	Replace siding, soffitt & fascia	1460	7 bldgs	\$0.00	35,744.00			100% obligated, 87.3% expended
	Repair/waterproof/clean ext. walls	1460	7 bldgs	\$0.00	38,666.20			100% obligated, 70% expended
	Redesign roofs	1460	7 bldgs	\$0.00	92,376.60			100% obligated, 86.8% expended
	Windows	1460	7 bldgs	\$0.00	21,464.00			100% obligated, 48.6% expended
	Install storm doors	1460	7 bldgs	\$0.00	8,780.00			100% obligated, 0% expended

Signature of the Executive Director and Date

**X**

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 Capital Fund Program (CFP) **Part II: Supporting Pages**

**U.S. Department of Housing  
 and Urban Development**

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Office of Public and Indian Housing

**FFY 2000**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
TN 4-14N Devel Lane (Continued)	Sidewalks	1450		\$0.00	3,535.00			100% obligated, 90% expended
	Drainage	1450		\$0.00	6,500.00			100% obligated, 83.1% expended
	Landscaping	1450		\$0.00	12,462.46			100% obligated, 81.5% expended
	Install handrails	1450		\$0.00	5,356.00			100% obligated, 90% expended
						<b>\$272,418.26</b>	<b>\$209,654.76</b>	
TN 4-22 Gateway Towers	Construct 12-res.extended care home	1460	1 bldg	321,293.65	0.00			
	Protective barriers on stairwells	1460		18,444.00				100% obligated, 100% expended
	Renovate bathrooms	1460	20 d.u.	<del>13,663.00</del>	0.00			
	Renovate kitchens	1460	20 d.u.	<del>6,274.00</del>	0.00			
	Install/replace interior doors & window accessories	1460	20 d.u.	<del>5,000.00</del>	0.00			
	Repair/install floors, ceilings, walls, trim	1460	20 d.u.	<del>21,157.00</del>	0.00			
	Install carpet	1460	20 d.u.	<del>5,000.00</del>	0.00			
	Paint interior	1460	20 d.u.	<del>10,000.00</del>	0.00			
	Pest control	1460	20 d.u.	<del>658.00</del>	0.00			
	Replace shelving, closet accessories	1460	20 d.u.	<del>3,003.00</del>	0.00			
	Construct new elevator, shaft	1460	1	250,000.00	462,270.66			100% obligated, 08% expended
	Install positive air ventilation system	1460		0.00	109,876.00			100% obligated, 0% expended
	Replace/install electrical fittings, fixtures and wiring	1460	20 d.u.	15,579.00	2,866.00			100% obligated, 0% expended

Signature of the Executive Director and Date

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 Capitial Fund Program (CFP) **Part II: Supporting Pages**

**U.S. Department of Housing  
 and Urban Development**

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Office of Public and Indian Housing

**FFY 2000**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
TN 4-22 Gateway Towers (Continued)	<del>Replace interior sewer/water lines; set plumbing fixtures</del>	<del>1460</del>	20 d.u.	21,257.00	0.00			
	Renovate lobby (from 708)	1460		0.00	1,951.82			100% obligated, 100% expended
	<del>Reconfigure efficiencies to 1br apartments/public area</del>	<del>1460</del>	24 d.u.	<del>180,000.00</del>	0.00			
				<b>\$871,328.65</b>		<b>\$595,408.48</b>	<b>\$21,911.88</b>	
<b>H A-Wide</b>	Manager of Resident Services	1408	1	41,168.00	43,040.48	43,040.48	43,040.48	100% obligated, 100% expended
	Support Services Technician	1408	1	17,995.00	17,108.80	17,108.80	17,108.80	100% obligated, 100% expended
	FSS Case Worker	1408	1	25,662.00	6,893.76	6,893.76	6,893.76	100% obligated, 100% expended
	Elderly Services Specialist	1408	1	52,300.00	50,308.80	50,308.80	50,308.80	100% obligated, 100% expended
	Resident Employee Trainees	1408	32	368,744.00	92,914.00	92,914.00	92,914.00	100% obligated, 100% expended
	Manager of Development	1408	1	60,147.00	28,998.16	28,998.16	28,998.16	100% obligated, 100% expended
	Administrative Assistant	1408	1	26,208.00	10,418.80	10,418.80	10,418.80	100% obligated, 100% expended
	Maintain Marketing Program	1408	1 yr	36,000.00	26,000.00	26,000.00	26,000.00	100% obligated, 100% expended
	Management Development/Training	1408	1 yr	65,986.40	89,317.34	89,317.34	89,317.34	100% obligated, 100% expended
	Satelite Training Annual Fee	1408		6,300.00		6,300.00	6,300.00	100% obligated, 100% expended
	Provide Security in High Rises	1408	as needed	270,597.60	342,624.25	342,624.25	273,156.25	100% obligated, 79.7% expended
	Upgrade Computer Software	1408	as needed	5,000.00	32,708.12	32,708.12	32,708.12	100% obligated, 100% expended
	Maintenance Training Program	1408		<u>0.00</u>				
					<b>\$976,108.00</b>		<b>\$746,632.51</b>	<b>\$677,164.51</b>

Signature of the Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**X**

**X**

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report

**FFY 2000**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>H A-Wide</b> (Continued)	Manager of Modernization	1410		43,003.00	43,040.48	43,040.48	43,040.48	100% obligated, 100% expended
	<del>Administrative Assistant</del>	<del>1410</del>		<del>30,685.00</del>	0.00	0.00	0.00	
	Construction Specialist	1410		41,802.00	37,486.56	37,486.56	37,486.56	100% obligated, 100% expended
	Cost Control Specialist	1410		31,406.00	28,119.20	28,119.20	28,119.20	100% obligated, 100% expended
	Contract Specialist	1410		27,169.00	23,826.08	23,826.08	23,826.08	100% obligated, 100% expended
	Project Manager	1410		33,328.00	30,979.52	30,979.52	30,979.52	100% obligated, 100% expended
	Project Manager	1410		30,882.00	30,979.52	30,979.52	30,979.52	100% obligated, 100% expended
	Project Manager	1410		22,500.00	27,521.76	27,521.76	27,521.76	100% obligated, 100% expended
	<del>Resident Relocation Clerk</del>	<del>1410</del>		<del>10,352.00</del>	0.00	0.00	0.00	
	Special Projects Engineer	1410		10,287.00	9,208.08	9,208.08	9,208.08	100% obligated, 100% expended
	Accountant	1410		11,999.00	10,496.53	10,496.53	10,496.53	100% obligated, 100% expended
	Employee Benefits	1410		<u>203,490.00</u> <b>\$496,903.00</b>	141,106.39	<u>141,106.39</u> <b>\$382,764.12</b>	<u>141,106.39</u> <b>\$382,764.12</b>	100% obligated, 100% expended
	<del>Environmental Review</del>	<del>1410</del>		<del>\$1,000.00</del>	0.00			
	Audit	1411		<b>\$8,052.00</b>		<b>8,052.00</b>	<b>8,052.00</b>	100% obligated, 100% expended
	Update computer hardware	1475	as needed	<b>\$75,519.99</b>	<b>94,752.87</b>	<b>94,752.87</b>	<b>94,752.87</b>	100% obligated, 100% expended
	A/E Services	1430	as needed	<b>\$304,984.06</b>	<b>412,163.18</b>	<b>412,163.18</b>	<b>292,128.51</b>	100% obligated, 70.9% expended
	Landscaping	1450	as needed	<b>\$20,000.00</b>	<b>44,670.90</b>	<b>44,670.90</b>	<b>18,696.85</b>	100% obligated, 41.9% expended
Relocation	1495	as needed	<b>\$60,000.00</b>	<b>31,400.00</b>	<b>31,400.00</b>	<b>31,400.00</b>	100% obligated, 100% expended	
Exterior lighting	1450	as needed	<b>\$10,000.00</b>	<b>0.00</b>	<b>0.00</b>			

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**FFY 2000**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
<b>H A-Wide</b> (Continued)	Repair/seal/stripe parking lots	1450	as-needed	<b>\$18,000.00</b>	<b>0.00</b>	<b>0.00</b>		
	Operations	1406		<b>\$1,303,778.80</b>		<b>\$1,303,778.80</b>	<b>\$1,303,778.80</b>	100% obligated, 100% expended
	Office furniture & Equipment	1475	as needed	<b>\$0</b>	<b>42,984.48</b>	<b>42,984.48</b>	<b>42,984.48</b>	100% obligated, 100% expended
	Renovate/expand Central Office	1470		<b>\$150,097.00</b>	<b>46,546.06</b>	<b>46,546.06</b>	<b>46,546.06</b>	100% obligated, 100% expended
	Acquisition of adjacent property	1440		<b>\$93,352.59</b>	<b>0.00</b>			
	Construct additional office space	1470		<b>\$60,000.00</b>	<b>0.00</b>			
	<b>Total</b>				<b>\$6,518,894.00</b>		<b>\$6,518,894.00</b>	<b>\$5,111,481.02</b>

Signature of the Executive Director and Date

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

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
<b>TN 4-4</b> McCallie Homes	6 - 2002		Deleted	12 - 2003			
<b>TN 4-7</b> Mary Walker	6 - 2002		6 - 2002	12 - 2003			
<b>TN 4-8</b> Emma Wheeler	6 - 2002		6 - 2002	12 - 2003			
<b>TN 4-22</b> Gateway Tower	6 - 2002		6 - 2002	12 - 2003			

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

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<sup>2</sup> To be completed fir the Performance and Evaluation Report



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

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
<b>HA-Wide</b>							
Resident Services Manager	6 - 2002		12 - 2000	12 - 2003		12 - 2001	
Support Services Technician	6 - 2002		12 - 2000	12 - 2003		12 - 2001	
FSS Case Worker	6 - 2002		12 - 2000	12 - 2003		12 - 2001	
Elderly services Specialist	6 - 2002		12 - 2000	12 - 2003		12 - 2001	
Res. Employee Trainees	6 - 2002		12 - 2000	12 - 2003		12 - 2001	
Marketing Program	6 - 2002		6 - 2001	12 - 2003		9 - 2001	
Manager of Development	6 - 2002		12 - 2000	12 - 2003		12 - 2001	
Administrative Assistant	6 - 2002		12 - 2000	12 - 2003		12 - 2001	
Mgmt. Develop/ Training	6 - 2002		6 - 2002	12 - 2003			
Satelite Training Annual Fee	6 - 2002		12 - 2000	12 - 2003		3 - 2001	
Security	6 - 2002		6 - 2002	12 - 2003			
Computer Software	6 - 2002		6 - 2002	12 - 2003		6 - 2002	

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

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

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates <sup>2</sup>
	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	Original	Revised <sup>1</sup>	Actual <sup>2</sup>	
<b>HA-Wide</b>							
Maintenance Training Program	6 - 2002		Deleted	<del>12 - 2003</del>			
Computer Hardware	6 - 2002		6 - 2002	12 - 2003		6 - 2002	
Exterior Lighting	6 - 2002		Deleted	<del>12 - 2003</del>			
Acquisition of Property	6 - 2002		Deleted	<del>12 - 2003</del>			
Landscaping	6 - 2002		6 - 2002	12 - 2003			
Construct Office Space	6 - 2002		Deleted	<del>12 - 2003</del>			
Relocation	6 - 2002		6 - 2002	12 - 2003		3 - 2002	
Parking Lots	6 - 2002		Deleted	<del>12 - 2003</del>			
Central Office	6 - 2002		12 - 2001	12 - 2003		3 - 2002	
A/E Services	6 - 2002		6 - 2002	12 - 2003			

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

**X**

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<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

# Annual Statement / Performance and Evaluation Report

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

PHA Name: <b>Chattanooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450101</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2001</b>
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Original Annual Statement   
  Reserve for Disasters/Emergencies   
  Revised Annual Statement (revision no:   )

Performance and Evaluation Report for Period Ending: **6/30/02**   
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$632,324.00	\$632,324.00	\$632,324.00	\$632,324.00
3	1408 Management Improvements	\$911,408.00	\$715,675.87	\$508,363.62	\$259,261.37
4	1410 Administration	\$554,710.00	\$567,345.24	\$525,526.24	\$330,022.29
5	1411 Audit	\$9,600.00	\$7,400.00	\$7,400.00	\$7,400.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$152,526.00	\$242,650.00	\$38,546.85	\$14,426.64
8	1440 Site Acquisition		\$150,000.00		
9	1450 Site Improvement	\$251,171.00	\$576,580.00	\$39,815.18	\$8,815.18
10	1460 Dwelling Structures	\$3,243,470.00	\$2,810,233.51	\$631,055.99	\$253,451.94
11	1465.1 Dwelling Equipment - Nonexpendable	\$69,125.00	\$43,203.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$393,298.00	\$472,220.38	\$333.67	\$333.67
13	1475 Nondwelling Equipment	\$72,006.00	\$72,006.00	\$10,968.95	\$10,968.95
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$33,603.00	\$33,603.00	\$0.00	\$0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$6,323,241.00	\$6,323,241.00	\$2,394,334.50	\$1,517,004.04
22	Amount of line 21 Related to LBP Activities	\$11,520.00	\$24,000.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$288,023.00	\$222,493.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security - Soft Costs	\$233,500.00	\$233,500.00	\$132,141.00	\$132,141.00
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450101</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-1</b> College Hill Courts	Replace roofs	1460	30	<b>\$129,610</b>	<b>\$112,410</b>			0% obligated, 0% expended
<b>TN 4-2</b> East Lake Courts	Renovate M/M office	1470	1 bldg	<b>\$14,401</b>				0% obligated, 0% expended
<b>TN 4-3</b> Harriet Tubman	Renovate M/M office	1470	1 bldg	\$33,603				0% obligated, 0% expended
	Repair structural damage, M/M building	1470	1 bldg	\$48,004				0% obligated, 0% expended
	Replace service drops	1450	site	<u>\$172,479</u> <b>\$254,086</b>				0% obligated, 0% expended
<b>TN 4-5</b> Poss Homes	Relocate playground (from 2002 5-Yr Plan)	1450	site	<b>\$0</b>	<b>\$31,000.00</b>	<b>\$31,000.00</b>		100% obligated, 0% expended
<b>TN 4-7,11</b> Mary Walker Towers	Install stairwell doors	1460	bldg	\$19,202	7,644.00			100% obligated, 100% expended
	Renovate kitchens	1460	25 d.u.	\$28,802				0% obligated, 0% expended
	Replace HVAC units	1460	75 d.u.	\$86,407	112,741.51			100% obligated, 100% expended
	Convert to handicap accessibility	1460	10 d.u.	<u>\$192,015</u> <b>\$326,426</b>	126,485.00	<b>\$120,385.51</b>	<b>\$120,385.51</b>	0% obligated, 0% expended
<b>TN 4-8</b> Emma Wheeler	Replace furnaces	1460	40 d.u.	\$115,209				0% obligated, 0% expended
	Install hard-wired smoke detectors	1460	40 d.u.	\$7,681				0% obligated, 0% expended
	Renovate M/M office	1470	1 bldg	\$33,603				0% obligated, 0% expended
	Install electric meters	1460	site	\$32,643				0% obligated, 0% expended
	Replace service drops	1450	site	<u>\$158,412</u> <b>\$347,548</b>				0% obligated, 0% expended
<b>TN 4-12</b> Greenwood Terrace	Renovate M/M office	1470	1 bldg	\$24,002				0% obligated, 0% expended
	Renovate bathrooms	1460	49 d.u.	\$159,372	60,000.00			0% obligated, 0% expended
	Renovate kitchens	1460	49 d.u.	\$145,931	55,465.50			0% obligated, 0% expended
	Replace/repair exterior doors & windows	1460	49 d.u.	\$113,289	51,644.50			0% obligated, 0% expended
	Repair floors, ceilings, walls & trim	1460	49 d.u.	\$177,614	75,000.00			0% obligated, 0% expended

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

PHA Name: <b>Chattnaooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450101</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-12</b> Greenwood Terrace (Continued)	Lead based paint abatement	1460	1 d.u.	\$1,920				0% obligated, 0% expended
	Replace interior doors/window accessories	1460	49 d.u.	\$24,002	12,001.00			0% obligated, 0% expended
	Paint interior	1460	49 d.u.	\$98,888	48,944.00			0% obligated, 0% expended
	Pest control	1460	49 d.u.	\$6,721	3,360.50			0% obligated, 0% expended
	Replace shelving/closet accessories	1460	49 d.u.	\$35,523	17,761.50			0% obligated, 0% expended
	Upgrade electrical service	1460	49 d.u.	\$142,091	63,715.06			0% obligated, 0% expended
	Replace/repair roofs	1460	site	\$0	125,062.70			100% obligated, 20.3% expended
	Construct porch roofs	1460	51 bldgs	\$0	62,586.75			100% obligated, 30.8% expended
	Repair/replace/paint siding	1460	51 bldgs	\$0	150,174.40			100% obligated, 12.4% expended
	Repair/replace soffit & fascia	1460	51 bldgs	\$0	117,860.04			100% obligated, 13.4% expended
	Repair termite damage	1460	51 bldgs	\$0	10,800.00			100% obligated, 100% expended
	Install HVAC/gas furnaces	1460	49 d.u.	\$329,306	164,653.00			0% obligated, 0% expended
	Install electric meters	1460	49 d.u.	\$9,601	4,800.50			0% obligated, 0% expended
	Replace ranges & refrigerators	1465	49 d.u.	\$51,844	25,922.00			0% obligated, 0% expended
				<b>\$1,320,104</b>			<b>\$466,483.89</b>	<b>\$89,916.85</b>
<b>TN 4-14N</b> Glenwood Heights	Building lights	1460	7 bldgs	\$7,680	0.00			
	Replace gutters/downspouts/splashblocks	1460	7 bldgs	\$8,640	0.00			
	Replace siding, soffit & fascia	1460	7 bldgs	\$63,365	0.00			
	Repair/waterproof/clean exterior walls	1460	7 bldgs	\$19,202	0.00			

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450101</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-14N</b> Glenwood Heights (Continued)	Redesign roofs	1460	7 bldgs	\$28,802	0.00			
	Repair termite damage	1460	7 bldgs	\$4,800	0.00			
	Repair/replace windows	1460	7 bldgs	\$57,605	0.00			
	Install storm doors	1460	7 bldgs	\$20,162	0.00			
	Fencing	1450	site	\$960	0.00			
	Sidewalks	1450	site	\$960	0.00			
	Drainage	1450	site	\$4,800	0.00			
	Playground	1450	site	\$1,920	0.00			
	Landscaping	1450	site	\$25,922	0.00			
	Install handrails	1450	site	<u>\$1,920</u>				
				<b>\$246,738</b>	<b>\$0.00</b>			
<b>TN 4-18</b> Rev. Johnson	Renovate bathrooms	1460	31 d.u.	\$48,964				0% obligated, 0% expended
	Renovate kitchens	1460	31 d.u.	\$30,722				0% obligated, 0% expended
	Repair floors, ceilings, walls & trim	1460	31 d.u.	\$43,203	115,209.00			0% obligated, 0% expended
	Replace electrical fittings/fixtures/wiring	1460	31 d.u.	\$44,643				0% obligated, 0% expended
	Replace/repair exterior doors & windows	1460	31 d.u.	\$14,881				0% obligated, 0% expended
	Interior painting	1460	31 d.u.	\$45,124				0% obligated, 0% expended
	Pest control	1460	31 d.u.	\$1,920				0% obligated, 0% expended
	Replace shelving & closet accessories	1460	31 d.u.	\$7,680				0% obligated, 0% expended
	Replace ranges & refrigerators	1465	31 d.u.	<u>\$17,281</u>				0% obligated, 0% expended
				<b>\$254,418</b>				

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

PHA Name: <b>Chattnaooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450101</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2001</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-21</b> Cromwell Hills	Construct mail room	1470		\$33,603				0% obligated, 0% expended
	Renovate M/M office interior	1470		\$33,603				0% obligated, 0% expended
	HVAC for gym	1470		<u>\$33,603</u> <b>\$100,809</b>				0% obligated, 0% expended
<b>TN 4-22</b> Gateway Towers	Convert to 504 accessibility	1460		\$96,008				0% obligated, 0% expended
	Install backup emergency lighting	1460		\$10,561				0% obligated, 0% expended
	<del>Install positive air ventilation system</del>	<del>1460</del>		<del>\$72,006</del>	0.00			
	<del>Protective barriers on stairwells</del>	<del>1460</del>		<del>\$14,401</del>	0.00			
	Replace corridor and exit lighting	1460		\$10,561				0% obligated, 0% expended
	Reconfigure efficiencies to 1br/public area	1460		<u>\$429,488</u> <b>\$633,025</b>				0% obligated, 0% expended
<b>HA-Wide</b>	Operations	1406		<b>\$632,324</b>		<b>632,324.00</b>	<b>632,324.00</b>	100% obligated, 100% expended
	Manager of Resident Services	1408		\$43,277	22,257.28	22,257.28	22,257.28	100% obligated, 100% expended
	Support Services Technician	1408		\$18,895	8,820.80	8,820.80	8,820.80	100% obligated, 100% expended
	FSS Caseworker	1408		\$26,945	8,084.00	8,084.00	6,227.78	100% obligated, 77% expended
	Elderly Services Specialist	1408		\$28,665	12,536.80	12,536.80	12,536.80	100% obligated, 100% expended
	Resident Employee Trainees	1408		\$270,714	262,630.00	262,630.00	26,546.29	100% obligated, 10% expended
	Manager of Development	1408		\$63,154	32,979.00	32,979.00	24,958.08	100% obligated, 76% expended
	Administrative Assistant	1408		\$27,518	12,969.00	12,969.00	9,827.60	100% obligated, 76% expended
	<del>Resident Manager-Instructor</del>	<del>1408</del>		<del>\$38,240</del>	0.00			
	<del>Resident Greeter-Coordinator</del>	<del>1408</del>		<del>\$24,500</del>	0.00			
	Management development and training	1408		\$75,000			7,416.75	7,416.75

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450101</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2001</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b> (Continued)	Maintain marketing program	1408		\$25,000				
	Satellite training annual fee	1408		\$6,000				
	Provide security in high-rises	1408		\$233,500	155,870.00	132,141.00	132,141.00	85% obligated, 85% expended
	Upgrade computer software	1408		\$5,000	8,528.99	8,528.99	8,528.99	100% obligated, 100% expended
	VISTA volunteers	1408		<u>\$25,000</u>	85,000.00			0% obligated, 0% expended
				<b>\$911,408</b>		<b>\$508,363.62</b>	<b>\$259,261.37</b>	
	Manager of Modernization	1410		\$45,153		45,153.00	38,916.48	100% obligated, 86% expended
	Administrative Assistant	1410		\$32,219		0.00		0% obligated, 0% expended
	Construction Specialist	1410		\$43,892		43,892.00	33,531.68	100% obligated, 76% expended
	Cost Control Specialist	1410		\$32,976		32,976.00	25,401.44	100% obligated, 77% expended
	Contract Specialist	1410		\$28,528		28,528.00	21,619.39	100% obligated, 76% expended
	Project Manager	1410		\$34,994		34,994.00	27,998.24	100% obligated, 80% expended
	Project Manager	1410		\$32,426	34,994.00	34,994.00	27,998.24	100% obligated, 80% expended
	Project Manager	1410		\$18,162	34,994.00	34,994.00	27,998.24	100% obligated, 80% expended
	Special Projects Engineer	1410		\$10,801		10,801.00	8,325.20	100% obligated, 77% expended
	Accountant	1410		\$12,599	5,834.24	5,834.24	5,834.24	100% obligated, 100% expended
	Employee benefits	1410		\$253,360		253,360.00	112,399.14	100% obligated, 44% expended
	Legal Services	1410		<u>\$9,600</u>				
				<b>\$554,710</b>		<b>\$525,526.24</b>	<b>\$330,022.29</b>	
	Audit	1411		<b>\$9,600</b>	<b>7,400.00</b>	<b>7,400.00</b>	<b>7,400.00</b>	100% obligated, 100% expended



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

PHA Name: <b>Chattnaooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450101</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2001</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b> (Continued)	LBP Testing	1430		\$9,600	24,000.00			0% obligated, 0% expended
	A/E Services	1430		\$142,926	187,650.00	38,246.85	14,426.64	20% obligated, 8% expended
	Continue Master/Strategic Planning	1430		\$0	31,000.00			0% obligated, 0% expended
	Sidewalks	1450		\$48,004				0% obligated, 0% expended
	Landscaping (FA)	1450		\$51,476		8,815.18	8,815.18	17% obligated, 17% expended
	Fencing	1450		\$33,603				0% obligated, 0% expended
	Handrails	1450		\$28,802				0% obligated, 0% expended
	Signs	1450		\$4,800				0% obligated, 0% expended
	Parking lot paving & striping	1450		\$48,004				0% obligated, 0% expended
	Test/replace GFI outlets (FA)	1460		\$33,603				0% obligated, 0% expended
	Repair termite damage	1460		\$33,603				0% obligated, 0% expended
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		\$48,004	317,901.55	44,186.59	43,149.58	12.6% obligated, 12.3% expended
	Renovate/expand Central Office (from 2000)	1470		\$0	67,798.38	333.67	333.67	0.4% obligated, 0.4% expended
	Acquisition of adjacent property (from 2000)	1440		\$0.00	150,000.00			0% obligated, 0% expended
	Construct additional office space	1470		\$0	150,000.00			0% obligated, 0% expended
	Upgrade computer hardware	1475		\$72,006		10,968.95	10,968.95	15% obligated, 15% expended
	Relocation	1495		\$33,603				0% obligated, 0% expended
	Total Budget			\$6,323,241		\$2,394,034.50	\$1,517,004.04	

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>TN37P00450101</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2001</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>TN 4-1</b> College Hill	9 - 2003			12 - 2004			
<b>TN 4-2</b> East Lake	9 - 2003			12 - 2004			
<b>TN 4-3</b> Harriet Tubman	9 - 2003			12 - 2004			
<b>TN 4-5</b> Poss Homes		6 - 2002	6 - 2002				From 2002 5-Year Plan
<b>TN 4-7,11</b> Mary Walker	9 - 2003			12 - 2004			
<b>TN 4-8</b> Emman Wheeler	9 - 2003			12 - 2004			
<del><b>TN 4-14N</b></del> Glenwood	9 - 2003		Deleted	12 - 2004			Moved to 2000
<b>TN 4-18</b> Rev. Johnson	9 - 2003			12 - 2004			
<b>TN 4-21</b> Cromwell Hills	9 - 2003			12 - 2004			
<b>TN 4-22</b> Gateway	9 - 2003			12 - 2004			
<b>HA-Wide</b>	9 - 2003			12 - 2004			

# Annual Statement / Performance and Evaluation Report

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

PHA Name: <b>Chattanooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450102</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no:    )  
  Performance and Evaluation Report for Period Ending: **6/30/02**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations		\$1,203,568.80		
3	1408 Management Improvements	\$726,606.00	\$663,165.00		
4	1410 Administration	\$411,918.00	\$200,868.00		
5	1411 Audit	\$9,600.00	\$9,600.00		
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$159,322.00	\$159,322.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	\$231,689.00	\$182,082.00		
10	1460 Dwelling Structures	\$4,147,810.00	\$3,398,800.00		
11	1465.1 Dwelling Equipment - Nonexpendable	\$33,400.00	\$10,000.00		
12	1470 Nondwelling Structures	\$103,000.00	\$0.00		
13	1475 Nondwelling Equipment	\$160,896.00	\$156,835.20		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$33,603.00	\$33,603.00		
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$6,017,844.00			
22	Amount of line 21 Related to LBP Activities	\$209,600.00	\$59,600.00		
23	Amount of line 21 Related to Section 504 compliance	\$28,500.00	\$28,500.00		
24	Amount of line 21 Related to Security - Soft Costs	\$233,500.00	\$189,483.00		
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00		

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450102</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-2</b> Eastlake Courts	Construct HVAC/access	1460	80 d.u.	<b>\$300,000.00</b>	<b>\$50,000.00</b>			Funds for this budget were not available before 6/30/02
<b>TN 4-3</b> Harriet Tubman	Demo/repair structurally damaged buildings	1460	10 bldgs	\$150,000.00				
	Replace exterior doors, frames and locks	1460	1/2 site	<u>\$320,000.00</u> <b>\$470,000.00</b>				
<b>TN 4-8</b> Emma Wheeler Homes	Repair roofs, add draft stops	1460	7 bldgs	\$9,000.00				
	Repair/waterproof/clean ext. walls	1460	7 bldgs	\$11,000.00				
	Install gable-end siding	1460	7 bldgs	\$8,400.00				
	Replace/repair ext. doors & windows	1460	14 d.u.	\$16,500.00				
	Renovate bathrooms	1460	14 d.u.	\$51,000.00	\$31,000.00			
	Renovate kitchens	1460	14 d.u.	\$32,000.00	\$22,000.00			
	Install electric meters	1460	340 d.u.	\$22,100.00	\$5,000.00			
	Recondition meter boxes	1460	340 d.u.	\$22,100.00	\$12,000.00			
	Install/replace interior doors & window accessories	1460	14 d.u.	\$18,000.00				
	Abate asbestos	1460	14 d.u.	\$8,500.00				
	Repair/install floors, ceilings, walls & trim	1460	14 d.u.	\$45,000.00	\$30,000.00			
	Paint interior	1460	14 d.u.	\$22,500.00				
	Pest control	1460	14 d.u.	\$1,500.00				
	Replace shelving & closet accessories	1460	14 d.u.	\$8,000.00				
	Rewire site	1460		\$180,000.00				

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

PHA Name: <b>Chattnaooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450102</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2002</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-8</b> Emma Wheeler Homes (Continued)	Replace/install electrical fittings/fixtures/wiring	1460	14 d.u.	\$30,500.00	\$20,500.00			
	Lead-based paint abatement	1460	site	\$200,000.00	\$50,000.00			
	Replace interior sewer/water lines, plumbing fixtures	1460	14 d.u.	\$55,000.00	\$10,000.00			
	Replace sanitary sewer lines	1460	14 d.u.	\$7,000.00				
	Replace underground water lines	1450	14 d.u.	\$2,000.00				
	Replace clothesline poles and wire	1450	14 d.u.	\$3,500.00				
	Replace water heaters	1460	14 d.u.	\$3,000.00				
	Grading for storm drainage	1450	7 bldgs	\$3,000.00				
	Landscaping	1450	7 bldgs	\$1,000.00				
	Sidewalks	1450	350 sy	\$7,500.00				
	Replace ranges & refrigerators	1465	14 d.u.	\$10,000.00				
	Convert to handicap accessibility	1460	3 d.u.	<u>\$22,500.00</u> <b>\$800,600.00</b>				
<b>TN 4-10</b> Boynton Terrace Apartments	Renovate/expand lobbies	1460	3 bldgs	\$240,000.00				
	Expand management office	1460		\$45,000.00				
	Lobby/office furniture	1475		<u>\$15,000.00</u> <b>\$300,000.00</b>				
<b>TN 4-11</b> Mary Walker Towers	Replace windows, window frames, HVAC units	1460	100 d.u.	\$450,000.00				
	Positive air	1460	bldg	\$120,000.00	\$0.00			Moved to 2000
	Replace garbage chute doors	1460	bldg	<u>\$10,000.00</u> <b>\$580,000.00</b>				
<b>TN 4-13</b> Missionary Heights	Repair/replace basketball court, retaining wall, parking lot and railings	1450	Site	<b>\$20,000.00</b>				

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

PHA Name: <b>Chattnaooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450102</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Catagories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-12</b> Greenwood Terrace	Basketball courts & volleyball nets	1450		\$10,000.00				
	Table & chairs for community room	1475		<u>\$5,000.00</u> <b>\$15,000.00</b>				
<b>TN 4-22</b> Gateway Tower	Renovate bathrooms	1460	52 d.u.	\$208,000.00				
	Renovate kitchens	1460	52 d.u.	\$208,000.00				
	Install/replace interior doors & window accessories	1460	52 d.u.	\$78,000.00				
	Replace windows	1460	52 d.u.	\$52,000.00				
	Repair/install floors, ceilings, walls & trim	1460	52 d.u.	\$156,000.00				
	Abate asbestos	1460	52 d.u.	\$5,200.00				
	Paint interior	1460	52 d.u.	\$26,000.00				
	Pest control	1460	52 d.u.	\$5,200.00				
	Replace shelving & closet accessories	1460	52 d.u.	\$15,600.00				
	Replace/install electrical fittings, fixtures, wiring	1460	52 d.u.	\$156,000.00				
	Replace interior sewer/water lines, plumbing fixtures	1460	52 d.u.	\$78,000.00				
	Install HVAC	1460	52 d.u.	\$78,000.00				
	Install sprinkler system	1460	52 d.u.	\$300,000.00				
	Replace ranges & refrigerators	1465	52 d.u.	\$23,400.00				
	Convert efficiencies to 1 br	1460	30 d.u.	\$120,000.00				
	Convert to handicap accessibility (FA)	1460	3 d.u.	\$6,000.00				
Replace garbage chute doors	1460	bldg	\$12,000.00					
Upgrade public areas	1460	bldg	<u>\$20,000.00</u> <b>\$1,547,400.00</b>					

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450102</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b>	Operations	1406		<b>\$0.00</b>	<b>\$1,203,568.80</b>			
	Manager of Resident Services	1408		\$51,127.00	\$0.00			
	Support Services Technician	1408		\$20,364.00	\$0.00			
	Elderly Services Specialist	1408		\$28,933.00	\$0.00			
	Manager of Development	1408		\$32,979.00				
	Administrative Assistant	1408		\$12,969.00				
	Resident Employee Trainees	1408		\$100,000.00				
	Maintain Marketing Program	1408		\$35,000.00				
	Management Development/Training	1408		\$100,000.00				
	Satelite Training Annual Fee	1408		\$6,500.00	\$0.00			
	Provide Security in High Rises	1408		\$233,500.00	\$189,483.00			
	Upgrade Computer Software	1408		\$10,000.00				
	VISTA Volunteers	1408		\$25,000.00	\$112,500.00			
	Employee Benefits	1408		<del>\$70,234.00</del> <b>726,606.00</b>				
	Manager of Modernization	1410		\$51,127.00	\$0.00			
	Administrative Assistant	1410		\$27,500.00	\$0.00			
	Construction Specialist	1410		\$44,554.00				
	Cost Control Specialist	1410		\$33,468.00				
	Contract Specialist	1410		\$27,810.00	\$0.00			

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

PHA Name: <b>Chattnaooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450102</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b> (Continued)	Project Manager	1410		\$36,578.00	\$0.00			
	Project Manager	1410		\$36,578.00	\$0.00			
	Project Manager	1410		\$31,457.00	\$0.00			
	Special Projects Engineer	1410		\$10,958.00				
	Accountant	1410		\$12,599.00				
	Employee Benefits	1410		\$93,789.00				
	Environmental review	1410		\$500.00				
	Legal Services	1410		<u>\$5,000.00</u>				
				<b>\$411,918.00</b>				
	Audit	1411		<b>\$9,600.00</b>				
	LBP Testing	1430		<b>\$9,600.00</b>				
	A/E Services	1430		<b>\$149,722.00</b>				
	Sidewalks	1450		<b>\$38,004.00</b>				
	Landscaping (FA)	1450		<b>\$31,476.00</b>				
	Fencing	1450		<b>\$33,603.00</b>	<b>\$20,000.00</b>			
	Handrails	1450		<b>\$28,802.00</b>				
	Signs	1450		<b>\$4,800.00</b>				
	Parking lot paving & striping	1450		<b>\$48,004.00</b>	<b>\$12,000.00</b>			
	Test/replace GFI outlets (FA)	1460		<b>\$33,603.00</b>	<b>\$10,000.00</b>			



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

PHA Name: <b>Chattnaooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450102</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b> (Continued)	Repair termite damage	1460		\$33,603.00	\$10,000.00			
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		\$48,004.00	\$10,000.00			
	Replace Central Maintenance shop doors	1470		\$68,000.00	\$0.00			
	Office furniture	1475	as needed	\$20,000.00				
	Records management archiving system	1475		\$40,890.00				
	Scanner	1475		\$6,000.00				
	Shredder	1475		\$2,000.00				
	Upgrade computer hardware	1475		\$72,006.00	\$67,945.20			
	Relocation	1495		\$33,603.00				
	Install hard-wired smoke detectors	1460	as needed	\$100,000.00	\$60,000.00			
	Replace Central Maintenance roof	1470		\$35,000.00	\$0.00			
Total				\$6,017,844.00				

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaoooga Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P00450102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2002</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN 4-3 Harriet Tubman	12/31/03			6/30/05			
TN 4-8 Emma Wheeler	12/31/03			6/30/05			
TN 4-10 Boynton Terrace	12/31/03			6/30/05			
TN 4-11 Mary Walker	12/31/03			6/30/05			
TN 4-12 Greenwood Terrace	12/31/03			6/30/05			
TN 4-13 Missionary Heights	12/31/03			6/30/05			
TN 4-22 Gateway Tower	12/31/03			6/30/05			

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P00450102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2002</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>HA-Wide</b>							
Manager of Resident Services	12/02			6/30/05			
Support Services Technician	12/02			6/30/05			
Elderly Services Specialist	12/02			6/30/05			
Manager of Development	12/02			6/30/05			
Administrative Assistant	12/02			6/30/05			
Resident Manager Instructor	12/02			6/30/05			
Resident Greeter Coordinator	12/02			6/30/05			
Resident Employee Trainees	12/02			6/30/05			
Maintain Marketing Program	12/31/03			6/30/05			
Management Development/ Training	12/31/03			6/30/05			
Satelite Training Annual Fee	12/31/03			6/30/05			
Provide Security in High Rises	12/31/03			6/30/05			
Upgrade Computer Software	12/31/03			6/30/05			
VISTA Volunteers	12/31/03			6/30/05			
LBP Testing	12/31/03			6/30/05			
A/E Services	12/31/03			6/30/05			

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P00450102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2002</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>HA-Wide</b>							
(Continued Sidewalks	12/31/03			6/30/05			
Landscaping (FA)	12/31/03			6/30/05			
Fencing	12/31/03			6/30/05			
Handrails	12/31/03			6/30/05			
Signs	12/31/03			6/30/05			
Parking lot paving/stripping	12/31/03			6/30/05			
Test/replace GFI outlets (FA)	12/31/03			6/30/05			
Repair termite damage	12/31/03			6/30/05			
Renovate vacant units to HUD Mod standards/codes extraordinary maintenance	12/31/03			6/30/05			
Records management archiving system	12/31/03			6/30/05			
Shredder	12/31/03			6/30/05			
Upgrade computers	12/31/03			6/30/05			
Relocation	12/31/03			6/30/05			
Install hard-wired smoke detectors	12/31/03			6/30/05			

**Section 8  
Housing Choice Voucher Program**

**Administrative Plan**

**Chattanooga Housing Authority**

**Approved by Board of Commissioners  
October 14, 2002**

## Section 8 Housing Choice Voucher Program Administrative Plan

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**Section 8 Housing Choice Voucher Program Administrative Plan**  
**Operated by**  
**The Chattanooga Housing Authority**

**1. NONDISCRIMINATION AND ACCESSIBILITY**

**A. Purpose**

The Chattanooga Housing Authority ("CHA") provides rental assistance to persons who qualify under the rules and regulations that govern eligibility for the Section 8 Housing Choice Voucher Program ("the Program"). The purpose of this Administrative Plan ("the Plan") is to establish local policies for administration of the Program in accordance with requirements of the Department of Housing and Urban Development ("HUD"). [24 CFR 982.54]

The Plan is also designed to ensure that all applicants, voucher holders, participants, and landlords involved in the Program are treated fairly, equitably, and in compliance with applicable federal, state, and local laws and regulations.

**B. Statutory and Regulatory Compliance**

The CHA will comply with all federal and state statutes and regulations as applicable in its administration of the Program addressed by this Plan including, but not limited to, 24 CFR Part 5, 24 CFR 982, 24 CFR 983, the Quality Housing and Work Responsibility Act of 1998 ("QHWRA"), the Privacy Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act ("ADA"), Title VI of the Civil Rights Act of 1964, and regulations promulgated by HUD relating to fair housing and equal opportunity.

**C. Right to Privacy**

All adult members of both applicant and participant households are required to sign HUD Form 9886 entitled Authorization for Release of Information and Privacy Act Notice. The Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Federal Privacy Act Statement.

The CHA will not release applicant or participant information unless there is a: (i) signed release of information request from the applicant or participant; (ii) a court order or court mandate to comply with civil or criminal discovery processes; (iii)

a request for information from other governmental agencies or regulatory bodies; (iv) a HUD regulation authorizing the release of such information; or (v) a law authorizing the release of such information.

## **D. Fair Housing**

The CHA shall affirmatively further fair housing in the administration of the Program. [24 CFR 5.105(a), 24 CFR 903.7(o), 24 CFR 982.53]

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, handicap, or disability be excluded from participation in, be denied the benefits of, or be otherwise, subjected to, discrimination under the Program.

To further its commitment to full compliance with applicable civil rights laws, the CHA will provide federal/state/local information to applicants/participants of the Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be available at the CHA's Central Office located at 505 West Martin Luther King Jr. Boulevard, Chattanooga, TN and at the Section 8 Office located at 801 North Holtzclaw Avenue, Chattanooga, TN. In addition, all CHA written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The CHA will assist any family that believes it has suffered illegal discrimination by providing copies of the appropriate housing discrimination forms. The CHA will also assist in completing the forms, if requested, and will provide the address of the nearest HUD Office of Fair Housing and Equal Opportunity. [24 CFR 982.304]

## **E. Reasonable Accommodation**

The CHA shall make reasonable accommodations as required by law for handicapped/disabled persons to promote the objective of providing equal access to and participation in the Program. Except as otherwise provided in 24 CFR 8.21( c ) (1), 8.24(a), 8.25 and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the CHA's facilities are inaccessible to or unusable by persons with disabilities.

The following procedures are the means by which applicants and participants may request accommodations and the guidelines that the CHA will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the CHA will ensure that all applicants/participants are aware of the opportunity to request reasonable accommodations.

### **1. Communication**

The CHA will provide Requests for Reasonable Accommodation Forms at the Section 8 Office in the lobby for applicants, voucher holders and participants who desire to request an accommodation based on a disability. The CHA will make known the availability of these forms in Pre-Certification Meetings, Voucher Issuance Meetings, newsletters and other CHA communications with those involved in the Program.

The CHA will appoint a staff member who will be responsible for reviewing all requests for accommodations and for responding in writing to the requestors.

## **2. Questions to Ask in Considering the Requested Accommodation**

The appointed staff member will conduct the following analysis:

a. *Is the requestor a person with disabilities?*

For the purpose of the ADA, the definition of a person with disabilities is:

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

If the disability, for which the accommodation is being requested, is apparent or has already been documented, the answer to this question is yes. If the disability is not apparent or documented, the CHA will obtain verification that the person is a person with a disability within the meaning of the ADA.

b. *Is the requested accommodation related to the disability?*

If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the requestor must provide documentation that the requested accommodation is needed due to the disability. The CHA will not inquire as to the nature of the disability.

c. *Is the requested accommodation reasonable?*

In order to be determined reasonable, the accommodation must meet two criteria:

i) *Would the accommodation constitute a fundamental alteration?*

The CHA's Program is involved with the business of housing subsidy. If the request would alter this fundamental business that the CHA conducts, it would not be considered reasonable. For instance, the CHA would deny a request to have the CHA do grocery shopping for a person with disabilities.

ii) *Would the requested accommodation create an undue financial hardship or administrative burden?*

Frequently, the requested accommodation costs little or nothing. If the cost would be an undue burden, the CHA may request a meeting with the individual to investigate and consider equally effective alternatives.

If more than one accommodation is equally effective in providing access to the CHA's Program and services, the CHA retains the right to select the most efficient or economic choice.

If the participant desires to make to make physical modifications to a dwelling unit subsidized by the Program, the CHA will direct the participant to make the request for a reasonable accommodation directly to the property owner/manager. The CHA has no responsibility for the owner's/manager's unit and does not have a responsibility to make the unit accessible.

Any request for an accommodation that would enable a participant to violate materially its family obligations will not be approved.

#### **F. Other Services to Promote Accessibility to Programs**

When given at least 24 hours notice of a need for an interpreter, the CHA will endeavor to have bilingual staff available or access to people who can translate languages other than English.

The CHA's offices are accessible to persons with disabilities. Accessibility for the hearing impaired is provided by TDD of Bell South. The TDD telephone number is (423) 752-0830.

Persons with disabilities who require a reasonable accommodation in completing an application or other requirement of the Program may call the CHA to make special arrangements.

## **2. MARKETING AND OUTREACH**

### **A. Marketing and Outreach**

Marketing and outreach efforts are used to provide the local community with awareness of the CHA's various housing programs. The CHA will conduct outreach to the community to create an awareness of the availability of the Program to families of extremely low income, very low income and low income. The CHA shall maintain an adequate application pool, taking into consideration the availability of vouchers through turnover and waiting list characteristics.

The CHA will provide informational materials and/or presentations to prospective participants, prospective landlords, participants, landlords, neighborhood associations, groups, social service agencies and others upon request to provide information about eligibility criteria and other aspects of the Program.

The CHA will seek to reach potential applicants and landlords through advertising in local newspapers, including newspapers that serve minority populations as well as radio and television media when feasible. The Equal Housing Opportunity logo will be used in all advertisements.

The CHA will comply with the income targeting requirements of the QHWRA. Not fewer than 75% of new admissions will have income at or below 30% of the area median income. For the project-based program, not fewer than 40% of new admissions will have income at or below 30% of the area median income. All other new admissions to the project based programs must be at or below 80% of the area median income. [24 CFR 982.201(b)(2)]

### **B. Expanding Housing Opportunities**

The CHA encourages owners of units outside areas of poverty or minority concentration to participate in the Program. The CHA has identified locations in its jurisdiction as areas of poverty or minority concentration, based on information obtained from the Federal Register, the Chattanooga Area Chamber of Commerce, the United States Census Bureau and regulations governing the Program found at 24 CFR 982.

#### **1. Areas of Poverty**

The CHA has identified "areas of poverty" as the following locations where 40% or more families have a gross income that is at or below poverty level as defined by the U.S. Census Bureau.

<b>Location</b>	<b>% Below Poverty Level</b>	<b>Census Tract Number</b>
Erlanger-UTC	56.7	15
West Side	53.7	16
South Broad / Alton Park	61.2	19
South Side	82.8	20
Downtown	47.0	31

## **2. Areas of Minority Concentration**

The CHA has identified “areas of minority concentration” as the following locations where 50% or more families are minorities within the stated zip code.

<b>Location</b>	<b>% Minority</b>	<b>Zip Code</b>
Erlanger-UTC	54.88	37403
Highland Park	66.82	37404
East Chattanooga	82.58	37406
South Broad	88.92	37408
Alton Park	90.81	37410
Brainerd	57.55	37411

The CHA will seek out and educate owners of units outside these areas of poverty or minority concentration by way of quarterly landlord meetings and prospective landlord workshops. CHA representatives will join community organizations such as the Apartment Association, the Realtors Association and conduct other community outreach programs to develop relationships to support this effort to expand housing opportunities.

## **C. Required Postings**

In the lobby of the CHA Central Office, the CHA will post, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, a statement that the following information is available for review at the CHA's Central Office lobby receptionist's desk and at the Section 8 Office lobby:

1. The Plan;
2. Notice of the status of the waiting list (s) (opened or closed);
3. Address of all CHA offices, office hours, telephone numbers, TDD numbers and hours of operation;
4. Income limits for admission to the Program;

5. Informal review procedures;
6. Utility allowance schedule;
7. Fair Housing Poster;
8. Equal Opportunity in Employment Poster; and
9. Any current CHA notice.



### **3. WAITING LIST MANAGEMENT**

#### **A. Opening the Waiting List**

The CHA will provide public notice in advance of opening a waiting list to ensure that families are aware that they may apply for tenant based and/or project based assistance. The CHA will publish the notice in the Chattanooga Times Free Press, in available minority media of general circulation, and on local radio stations. The CHA will also provide written notice in the lobbies of the CHA Central Office and the Section 8 Office. The notice shall state where and when to apply and will set forth any limitations on who may apply for the available vouchers. [24 CFR 982.206]

The CHA will determine the method that will be used for the opening of a waiting list. The CHA may elect to accept applications on a first come, first served basis. In such case, the CHA will date and time stamp an application upon receipt by the Section 8 Office.

As an alternative, the CHA may elect to use a lottery system for the issuance of vouchers. The Executive Director or his designee is responsible for the determination of whether and when a lottery system will be used. In the event that the CHA elects to adopt and use a lottery system for the selection of applicants, the date and time of application will not apply, as said selection will be superseded by the lottery selection.

In the event that the CHA elects to use a lottery system, this intention will be declared and publicized in the CHA's advertisement of the upcoming opening of the waiting list(s). The CHA will draw applications from the lottery pool in a public forum. The CHA may maintain the pool of applicants from the lottery for a stated period of time and draw applications from the lottery pool, in a public forum throughout that period of time as necessary.

#### **B. Closing of the Waiting List**

If the CHA determines that the existing waiting list contains an adequate pool for use of available program funding, the CHA may stop accepting new applications or may accept only applications meeting criteria adopted by the CHA. [24 CFR 982.206(c)]

#### **C. Updating and Purging the Waiting Lists**

The CHA will update its waiting lists and purge applicants as necessary to ensure that the pool of applicants on the waiting list reasonably represents interested families. The CHA will contact applicants on the waiting list to confirm that they are still interested in participating in the Program and will also request that the applicant family update information regarding address, family composition, income category and claimed preferences. The CHA will request that applicants respond within a timeframe set forth in the letter and shall indicate that failure to respond may result in the removal of the family from the

waiting list. In the event that the applicant does not respond within the timeframe and/or attend a scheduled appointment at the CHA, the family shall be removed from the Section 8 waiting list.

The CHA will grant a reasonable accommodation for an applicant with a disability who is removed from the list for failure to respond to the CHA's request for information or update due to the disability if the applicant requests such accommodation in writing and the CHA determines that the requested accommodation is reasonable. Under these circumstances, the CHA shall reinstate the applicant to his/her former position.

An applicant may at any time withdraw his/her application.

#### **D. Applicant Placement on the Tenant-Based Waiting List When Using Date & Time Method**

##### **1. Tenant-Based Waiting List**

The CHA places applicants on the tenant-based waiting list based upon the date and time of application and eligibility for a weighted selection preference as set forth below:

##### **Category 1: Displaced Preference:**

This selection preference is available to:

(a) individuals or families displaced by government action (i.e. required to move by any level of government: federal, state or local) or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws. This includes tenants in the CHA Public Housing Program who are required to move and who cannot be placed in another public housing unit;

(b) individuals who have been displaced by domestic violence;

(c) individuals or families who have been subjected to reprisals and/or hate crime. A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his/her property. It must be based on the person's race, color, religion, sex, national origin, handicap/disability or familial status; and/or

(d) individuals displaced due to the inaccessibility of a unit; and/or HUD disposition of a HUD multifamily project.

##### **Category 2: Rent Burden Preference**

This preference is available to an applicant who is paying more than 50% of gross monthly income for rent and utilities for at least 90 days. Rent is the actual monthly amount due under a lease or occupancy agreement between a family and the family's current landlord and for the utilities purchased directly by the family from utility providers.

**Category 3: Working Family Preference: [24 CFR 982.207(b)(2)]**

An applicant household where the head of household or other adult member of the household is considered working in a full-time capacity (32 hours or more per week), long term part-time capacity, or an approved job training capacity in accordance with the following provisions:

**(a) Full-time Employment**

Head of household who is legally employed by an employer in a full-time capacity. The head of household must work for wages, commissions, or other consideration of value and demonstrate full-time employment for, at least, six (6) months immediately prior to the date of placement. It must be apparent that the full-time employment is of a continuous, as opposed to a temporary, nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the head of household is able to demonstrate six (6) months of full-time self-employment ( 32 hours or more per week) immediately prior to the date of placement; or

**(b) Part-time Employment**

Head of household legally employed by an employer in a part-time capacity [20-31 hours per week]. The head of household must work for wages, commissions, or other consideration of value and demonstrate part-time employment for, at least, six (6) months prior to the date of placement. It must be apparent that the part-time employment is of a continuous, as opposed to a temporary, nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the head of household is able to demonstrate six (6) months of part-time self-employment, of not fewer than twenty (20) hours per week, immediately prior to the date of placement; or

**(c) Approved Job Training Program**

Head of household who is participating in, or enrolled for participating in a training, education or employment program funded by HUD, Workforce Investment Board, or any other Federal, State, or local organization, provided that the program's primary purpose is to prepare low and very low-income individuals for economic independence or family self-sufficiency. Such participation must be for a minimum of twenty (20) hours per week and must be verified, in writing, by the training, education, or employment provider.

This Working Family Preference is also extended equally to all elderly families and all families whose head or spouse, if receiving income based on inability to work.

#### **Category 4: Standard Applicants**

Applicants to the Program who are not selection preference holders.

The CHA will use the date and time of application within the selection preference categories and within the pool of standard applicants to determine the order of selection from the waiting list.

Therefore, placement on the tenant- based waiting list will be in the following order:

- Applicants with Selection Preference in Category 1 (by date and time of application)
- Applicants with Selection Preference in Category 2 (by date and time of application)
- Applicants with Selection Preference in Category 3 (by date and time of application)
- Standard Applicants (by date and time of application)

## **2. Project-Based Waiting List**

The CHA places applicants on the project-based waiting list based upon the date and time of application and eligibility for a weighted selection preference as set forth below:

### **Category 1: Residents in Units at Time of Project-Based Award**

This selection preference is available to individuals who reside in the development at the time of award of project-based vouchers.

### **Category 2: Applicants on Tenant-Based Waiting at Time of Project -Based Award**

### **Category 3: Displaced Preference**

This selection preference is available to individuals who meet criteria noted above in tenant-based Displaced Preference.

### **Category 4: Rent Burden Preference**

This selection preference is available to individuals who meet criteria noted above in tenant-based Rent Burden Preference.

### **Category 5: Standard Applicants**

Applicants to the Program who are not selection preference holders.

The CHA will use the date and time of application within the selection preference categories and within the pool of standard applicants to determine the order of selection from the waiting list.

Therefore, placement on the tenant- based waiting list will be in the following order:

- Applicants with Selection Preference in Category 1 (by date and time of application)
- Applicants with Selection Preference in Category 2 (by date and time of application)
- Applicants with Selection Preference in Category 3 (by date and time of application)
- Applicants with Selection Preference in Category 4 (by date and time of application)
- Standard Applicants (by date and time of application)

### **E. Applicant Placement on the Tenant-Based and/or Project Based Waiting Lists When Using Lottery Method**

The CHA places applicants on the waiting list when a lottery method is used based upon the sequence drawn in the lottery within the weighted selection preferences noted above. [24 CFR 982.207(c)(2)]

### **F. Income Targeting Provisions [24 CFR 982.201(b)(2)]**

The CHA shall select applicants in the order of placement on the waiting list subject to the following provisions:

For the tenant-based program, the CHA shall follow the statutory requirement that at least 75 percent of newly admitted families in a fiscal year be families whose annual income is at or below 30 percent of the area median income. To ensure that this requirement is met, the CHA shall monitor the incomes of newly admitted families and the incomes of the families on the waiting list on a quarterly basis. If it appears that the requirement to provide assistance to extremely low-income families will not be met, the CHA will skip over families with higher incomes on the waiting list to reach applicants of extremely low income. If there are not enough extremely low-income families on the waiting list, the CHA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

For the project-based program, the CHA shall follow the statutory requirement that at least 40 percent of newly admitted families in a fiscal year be families whose annual income is at or below 30 percent of the area median income. To ensure that this requirement is met, the CHA shall monitor the incomes of newly admitted families and the incomes of the families on the waiting list on a quarterly basis. If it

appears that the requirement to provide assistance to extremely low-income families will not be met, the CHA will skip over families with higher incomes on the waiting list to reach applicants of extremely low income. If there are not enough extremely low-income families on the waiting list, the CHA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

#### **G. Unit Offer for Project-Based Program**

After a verified determination of eligibility and suitability is made, and the applicant's name is at the top of the waiting list, or is otherwise the next candidate for unit offer, the CHA shall allow the applicant to choose from available developments for which the applicant is suitable or shall offer up to three unit offers in available developments, whichever is greater. If the applicant does not accept a unit subject to this system, the applicant will forfeit his/her preference status and will be placed at the bottom of the project-based waiting list.

## **4. APPLICATION PROCESS**

The application process involves two phases: the Pre-Application Phase and the Full Application Phase.

### **A. Phase One - Pre-Application Phase**

In the first phase, an applicant to the Program must complete a pre-application that requires the family to provide limited information about the applicant household including name, address, phone number, family composition and size, income category, and identification of any claimed preference. The CHA will accept pre- applications by mail, by fax, or in person at the CHA Section 8 Office.

If the CHA is using the date and time method for compiling the waiting list, upon receipt of the pre-application the CHA shall place the family on the waiting list. If the CHA is using a lottery system for compiling the waiting list, upon being drawn from the lottery, the CHA shall place the family on the waiting list in the appropriate numbered sequence.

It remains the obligation of the applicant family to furnish the CHA with written notification of any change in address, telephone number, income, and family composition while on the waiting list.

The CHA shall assign each applicant a place on the waiting list(s), in sequence, based upon the time and date the application was received by the Section 8 Office and factors affecting any claimed preference. In the event that the CHA elects to use a lottery system, the CHA shall assign each applicant a place on the waiting list(s) based upon the sequence of the lottery drawing and any claimed preferences.

Upon the family's placement on the waiting list, the CHA will make a preliminary determination of eligibility. The CHA will notify the family in writing of the date and time of placement on the waiting list, or in the event of a lottery, the numerical sequence of placement on the list. The CHA will also notify the family of the approximate timeframe when a voucher may be issued. If the CHA determines the family to be ineligible, the notice will state the reasons for the finding of ineligibility and offer the family the opportunity for an informal review of the determination.

An applicant may at any time report changes to the pre-application including changes in family composition, address, income, or claimed preferences. Upon receipt of such information, the CHA shall annotate the applicant's file and update the place on the waiting list as appropriate.

### **B. Phase Two - Full Application Phase**

When an applicant family appears to be within three months of being offered assistance, the CHA will mail the applicant family a full application packet and schedule the family for a Pre-Certification Meeting. If the family fails to return the full application packet in the allotted amount of time or attend

or reschedule the Pre-Certification Meeting, the CHA shall notify the family in writing that the family's name may be removed from the waiting list and of the right for an informal review of that decision.

After the CHA's receipt of the full application packet and the family's attendance at the Pre-Certification Meeting, the CHA will verify the family's claimed selection preference, if applicable. If the family does not have adequate documentation of the claimed preference, the CHA will place the family's name in the appropriate spot on the waiting list. If the CHA determines that the family is not eligible for a claimed preference, the CHA shall so notify the family in writing of this determination and provide the family with an opportunity for an informal review of that decision.

At the Pre-Certification meeting, the CHA shall review the family's completed application and other required documentation including, Social Security cards, birth certificates, evidence of citizenship or eligible immigration status and family income. The CHA will provide required releases to the family for signature.



## 5. DETERMINATION OF ELIGIBILITY & SUITABILITY

### A. General

The CHA thoroughly screens each individual applicant in accordance with HUD regulations and sound management practices to determine whether an applicant is both *eligible* and *suitable* for the Program. To demonstrate eligibility, an applicant must satisfy five separate eligibility requirements and show that he/she: (i) qualifies as a family, (ii) has income within the appropriate income limits, (iii) meets citizenship/eligible immigration criteria, (iv) provides documentation of Social Security numbers, and (v) meets or exceeds the eligibility and suitability selection criteria. [24 CFR 982.201(a)]

### B. Applicant Eligibility

In order to meet the eligibility criteria for the Program, an applicant must meet the following standards:

#### 1. Family Eligibility [24 CFR 982.201(c)]

To be eligible for assistance, an applicant must be a family. Any of the following constitutes a family:

- a. A **family with or without children** is defined as a group of people related by blood, marriage, adoption, or affinity that lives together in a stable family relationship. [24 CFR 982.201(c)(2)]

Children temporarily absent from the home due to placement in foster care are considered family members. [24 CFR 982.201(c)(5)]

Unborn children and children in the process of being adopted are considered family members for purposes of determining bedroom size but are not considered family members for determining income limits.

- b. An **elderly family** is a family whose head, spouse, or sole member is a person who is at least 62 years of age, two or more persons who are at least 62 years of age who are living together, or one or more persons who are at least 62 years of age living with one or more live-in-aides. [24 CFR 982.201 (c) (3); 24 CFR 5.403]

- c. A **disabled family** is a family whose head, spouse, or sole member is a person with disabilities, or two or more persons with disabilities living together, or one or more persons with disabilities living with one or more live-in-aides. [24 CFR 982.201(c) (3); 24 CFR 5.403]

- d. A **displaced family** is a family in which each member, or whose sole member, has been displaced by government action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws. [24 CFR 5.403];

- e. A **remaining member of a tenant family; and/or**
- f. A **single person** who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family. [24 CFR 982.201(c)(4)(iv)]

## **2. Income Eligibility [24 CFR 982.201(b)]**

To be eligible for assistance, a family shall, at the time that the family initially receives assistance, be:

- a. An extremely low income or a very low-income family;
- b. A low-income family continuously assisted under the 1937 Housing Act;
- c. A low-income family that meets additional eligibility criteria specified by the CHA;
- d. A low-income family that is a non-purchasing tenant in a HOPE I or HOPE II project or a property subject to a resident homeownership program under 24 CFR 248.173;
- e. A low-income family or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing; or
- f. A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a HOPE I (HOPE for public housing homeownership) or HOPE II (HOPE for homeownership of multifamily units) project.

Income limits apply only at admission and are not applicable for continued occupancy; however, as income rises the assistance will decrease.

The applicable income limit for issuance of a voucher is the highest income limit for the family size for areas within the housing authority's jurisdiction. The applicable income limit for admission to the program is the income limit for the area in which the family is initially assisted in the program. The family may only use the voucher to rent a unit in an area where the family is income eligible at admission to the program.

Families who are moving into the CHA's jurisdiction under portability and have the status of an applicant rather than of a participant at the originating housing authority must meet the income limit for the area where the family was initially assisted under the program.

Families who are moving into the CHA's jurisdiction under portability and are already program participants at the originating housing authority do not have to meet the income eligibility requirement for the CHA's Program.

Income limit restrictions do not apply to families transferring units within the CHA's Program.

### **3. Citizenship/Non-Citizen Eligibility [24 CFR 5.506, 5.508]**

To be eligible for admission, each member of the family must be a United States citizen, national, or a noncitizen that has eligible immigration status under one of the following categories:

#### **a. Permanent Resident**

Lawfully admitted for permanent residence as an immigrant;

#### **b. Attorney General Designation**

Entered the United States before January 1, 1972, and has maintained continuous residence thereafter and who is not ineligible for citizenship, but is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General of the United States;

#### **c. Asylum/Refugee**

Lawfully present in the United States pursuant to the granting of an asylum (refugee status);

#### **d. Emergent/Public Interest**

Lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest (parole status);

#### **e. Deportation Withholding**

Lawfully present in the United States as a result of the Attorney General of the United States withholding of deportation (threat of life or freedom);

#### **f. Amnesty**

Lawfully admitted for temporary or permanent residence [amnesty granted under Immigration and Naturalization Act, Section 245(A)];

A family shall not be eligible for assistance unless every member of the family who will reside in the unit is determined to have eligible status, unless the family is a mixed family under pertinent HUD regulations, or certain family members are eligible for temporary deferral of termination of assistance or HUD determines that benefits should otherwise continue or be granted.

### **4. Social Security Requirements**

To be eligible, each family member 6 years of age and older must provide a Social Security number or certify that that he/she has not yet received one after having made application to the Social Security Administration.

## **5. Other Eligibility Criteria**

To be eligible, applicants must meet or exceed the following additional eligibility requirements:

### **a. Execution of Consent Forms**

To be eligible, each member of the family who is at least 18 years of age shall sign one or more consent forms. The consent form(s) must contain, at a minimum, the following:

- (i) SWICA Authorization.** A provision authorizing HUD or CHA to obtain from State Wage Information Collection Agencies (SWICAs) any information or material necessary to complete or verify the application for participation or for eligibility for continued occupancy;
- (ii) Employer Authorization.** A provision authorizing HUD or CHA to verify with previous or current employers income and job related information pertinent to the family's eligibility for or level of assistance;
- (iii) IRS and SSA Authorization.** A provision authorizing HUD to request income information from the Internal Revenue Service and the Social Security Administration for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits;
- (iv) Substance Abuse Treatment Records Authorization.** A provision authorizing the release of certain medical and treatment history for persons who have enrolled in an alcohol or substance or drug abuse facility and evidencing that the applicant has been rehabilitated from the alcohol and substance or drug abuse;
- (v) Criminal History Authorization.** A provision authorizing the CHA to conduct a criminal background investigation of the applicant and each member of the applicant's family who is at least 18 years old; and
- (vi) Expiration Statement.** A statement that the authorization(s) to release the information requested by the consent form expires 15 months after the date the consent form is signed. This provision will not apply to the Criminal History Authorization.

### **C. Applicant Suitability**

The CHA determines eligibility for participation in the Program and will also conduct criminal background checks on all adult household members, including live-in aides. The CHA will deny assistance to a family because of drug-related criminal activity or violent criminal activity by family members. [24 CFR 982.553] This check will be made through state or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three

years. If the individual has lived outside the local area, the CHA may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center ("NCIC").

The CHA will check with the Tennessee Sex Offender Registration Program and will ban for life any individual who is registered as a lifetime sex offender.

#### **D. Grounds for Denial**

The CHA will deny assistance to applicants who:

- a. Do not meet any one or more of the eligibility criteria;
- b. Do not supply information or documentation required by the application process;
- c. Fail to respond to a written request for information or a request to declare their continued interest in the program;
- d. Fail to complete any aspect of the application or lease-up process;
- e. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property, and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff, or cause damage to the property;
- f. Currently owe rent or other amounts to any housing authority in connection with the public housing or Section 8 Programs;
- g. Have committed fraud, bribery, or any other corruption in connection with any federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- h. Have a family member who was evicted from federally assisted housing within the last five (5) years;
- i. Have a family member who was evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- j. Have a family member who is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Chattanooga Housing Authority may waive this requirement if:

- (i) The person demonstrates to the CHA's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
  - (ii) The person has successfully completed a supervised drug or alcohol rehabilitation program;
  - (iii) The person has otherwise been rehabilitated successfully; or
  - (iv) The person is participating in a supervised drug or alcohol rehabilitation program.
- k. Have engaged in or threatened abusive or violent behavior towards any Chattanooga Housing Authority staff member or resident;
  - l. Have a family household member who has been terminated under the Certificate or Voucher Program during the last three years;
  - m. Have a family member who has been convicted of manufacturing or producing methamphetamine (speed) (Denied for life);
  - n. Have a family member with a lifetime registration under a State sex offender registration program (Denied for life);
  - o. Are a Welfare-to-Work (WTW) family who fails to fulfill its obligations under the welfare-to-work voucher program.

**E. Notification of Negative Actions [24 CFR 982.201(f)]**

The CHA will notify in writing any applicant whose name is being removed from the waiting list that he/she has ten (10) business days, from the date of the written correspondence, to present mitigating circumstances or request an informal review. The letter will also indicate that his/her name will be removed from the waiting list if he/she fails to respond within the timeframe specified. The CHA's system of removing applicants' names from the waiting list will not violate the rights of persons with disabilities. If an applicant's failure to respond to a request for information or updates was caused by the applicant's disability, the CHA will provide a reasonable accommodation. If the applicant indicates that they did not respond due to a disability, the CHA will verify that there is in fact a disability and that the accommodation they are requesting is necessary based on the disability. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

**F. Informal Review**

If the CHA determines that an applicant does not meet the criteria for receiving Section 8 assistance, the CHA shall promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision, and state that the applicant may request an informal review of the decision within 10 business days of the denial. The CHA will describe how to obtain the informal review. The informal review process is described in [FILL IN LATER] of this Plan.

**G. Tenant Screening by Owners [24 CFR 982.307]**

The owner is responsible for screening and selection of the family on the basis of the family's tenancy history to occupy the owner's unit. An owner may consider a family's background with respect to such factors as: payment of rent and utilities, caring for a unit and premises, respecting the rights of other residents to the peaceful enjoyment of their housing, drug related criminal activity or other criminal activity that is a threat to the health, safety, or property of others, and compliance with other essential conditions of tenancy.

Upon request by the owner, the CHA shall provide to the owner the family's current and prior address (as shown in the CHA's records), the name and address (if known to the CHA) of the landlord at the family's current and prior address, and any factual information or third party written information that the CHA has relevant to a voucher holder's history of, or ability to, comply with material standard lease terms and about drug trafficking by family members.

## **6 DETERMINATION OF FAMILY INCOME**

### **A. General**

To determine annual income, the CHA adds the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the CHA subtracts all allowable deductions (allowances) to determine the Total Tenant Payment (“TTP”).

### **B. Definition of Income**

Annual income means all amounts, monetary or not, that:

1. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
2. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
3. Are not specifically excluded from annual income.

### **C. Annual Income**

#### **1. Seasonal or Cyclic Income**

If it is not feasible to anticipate a level of income over a 12-month period (e.g. seasonal or cyclic income), or the CHA believes that past income is the best available indicator of expected future income, the CHA may annualize the income anticipated for a shorter period, subject to a re-determination at the end of the shorter period.

#### **2. Amounts Included in Annual Income**

- a. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, bonuses and other compensation for personal service; [24 CFR § 5.609(b)(1)]
- b. The net income from the operation of a business or profession, which is the total business income minus the expenses, needed to operate the business. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family; [24 CFR § 5.609(b)(2)]
- c. The interest, dividends and other net income of any kind from real or personal property and/or expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted,



based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursed of cash or assets invested by the family. Where the family assets exceed \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD; [24 CFR § 5.609(b)(4)]

d. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (however, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded); [24 CFR § 5.609(b)(4)]

e. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (however, lump sum additions such as insurance payments from worker's compensation are excluded); [24 CFR § 5.609(b)(5) & (6)]

f. Welfare Assistance:

If the welfare assistance payment includes an amount specifically designed for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:

(i) The amount of the allowance or grant exclusive of the amount specifically designated for shelter and utilities; plus

(ii) The maximum amounts that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.

o. Imputed Welfare Income:

(i) A family's annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction, as specified in notice to the CHA by the welfare agency) plus the total amount of other annual income;

(ii) At the request of the CHA, the welfare agency will inform the CHA in writing of the amount and term of any specified welfare benefit reduction for a family member, and the reason for such reduction, and will also inform the CHA of any subsequent changes in the term or amount of such specified welfare benefit reduction. The CHA will use this information to determine the amount of imputed welfare income for a family;

(iii) A family's annual income includes imputed welfare income in family annual income, as determined at an interim or regular reexamination of family income and composition during the term of the welfare benefits reduction (as specified in information provided to the CHA by the welfare agency);

(iv) The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed. When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero;

(v) The CHA will not include imputed welfare income in annual income if the family was not an assisted participant at the time of the sanction;

(vi) If a participant is not satisfied that the CHA has calculated the amount of imputed welfare income in accordance with HUD requirements, and if the CHA denies the family's request to modify such amount, the CHA shall provide the applicant/participant with written notice of such denial and a brief explanation of the basis for the CHA's determination of the amount of imputed welfare income. The CHA's notice shall also state that if the applicant/participant does not agree with the determination, he/she may request an informal review/hearing as provided in this Plan.

#### h. Relations with Welfare Agencies

(i) The CHA will request that welfare agencies provide information about any specified welfare benefits reduction for a family member and the reason for such reduction. If the welfare agency imposes a specified welfare benefits reduction for a family member, and provides the CHA with written notice of such reduction, the family's annual incomes shall include the imputed welfare income because of the specified welfare benefits reduction.

(ii) The CHA is responsible for determining the amount of imputed welfare income that is included in the family's annual income as a result of a specified welfare benefits reduction as determined by the welfare agency, and specified in the notice by the welfare agency to the housing authority. However, the CHA is not responsible for determining whether a reduction of welfare benefits by the welfare agency was correctly determined by the welfare agency in accordance with welfare program requirements and procedures, nor for providing the opportunity for review or hearing on such welfare agency determinations.

(iii) Such welfare agency determinations are the responsibility of the welfare agency, and the family may seek appeal of such determination through the welfare agency's normal due process procedures. The CHA shall rely on the welfare agency notice to the CHA of the welfare agency's determination of a specified welfare benefits reduction.

i. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling [24 CFR § 5.609(b)(7)].

j. All regular pay, special pay, and allowances of a member of the Armed Forces (special pay to a member exposed to hostile fire is excluded) [24 CFR §5.609(b)(8)].

### **3. Exclusions from Annual Income**

a. Income from employment of children (including foster children) under the age of 18 years; [24 CFR§5.609(c)(1)]

b. Payments received from the care of foster children or foster adults (usually persons with disabilities, unrelated to the applicant/participant family, who are unable to live alone); [24CFR§5.609(c)(2)]

c. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses; [24CFR§5.609(c)(3)]

d. Amounts received by the families that are specifically for or in reimbursement of the cost of medical expenses for any family member; [24 CFR§5.609(c)(4)]

e. Income of a live-in aide; [24 CFR§5.609(c)(5)]

f. The full amount of student financial assistance paid directly to the student or to the educational institution; [24 CFR§5.609(c)(6)]

g. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire; [24CFR§5.609(c)(7)]

h. The amounts received from the following programs: [24CFR§5.609(c)(8)(1)]

(i) Amounts received under training programs funded by HUD;

(ii) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

(iii) Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program; [24 CFR§5.609(c)(8)(iii)]

(iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the CHA on a part-time basis, that enhances the quality of life in the development as determined by the CHA. Residents enrolled in job training programs administered by the CHA are paid and stipend for hours spent in training. The training program and stipend cannot exceed 18 months. No resident may receive more than one such stipend during the same period of time. Such services may include, but are not limited to,

fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination and serving as a member of CHA's governing board; [24 CFR§5.609(c)(8)(iv)]

(v) Incremental earnings and benefits resulting to any family member from participation in qualifying state and local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program; [24 CFR§5.609(c)(8)(v)]

(vi) Temporary, nonrecurring or sporadic income (including gifts); [24 CFR§5.609(c)(9)]

(vii) Reparation payment paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era; [24 CFR§5.609(c)(10)]

(viii) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse); [24 CFR§5.609(c)(11)]

(ix) Adoption assistance payments in excess of \$480 per adopted child; [24 CFR§5.609(c)(12)]

(x) Under [24CFR§5.609(c)(8)(i)] earnings and benefits from employment training programs funded by HUD are excluded from income and [24CFR§5.609(c)(8)(v)] excludes income from incremental earnings and benefits from qualifying State or Local employment training programs. Additionally, [24CFR§5.609(c)(8)(iii)] excludes from income any reimbursements of out of pocket expensed incurred (special equipment, clothing, transportation, and childcare) which are made solely to allow participation in a specific program. For family members who enrolled in certain training programs prior to October 1, 1999, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42U.S.C.1437t), or any comparable federal, state, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:

**[Note, for the purposes of the above provision(s):**

“Comparable federal, state or local law” means a program providing employment training and supportive services that:

- a. is authorized by a federal, state or local law;*
- b. is funded by the federal, state or local government;*
- c. is operated or administered by a public agency; and*
- d. has as its objective to assist participants in acquiring employment skills.*

“Exclusion period” means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program **that is not funded by public housing**

**assistance under the 1937 Act.** If the family member is terminated from employment without good cause, the exclusion period shall end.

“Earnings and benefits” mean the incremental earnings and benefits resulting from a qualifying employment training program or subsequent jobs.

i. The incremental earnings due to employment during a cumulative 12-month period following date of the initial hire shall be excluded. This exclusion (paragraph k)(L/C) will not apply for any family who concurrently is eligible for exclusion (j) 4c additionally, this exclusion is only available to the following families:

- (i) Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.
- (ii) Families whose income increases during the participation of a family member in any economic self-sufficiency or other job training program.
- (iii) Families who are or were, within 6 months, assisted under a state TANF or Welfare-to-Work program. TANF includes both regular monthly income and one-time benefits and/or services that total at least \$500 over a six-month period.

During the second cumulative 12-month period after the date of initial hire, 50 percent of the increased income shall be excluded from income. [24 CFR§5.617(c)(2)].

The disallowance of increased income of an individual family member is limited to a lifetime 48-month period. It only applies for 12 months of the 100 percent exclusion and 12 months of the 50 percent exclusion.

(While HUD regulations allow for a PHA to offer an escrow account in lieu of having a portion of their income excluded under this paragraph, it is the policy of the CHA to provide the exclusion in all cases).

- j. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump-sum amount or in prospective monthly amounts;
- k. Amounts received by the family in the form of refunds or rebates under state and local law for property taxes paid on the dwelling unit. Deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
- l. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;
- m. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

- n. Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits.

These exclusions include:

- i. The value of the allotment of food stamps
  - ii. Payments to volunteers under the Domestic Volunteer Services Act of 1973
  - iii. Payments received under the Alaska Native Claims Settlement Act
  - iv. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes
  - v. Payments made under HHS's Low-Income Energy Assistance Program
  - vi. Payments received under the Job Training Partnership Act
  - vii. Income from the disposition of funds of the Grand River Band of Ottawa Indians
  - viii. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
  - ix. Amount of scholarships awarded under Title IV including Work-Study
  - x. Payments received under the Older Americans Act of 1965
- o. Payments from Agent Orange Settlement
  - p. Payments received under the Maine Indian Claims Act
  - q. The value of child care under the Child Care and Development Block Grant Act of 1990
  - r. Earned income tax credit refund payments; and /or
  - s. Payments for living expenses under the AmeriCorps Program

#### **4. Deductions from Annual Income**

The CHA will make the following deductions from annual income:

- a. \$480 for each household member who is under 18 years of age, or is over 18 and has disability or is a full-time student in a college or vocational program, but is not the family head or spouse;
- b. \$400 per family when the head or spouse is at least 62 years of age or disabled.

*Note: Only \$400 is an allowable deduction, even if both the head and the spouse are elderly or disabled.*

c. The sum of the following, to the extent the sum exceeds 3 percent of annual income:

i. Unreimbursed medical expenses of any elderly family or disabled family; and

ii. Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed, but his allowance may not exceed the earned income received by family members who are 18 years of age or older who are able to work because of such attendant care or auxiliary apparatus.

a. Reasonable childcare expenses necessary to enable a member of the family to be employed or to further his or her education. This deduction shall not exceed the amount of employment income that is included in annual income. *Note: Children must be under 13 years of age to claim childcare expenses. This deduction is not limited to childcare payments from publicly assisted programs. There are two forms of acceptable documentation - notarized statements of payment by childcare provider or CHA generated third-party form [24CFR§5.611(a)(4)].*

#### **D. Medical Expenses**

CHA must obtain an applicant/resident's medical expense and provide either an exclusion [24 CFR § 5.609(c)(4)] or deduction [24 CFR § 5.611(a)(3)], where applicable. The **exclusion** covers amounts received by the family that are specifically for, reimbursements of, the cost of medical expenses of **any** family member. The **deduction** covers the sum of unreimbursed medical expenses for any elderly or disabled family in excess of 3 percent of annual income [24 CFR § 5.611(a)(3)(i)] and the unreimbursed reasonable attendant care and auxiliary apparatus expenses to the extent necessary to enable any member of the family to be employed, but not to exceed earned income received because of the attendant care or apparatus [24 CFR § 5611(a)(3)(ii)].

#### **E. Receipt of Letter or Notice from HUD Concerning Income**

1. If a participant in the Program receives a letter or notice from HUD concerning the amount of verification of family income, the participant shall bring the letter to his/her Program Representative within ten (10) days of receipt by the participant.

2. The Program Representative shall reconcile any difference between the amount reported by the participant and the amount listed in the HUD communication. This shall be done as promptly as possible.

3. After the reconciliation is complete, the CHA shall adjust the resident's rent beginning at the start of the next month unless the reconciliation is completed during the final five (5) days of the month and then the new rent shall take effect on the first day of the second month following the end of the current month. In addition, if the resident had not previously reported the proper income, the CHA shall do one of the following:

- a. Immediately collect the back rent due to the agency;
- b. Establish a repayment plan for the resident to pay the sum due to the agency;
- c. Terminate the lease and evict for failure to report income; or
- d. Terminate the lease, evict for failure to report income, and collect the back rent due to the agency.

**F. Cooperation with Welfare Agencies**

The CHA will make its best efforts to enter into cooperation agreements with local welfare agencies under which the welfare agencies will agree:

1. To target assistance, benefits and services to families receiving assistance in the public housing and Section 8 tenant-based assistance program to achieve self-sufficiency; and
2. To provide written verification to the CHA concerning welfare benefits for families applying for or receiving assistance in our housing assistance programs.



## 7 VERIFICATION

### A. General

The CHA shall verify information related to waiting list preferences, eligibility, admission and level of benefits prior to admission. Periodically the CHA shall review issues related to eligibility and rent determination. The CHA will verify income, assets, expenses, disability status, need for a live-in-aide and other claimed need for reasonable accommodation, full-time student status of family members 18 years of age and older, Social Security numbers, and citizenship/eligible non-citizen status. The CHA will verify age and relationship only in those instances where needed to make a determination of level of assistance.

### B. Acceptable Methods of Verification

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship and eligible immigration status, the family's certification will be accepted. Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly from the CHA to the source and received directly by the source from the CHA, not passed through the hands of the family. This verification may also be direct contact with the source, person or by telephone. It may also be a report generated by a request from the CHA or automatically by another government agency, i.e., the Social Security Administration. The CHA shall maintain verification forms and reports in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e., name, date of contact, amount received, etc.

When third party verification cannot be obtained, the CHA will accept documentation received from the applicant/tenant. Hand-carried documentation will be accepted only if the CHA has been unable to obtain third party verification in a 4-week period of time. The CHA will maintain photocopies of the documents in the file.

When neither third party verification or hand-carried verification can be obtained, the CHA shall note in the file why such verification is unavailable. The CHA may then accept a notarized statement signed by the head, spouse, or co-head. The CHA will maintain such notarized documents in the file.

### C. Types of Verification

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the CHA will send a request form to the source along with release form signed by the applicant/tenant via first class mail:

### Verification Requirements for Individual Items

Item To Be Verified	3 <sup>rd</sup> Party Verification	Hand-carried Verification
<b>General Eligibility Items</b>		
Social Security Number	Social Security Card Letter from Social Security Electronic reports	N/A
Citizenship	N/A	Signed certification, voter's Registration card, birth Certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from physician SSI, etc.	Proof of SSI or Social Security Disability payments
Full time student status (if >18)	Letter from school	For high school students, any Document evidencing Enrollment
Need for a live-in aide	Letter from physician	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance Expenses	Letters from suppliers, care givers etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payments, dates of trips, mileage log, receipts for fares and tolls
<b>Value of and Income from Assets</b>		
Savings, checking Accounts	Letter from institution	Passbook, most current statements
CD, bonds, etc.	Letter from institution	Tax return information
<b>Item To Be Verified</b>	<b>3<sup>rd</sup> Party Verification</b>	<b>Hand-carried Verification</b>
CD's, bonds, etc, cont.		Brochure from institution, the CD, the bond

Stocks	Letter from broker or holding Company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, Assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc.	Receipt for purchase, other evidence of worth
Cash value of life Insurance policies	Letter from insurance company	Current statement
Assets disposed of for Than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
<b>Income</b>		
Earned income	Letter from employer	A minimum of 3 consecutive recent pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and Contributions	Letter from source, letter from Organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar Evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e., Security, welfare, pension workers Compensation, unemployment	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participant	Letter from program provider	N/A

Item To Be Verified	3 <sup>rd</sup> Party Verification	Hand-carried Verifica
Participation	Indicating <ul style="list-style-type: none"> <li>- Whether enrolled or complete</li> <li>- Whether training is HUD-funded</li> <li>- Whether federal, state, local govt., or local program</li> <li>- Whether it is employment training</li> <li>- Whether it has clearly defined goals and objectives</li> <li>- Whether program has supportive Services</li> <li>- Whether payments are for out-of-Pocket expenses incurred in order to participate in a program</li> <li>- date of first job after program completion</li> </ul>	Evidence of job start

**D. Verification of Citizenship or Eligible Noncitizen Status [24 CFR 5.508]**

The CHA shall determine the citizenship/eligible non-citizen status of each family member regardless of age.

Prior to being admitted to the Program, or at the first reexamination, each citizen and national will be required to sign a declaration of eligible immigration status under penalty of perjury and show proof of his/her status by such means as a birth certificate, military ID, or military DD 214 Form.

Prior to being admitted or at the first reexamination, all eligible non-citizens who are 62 years of age or older will be required to sign a declaration of eligible immigration status under penalty of perjury, and provide proof of a

Prior to being admitted or at the first reexamination, all eligible non-citizens under 62 years of age must sign a declaration of eligible immigration status and a verification consent form and provide original INS documentation. The CHA will copy the individual's INS documentation and place the copy in the file. The CHA will also verify the individual's status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the CHA will mail information to the INS in order that a manual check can be made of INS records.

Family members who do not claim to be citizens, nationals, or eligible non-citizens must be listed on a statement of non-eligible members and the list must be signed by the head of the household. Any family member who does not choose to declare their status must be listed on the statement of non-eligible members.

Non-citizen students on student visas, though in the country legally, are not eligible to be admitted to the Program.

If no family member is determined to be eligible under this section, the family's eligibility will be denied.

The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.

If the CHA determines that a family member has knowingly permitted an ineligible non-citizen (other than any ineligible non-citizens listed on the lease) to permanently reside in their unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

For each family member, citizenship/eligible non-citizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of the individual's status will be obtained at the next regular reexamination. Prior to a new member joining the family, his/her citizenship/eligible non-citizen status will be verified.

#### **E. Verification of Social Security Numbers**

Prior to admission, each family member who has a Social Security number and who is at least 6 years of age must provide verification of his/her Social Security number. A new family member at least 6 years of age must provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning six.

The best verification of the Social Security number is the original Social Security card. If the card is not available, the CHA will accept letters from the Social Security Administration that establish and state the number. Documentation from other governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military IDs, passports, or other official documents that establish and state the number are also acceptable.

The CHA will require an individual who states that he/she does not have a Social Security number to sign a statement to this effect. The CHA will not require any individual who does not have a Social Security number to obtain a Social Security number.

If a member of an applicant family indicates that he/she has a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided. Conflicts!!!!

If a member of a tenant family indicates that he/she has a Social Security number, but cannot readily verify it, the CHA shall request the individual to certify to this fact and allow up to sixty (60) days to provide the verification. If the individual is at least 62 years of age, he/she will be given one hundred and twenty (120) days to provide verification.

For each family member age 6 and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security number at admission receives a Social Security number, the number will be verified at the next regular reexamination. Likewise, when a child turns six, his/her verification will be obtained at the next regular reexamination.

**F. Timing of Verification**

Verification information must be dated within sixty (60) days of voucher issuance and/or reexamination. If the verification is older than this, CHA will contact the source and request information regarding any changes. [24 CFR 982.201(e)]

When an interim reexamination is conducted, the CHA will verify and update only those elements reported to have changed.

**G. Frequency of Obtaining Verification**

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of the status will be obtained at the next regular reexamination. Prior to a new member joining the family, the CHA will verify his/her status.

For each family member aged six and above, the CHA will obtain verification of the Social Security number on once. The CHA will perform this verification prior to admission. When a family member who did not have a Social Security number at admission receives a Social Security number, the CHA will verify that number at the next regular reexamination. Likewise, when a child turns six, the CHA will obtain verification of that child's Social Security number at the next regular reexamination following that child's sixth birthday.

## 8 VOUCHER ISSUANCE

### A. Family Unit Size

The CHA will provide subsidy standards that allow for the smallest numbers of bedrooms needed to house a family without overcrowding and shall be consistent with the Housing Quality Standards and 24 CFR 982.402.

The guidelines set forth below generally establish the number of persons to be assigned per bedroom:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

The CHA shall apply these guidelines for all families of like size and composition. The subsidy standards shall be consistent with space requirements under HQS. [24 CFR 982.402(b) (2)]

In addition to the above guidelines, the CHA shall determine the appropriate unit size for a family using the following criteria:

1. Each unit must contain a living/sleeping room, kitchen area and bathroom (plus bedrooms as applicable for family size);
2. Single person families shall be allocated not more than one bedroom;
3. A family that consists of a pregnant woman (with no other persons) must be treated as a two person family in determining family unit size; [24 CFR 982.402(5)]
4. A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining family unit size; [24 CFR 982.402(b)(4)]
5. A foster child will be considered in determining unit size only if he/she will be in the unit for more than twelve (12) months;

6. A live-in aide approved by the CHA to care for a family member who is disabled or is at least fifty years of age must be counted in determining the family unit size; a live-in aide will be provided with a separate bedroom;[24 CFR 982.402(b)(6)]
7. In determining the unit size for a particular family, the CHA may grant an exception to established subsidy guideline if the Cha determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances; [24 CFR 982.402(b)(8)]
8. Children under the age of 18 and the same sex will share a bedroom;
9. Children of the opposite sex, both under the age of five, will share a bedroom;
10. Foster adults and foster children will not be required to share a bedroom with family members;

The family unit size will be determined by the CHA in accordance with the above guidelines and will determine the maximum rent subsidy for the family; however, the family may select a unit that may be larger or smaller than the family unit size. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy. If the family selects a larger size, the payment standard for the family unit size will determine the maximum subsidy.

The CHA will allow additions to a family when a landlord has approved the addition of a new household member, and to add such member will not cause for overcrowding under HUD's HQS and state sanitary code. The CHA will also ensure that the new family member meets all eligibility and suitability criteria.

## **B. Voucher Payment Standards**

### **1. Setting the Payment Standards**

The CHA has adopted a voucher payment standard for each unit size, based on the availability of units within its jurisdiction. [24 CFR 982.503] This standard is established at a level of 110% of the published Section 8 fair market rents ("FMR").

The CHA will review its determination of the payment standard annually after publication of the FMRs. The CHA will consider vacancy rates and rents in the market area, size and quality of units leased under the program, rents for units leased under the program, success rates of voucher holders in finding units, and the percentage of annual income families are paying for rent under the Program. If it is determined that success rates will suffer or that families are having to rent low quality units or pay over 40 percent of income for rent, the payment standard may be raised to the level judged necessary to alleviate these hardships.

The CHA may establish a higher payment standard (although still within 110 percent of the published Fair Market Rent) as a reasonable accommodation for a family that includes people with disabilities. With approval of the HUD Field Office, the payment standard may be set at 120 percent of the FMR.



Payment standards will not be raised solely to allow the renting of luxury quality units.

If success levels are projected to be extremely high and rents are projected to be at or below 30 percent of income, the CHA will reduce the payment standard. Payment standards for each bedroom size are evaluated separately so that the payment standard for one bedroom size may increase or decrease while another remains unchanged. The CHA may consider adjusting payment standards at times other than the annual review when circumstances warrant.

Before increasing any payment standard, the CHA will conduct a financial feasibility test to ensure that in using the higher standard, adequate funds will continue to be available to assist families in the program.

## **2. Selecting the Correct Payment Standard for a Family [24 CFR 982.505]**

- a. For the voucher tenancy, the payment standard for a family is the lower of:
  - (i) The payment standard for the family unit size; or
  - (ii) The payment standard for the unit size rented by the family.
- b. If the unit rented by a family is located in an exception rent area, the CHA will use the appropriate payment standard for the exception rent area.
- c. During the HAP contract term for a unit, the amount of the payment standard for a family is the higher of:
  - (i) The initial payment standard (at the beginning of the lease term) minus any amount by which the initial rent to owner exceeds the current rent to owner; or
  - (ii) The payment standard as determined at the most recent regular reexamination of family income and composition effective after the beginning of the HAP contract term.
- d. At the next annual reexamination following a change in family size or composition during the HAP contract term and for any reexamination thereafter, paragraph c above does not apply.
- e. If there is a change in family unit size resulting from a change in family size or composition, the new family unit size will be considered when determining the payment standard at the next annual reexamination.

## **3. Area Exception Rents [24 CFR 982.503(c)]**

In order to help families find housing outside areas of high poverty or when voucher holders are having trouble finding housing for lease under the program, the CHA may request that HUD approve an exception payment standard rent for certain areas within its jurisdiction. The areas may be of any size, though generally not smaller than a census tract. The CHA may request one such exception payment

standard area or many. Exception payment standard rent authority may be requested for all or some unit sizes, or for all or some unit types. The exception payment standard area(s) may not contain more than 50 percent of the population of the FMR area.

When an exception payment standard rent has been approved and the FMR increases, the exception rent remains unchanged until such time as the CHA requests and HUD approves a higher exception payment standard rent. If the FMR decreases, the exception payment standard rent authority automatically expires.

## **C. Voucher Issuance Briefing & Information Packet [24 CFR 982.301]**

When the CHA selects a family from the waiting list, the family will be invited to attend a voucher issuance briefing (“briefing”) in which CHA staff will explain how the program works. In order to receive a voucher the head of household is required to attend the briefing. If the family cannot attend the originally scheduled briefing, the family may attend a later session. If the head of household fails to attend two briefings without good cause, the family will be denied admission.

If an applicant with a disability requires auxiliary aids to gain full benefit from the briefing, the CHA will furnish such aids where doing so would not result in a fundamental alteration of the nature of the program or in an undue financial or administrative burden. In determining the most suitable auxiliary aid, the CHA will give primary consideration to the requests of the applicant. Families unable to attend a briefing due to a disability may request a reasonable accommodation such as having the briefing presented at an alternate location.

### **1. Briefing Topics**

The briefing will address the following topics:

- a. A description of how the program works;
- b. Family and owner responsibilities;
- c. Where the family may rent a unit, including inside and outside the CHA's jurisdiction;
- d. Types of eligible housing;
- e. For families qualified to lease a unit outside the CHA's jurisdiction under portability and an explanation of how portability works;
- f. An explanation of the advantages of living in an area that does not have a high concentration of poor families;
- g. An explanation that the family share of rent may not exceed 40 percent of the family's monthly adjusted income if the gross rent exceeds the applicable payment standard; and
- h. For Welfare-to-Work Voucher recipients, specifications of any local obligations and an explanation that failure to meet these obligations is grounds for CHA denial or termination of assistance.

### **2. Packet Topics**

During the briefing, the CHA will provide the family with a packet covering (at a minimum) the following topics:

- a. The term of the voucher and the CHA's policy on extensions and suspensions of the term. The packet will include information on how to request an extension and forms for requesting extensions;
- b. How the CHA determines the housing assistance payment and total tenant payment for the family;
- c. Information on the payment standard, exception payment standard rent areas (if applicable), and the utility allowance schedule;
- d. How the CHA determines the maximum rent for an assisted unit;
- e. Where the family may lease a unit. For families qualified to lease outside the CHA's jurisdiction, the packet must include an explanation of how portability works;
- f. The HUD-required tenancy addendum that provides the language that must be included in any assisted lease;
- g. The Request for Tenancy Approval Form and an explanation of how to request CHA's approval of a unit;
- p. A statement of the CHA's policy on providing information to prospective owners. This policy requires applicants to sign disclosure statements allowing the CHA to provide prospective owners with the family's current and prior addresses and the names and addresses of the landlords for those addresses. Upon request, the CHA will also supply any factual information or third party verification relating to the applicant's history as a tenant or their ability to comply with material standard lease terms or any history of drug trafficking, drug-related criminal activity or any violent criminal activity;
- i. The CHA's subsidy standards, including when the CHA will consider granting exceptions to the standards;
- j. The HUD brochure on how to select a unit ("A Good Place to Live");
- k. The HUD-required lead-based paint brochure;
- l. Information on federal, state, and local equal opportunity laws; the brochure "Fair Housing: It's Your Right;" and a copy of the housing discrimination complaint form;
- m. A list of landlords or other parties known to the CHA who may be willing to lease a unit to the family or help the family find a unit;

- n. Notice that if the family includes a person with disabilities, the family may request a current list of accessible units known to the CHA that may be available;
- o. The family's obligations under the Program, including any obligations of families receiving Welfare-to-Work vouchers;
- p. The grounds upon which the CHA may terminate assistance because of the family's action or inaction; and
- q. The CHA informal hearing procedures, including when the CHA is required to provide the opportunity for an informal hearing, and information on how to request a hearing.

#### **D. Voucher Issuance & Voucher Term**

Once the CHA has verified all family information, the family's eligibility and suitability for the Program has been confirmed, the appropriate bedroom size (subsidy level) has been determined and the family has attended a voucher issuance briefing, the CHA will issue the voucher. [24 CFR 982.302]

The initial term of the voucher will be for 60 days and will be stated on the voucher. [24 CFR 982.303]

The CHA may grant one or more extensions of the term. To obtain an extension, the family must make a request in writing prior to the expiration date. The family must include a statement documenting the efforts the family has made to find a unit. A sample extension request form and a form for recording their search efforts will be included in the family's briefing packet. If the family documents their efforts and additional time can reasonably be expected to result in success, the CHA will grant the length of request sought by the family or 60 days, whichever is less.

If the family includes a person with disabilities and the family requires an extension due to the disability, the CHA will grant an extension allowing the family a term reasonably required to locate a unit. [24 CFR 982.303(2)]

## **9 CHA APPROVAL OF ASSISTED TENANCY**

### **A. Submission of Request for Tenancy Approval**

When the family finds a unit that the owner is willing to lease under the Program, the family and owner will complete and sign a Request for Tenancy Approval Form (“RTA”). Upon receipt of the RTA, the CHA will review the RTA and may assist the family and owner to make changes to increase the likelihood that the tenancy will be approved.

Once it appears that the tenancy may be approved, the CHA will schedule an appointment for an inspection of the unit. Generally, this inspection will take place within fifteen days of the CHA’s receipt of the RTA. This 15 day period is suspended during any period when the unit is unavailable for inspection. The CHA will promptly notify the owner of the results of the HQS inspection.

During the initial stage of qualifying the unit, the CHA will provide the prospective landlord with information about the Program. This information will include CHA, owner and participant responsibilities for screening and other essential program elements. The CHA will provide the owner with the family’s current and prior address as shown in the CHA records, along with the name and address (if known to the CHA) of the landlords for those addresses.

### **B. Eligible Housing Types**

The CHA will approve leases for the following housing types:

1. Single family dwellings;
2. Apartments;
3. Manufactured housing;
4. Manufactured home space rentals; and or
5. House boats.

### **C. Ineligible Housing Types**

CHA will not approve leases for the following housing types:

The following types of housing cannot be assisted under the Section 8 Tenant-Based Program:

1. A public housing or Indian housing unit;
2. A unit receiving project-based assistance under a Section 8 Program;

3. Nursing homes, board and care homes, or facilities providing continual psychiatric, medical or nursing services;
4. College or other school dormitories;
5. Units on the grounds of penal, reformatory, medical, mental, and similar public or private institutions;
6. A unit occupied by its owner. This restriction does not apply to cooperatives or to assistance on behalf of a manufactured home owner leasing a manufactured home space; and
7. A unit receiving any duplicative federal, state, or local housing subsidy. This does not prohibit renting a unit that has a reduced rent because of a tax credit.

The CHA will not approve a lease for any of the following special housing types, except as a reasonable accommodation for a family with disabilities:

1. Congregate housing
2. Group homes
3. Shared housing
4. Cooperative housing
5. Single room occupancy housing

#### **D. CHA Approval of Tenancy**

The CHA will approve a lease if all of the following conditions are met:

1. The unit is of an eligible housing type;
2. The unit has passed the CHA's HQS inspection;
3. The lease is approvable and includes the following:
  - a. The names of the owner and tenant (participant);
  - b. The address of the unit rented;
  - c. The term of the lease;
  - d. The amount of the monthly rent to the owner;

- e. A specification of what utilities and appliances are to be supplied by the owner and the tenant (participant); and
  - f. The required HUD tenancy addendum.
4. The rent to owner is reasonable;
  5. The family's share of rent does not exceed 40% of the family's monthly adjusted income if the gross rent exceeds the applicable payment standard;
  6. The owner has not been found to be debarred, suspended, or subject to a limited denials of participation by HUD or the CHA; and
  7. The family continues to meet all eligibility and suitability screening criteria.

**E. CHA Disapproval of Tenancy**

If tenancy approval is denied, the CHA will advise the owner and the family in writing and include any actions that could be taken by either or both parties to enable the CHA to approve the tenancy.

**F. CHA Disapproval of Owner**

The CHA will deny participation by an owner at the direction of HUD. The CHA will also deny the owner's participation for any of the following reasons:

1. The owner has violated any obligations under a Section 8 Housing Assistance Payments Contract;
2. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program;
3. The owner has engaged in drug-related criminal activity or any violent criminal activity;
4. The owner has a history or practice of non-compliance with HQS for units leased under Section 8 or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program;
5. The owner has a history or practice of renting units that fail to meet state or local codes;
6. The owner has not paid state or local real estate taxes, fines, or assessments;
7. The owner refuses (or has a history of refusing) to evict families for drug-related or violent criminal activity, or for activity that threatens the health, safety or right of peaceful enjoyment



of the premises by tenants, CHA employees or owner employees, or residences by neighbors;

8. If the owner is the parent, child, grandparent, grandchild, sister, or brother or any member of the family of an applicant seeking the initial use of a voucher (currently shopping) unless the CHA determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities; and/or
9. Other conflicts of interest under federal, state, or local law.

### **G. CHA Approval of Tenancy**

The lease term may begin after the unit passes the CHA's HQS inspection and the CHA approves the leasing of the unit.

### **H. Execution of Lease and Housing Assistance Payment Contract**

The CHA will prepare the contract when the unit is approved for tenancy. Generally, the owner, simultaneously with the signing of the lease and the HUD required tenancy addendum, will execute the Housing Assistance Payment Contract "HAP"). Upon receipt of the executed lease and the HAP contract from the owner, the CHA will execute the HAP contract. The CHA will not pay any housing assistance to the owner until the HAP contract is executed.

In no case will the HAP contract be executed later than 60 days after the beginning of the lease term.

Any HAP contract executed after the 60-day period will be void and the CHA will not pay housing assistance to the owner.

### **I. Security Deposit**

The owner may collect a security deposit from the tenant in an amount not in excess of amounts charged in private market practice and not in excess of amounts charged by the owner to unassisted tenants.

When the tenant moves out of the dwelling unit, the owner, subject to state or local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the tenant, damages to the unit or for other amounts the tenant owes under the lease.

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must refund promptly the full amount of the unused balance to the tenant.

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the tenant.

## **J. Moves with Continued Assistance**

### 1. General

Participating families are allowed to move to another unit after the initial 12 month term has expired, if the owner and the participant have mutually agreed to terminate the lease, or if the CHA has terminated the HAP contract. The CHA will issue the family a new voucher if the family does not owe the CHA or any other housing authority money, has not violated a Family Obligation, has not moved or been issued a voucher within the last 12 months, and if the CHA has sufficient funding for continued assistance. If the move is necessitated for a reason other than family choice, the 12-month requirement will be waived.

### 2. When a Family May Move

For families already participating in the Program, the CHA will allow the family to move to a new unit if:

- a. The assisted lease for the old unit has terminated;
- b. The owner has given the tenant a notice to vacate, has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the tenant; or
- c. The tenant has given notice of lease termination (if the tenant has a right to terminate the lease on notice to the owner).

### 3. Procedures Regarding Family Moves

Families considering transferring to a new unit will be scheduled to attend a mover's briefing. All families who are moving, including any families moving into or out of the CHA's jurisdiction, will be required to attend a mover's briefing prior to the CHA entering a new HAP contract on their behalf.

This briefing is intended to provide the following:

- a. A refresher on program requirements and the family's responsibilities. Emphasis will be on giving proper notice and meeting all lease requirements such as leaving the unit in good condition;
- b. Information about finding suitable housing and the advantages of moving to an area that does not have a high concentration of poor families;
- c. Payment standards, exception payment standard rent areas, and the utility allowance schedule;

- d. An explanation that the family share of rent may not exceed 40 percent of the family's monthly adjusted income if the gross rent exceeds the applicable payment standard;
- e. Portability requirements and opportunities;
- f. The need to have a reexamination conducted within 120 days prior to the move;
- g. An explanation and copies of the forms required to initiate and complete the move; and
- h. All forms and brochures provided to applicants at the initial briefing.

Families are required to give proper written notice of their intent to terminate the lease. In accordance with HUD regulations, no notice requirement may exceed 60 days. During the initial term, families may not end the lease unless they and the owner mutually agree to end the lease. If the family moves from the unit before the initial term of the lease ends without the owner's and the CHA's approval, it will be considered a serious lease violation and subject the family to termination from the program.

The family is required to give the CHA a copy of the notice to terminate the lease at the same time as it gives the notice to the landlord. A family's failure to provide a copy of the lease termination notice to the CHA will be considered a violation of Family Obligations and may cause the family to be terminated from the program.

A family who gives notice to terminate the lease must mail the notice by certified mail or have the landlord or his agent sign a statement stating the date and time received. The family will be required to provide the certified mail receipt and a copy of the lease termination notice to the CHA, or a copy of the lease termination notice and the signed statement stating the date and time the notice was received. If the landlord or his/her agent does not accept the certified mail receipt, the family will be required to provide the receipt and envelope showing that the attempt was made.

Failure to follow the above procedures may subject the family to termination from the Program.

## **9a. Portability**

### **A. General**

A family whose head or spouse has a domicile (legal residence) or works in the jurisdiction of the CHA at the time the family first submits its application for participation in the Program to the CHA may lease a unit anywhere in the jurisdiction of the CHA or outside the CHA jurisdiction as long as there is another entity operating a tenant-based Section 8 program covering the location of the proposed unit.

If the head or spouse of the assisted family does not have a legal residence or work in the jurisdiction of the CHA at the time of its application, the family will not have any right to lease a unit outside of the CHA jurisdiction for a 12-month period beginning when the family is first admitted to the program. During this period, the family may only lease a unit located in the jurisdiction of the CHA.

Families participating in the Program will not be allowed to move more than once in any 12-month period and under no circumstances will the CHA allow a participant to improperly break a lease. Under extraordinary circumstances the CHA may consider allowing more than one move in a 12-month period.

Families may only move to a jurisdiction where a Section 8 Program is being administered.

For income targeting purposes, the family will count towards the initial housing authority's goals unless the receiving housing authority absorbs the family. If absorbed, the admission will count towards the receiving housing authority's goals.

If a family has moved out of their assisted unit in violation of the lease, the CHA will not issue a voucher and will terminate assistance in compliance with **FILL IN CITATON AT END**.

### **2. Income Eligibility**

A family must be income-eligible in the area where the family first leases a unit with assistance in the Program. If a portable family is already a participant in the Initial Housing Authority's Program, income eligibility is not re-determined.

### **3. Administration by Receiving Housing Authority**

When a family utilizes portability to move to an area outside the Initial Housing Authority jurisdiction, another housing authority (the Receiving Housing Authority) must administer assistance for the family if that housing authority has a tenant-based program covering the area where the unit is located. A housing authority with jurisdiction in the area where the family wants to lease a unit must issue the family

a voucher. If there is more than one such housing authority, the Initial Housing Authority may choose which housing authority shall become the Receiving Housing Authority.

#### 4. Portability Procedures

##### a. When the CHA is the Initial Housing Authority:

- (i). The CHA will brief the family on the process that must take place to exercise portability. The family will be required to attend an applicant or mover's briefing.
- (ii). The CHA will determine whether the family is income-eligible in the area where the family wants to lease a unit (if applicable).
- (iii). The CHA will advise the family how to contact and request assistance from the Receiving Housing Authority.
- (iv). The CHA will, within ten (10) calendar days, notify the Receiving Housing Authority to expect the family.
- (v). The CHA will immediately mail to the Receiving Housing Authority the most recent HUD Form 50058 (Family Report) for the family, and related verification information.

##### b. When the CHA is the Receiving Housing Authority:

- (i). When the portable family requests assistance from the CHA, the CHA will within ten (10) calendar days inform the Initial Housing Authority whether it will bill the Initial Housing Authority for assistance on behalf of the portable family, or absorb the family into its own program. When the CHA receives a portable family, the family will be absorbed if funds are available and a voucher will be issued.
- (ii). The CHA will issue a voucher to the family. The term of the CHA's voucher will not expire before the expiration date of any Initial Housing Authority's voucher. The CHA will determine whether to extend the voucher term. The family must submit a request for tenancy approval to the CHA during the term of the CHA's voucher.
- (iii). The CHA will determine the family unit size for the portable family. The family unit size is determined in accordance with the CHA's subsidy standards.
- (iv). The CHA will within ten (10) calendar days notify the Initial Housing Authority if the family has leased an eligible unit under the program, or if the family fails to submit a request for tenancy approval for an eligible unit within the term of the voucher.

(v) If the CHA opts to conduct a new reexamination, the CHA will not delay issuing the family a voucher or otherwise delay approval of a unit unless the re-certification is necessary to determine income eligibility.

(vi) In order to provide tenant-based assistance for portable families, the CHA will perform all housing authority program functions, such as reexaminations of family income and composition. At any time, either the Initial Housing Authority or the CHA may make a determination to deny or terminate assistance to the family in accordance with 24 CFR 982.552.

(vii) The CHA may deny or terminate assistance for family action or inaction in accordance with 24 CFR 982.552 and 24 CFR 982.553.

c. Absorption by the CHA

If funding is available under the consolidated ACC for the CHA's Voucher Program when the portable family is received, the CHA will absorb the family into its Voucher Program. After absorption, the family is assisted with funds available under the consolidated ACC for the CHA's Tenant-Based Program.

d. Portability Billing

To cover assistance for a portable family, the Receiving Housing Authority may bill the Initial Housing Authority for housing assistance payments and administrative fees. The billing procedure will be as follows:

- I. As the Initial Housing Authority, the CHA will promptly reimburse the Receiving Housing Authority for the full amount of the housing assistance payments made by the Receiving Housing Authority for the portable family. The amount of the housing assistance payment for a portable family in the Receiving Housing Authority's program is determined in the same manner as for other families in the Receiving Housing Authority's program.
- II. The Initial Housing Authority will promptly reimburse the Receiving Housing Authority for 80 percent of the Initial Housing Authority's on-going administrative fee for each unit month that the family receives assistance under the tenant-based programs and is assisted by the Receiving Housing Authority. If both Housing Authorities agree, we may negotiate a different amount of reimbursement.

e. When a Portable Family Moves

When a portable family moves out of the tenant-based program of a Receiving Housing Authority that has not absorbed the family, the Housing Authority in the new jurisdiction to which the family moves becomes the Receiving Housing Authority, and the first Receiving Housing Authority is no longer required to provide assistance for the family.

## **10 RENT AND HOUSING ASSISTANCE PAYMENT**

### **A. Rent Reasonableness**

The CHA will not approve an initial rent or a rent increase in any of the tenant-based programs without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

1. Before any increase in the rent to owner is approved;
2. If 60 days before the contract anniversary date there is a 5 percent decrease in the published Fair Market Rents (FMR) as compared to the previous FMR; and
3. If the Housing Authority or HUD directs that reasonableness be re-determined.

### **B. Comparability**

In making a rent reasonableness determination, the CHA will compare the rent for the unit to the rent of comparable units in the same or comparable neighborhoods. The CHA will consider the location, quality, size, number of bedrooms, age, amenities, housing services, maintenance and utilities of the unit and the comparable units.

The CHA will maintain current survey information on rental units in the jurisdiction. The CHA will also obtain from landlord associations and management firms the value of the array of amenities.

The CHA will establish minimum base rent amounts for each unit type and bedroom size. To the base the CHA will be able to add or subtract the dollar value for each characteristic and amenity of a proposed unit.

Owners are invited to submit information to the survey at any time. Owners may review the determination made on their unit and may submit additional information or make improvements to the unit that will enable the CHA to establish a higher value.

The owner must certify the rents charged for other units. By accepting the housing assistance payment each month the owner is certifying that the rent to owner is not more than the rent charged by the owner for comparable unassisted units in the premises.

### **C. Maximum Subsidy**

The Fair Market Rent (FMR) published by HUD or the exception payment standard rent (requested by the CHA and approved by HUD) determines the maximum subsidy for a family.

The minimum payment standard will be 90 percent of the FMR and the maximum payment standard will be 110 percent of the FMR without prior approval from HUD, or the exception payment standard approved by HUD.

For a voucher tenancy in an insured or noninsured 236 project, a 515 project of the Rural Development Administration, or a Section 221(d)(3) below market interest rate project the payment standard may not exceed the basic rent charged including the cost of tenant-paid utilities.

For manufactured home space rental, the maximum subsidy under any form of assistance is the Fair Market Rent for the space as outlined in 24 CFR 982.888.

#### **D. Assistance and Rent Formulas**

##### **1. Total Tenant Payment**

The total tenant payment is equal to the highest of:

- a. 10 percent of the family's monthly income
- b. 30 percent of the family's adjusted monthly income
- c. The minimum rent
- d. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of those payments which is so designated. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this provision is the amount resulting from one application of the percentage. Plus any rent above the payment standard.

##### **2. Minimum Rent.**

The CHA has set the minimum rent at twenty five dollars (\$25.00).

In accordance with 24 CFR 5.630 , the CHA will grant a hardship from paying the minimum rent if the family is unable to pay the minimum rent because of financial hardship.

Financial hardship includes the following situations:



- (a) When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a noncitizen;
- (b) When the family would be evicted because it is unable to pay the minimum rent;
- (c) When the income of the family has decreased because of changed circumstances, including loss of employment;
- (d) When a death has occurred in the family that affects the family's income; and
- (e) Other circumstances in the discretion of the CHA.

If a family requests a hardship exemption, the CHA shall suspend the minimum rent requirement beginning the month following the family's request for hardship exemption, and continuing until the CHA determines whether there is a qualifying financial hardship and whether it is temporary or long term.

If the CHA determines that a qualifying hardship is temporary, the CHA will not impose the minimum rent during the 90 day period beginning the month following the date of the family's request for a hardship exemption. At the end of the 90 day suspension period, the CHA must reinstate the minimum rent from the beginning of the suspension. The CHA shall offer the family a reasonable repayment agreement, on terms and conditions, established by the CHA, for the amount of back rent owed by the family.

If the CHA determines that there is no qualifying financial hardship exemption, the CHA shall reinstate the minimum rent, including back rent owed from the beginning of the suspension. The family must pay the back rent on terms and conditions established by the responsible entity.

If the CHA determines that a qualifying financial hardship is long term, the CHA shall exempt the family from the minimum rent requirements so long as hardship continues. Such exemption shall apply from the beginning of the month following the family's request for a hardship exemption until the end of the qualifying financial hardship.

The financial hardship exemption only applies to payment of the minimum rent and not to other elements used to calculate the total tenant payment.

### 3. Section 8 Merged Vouchers

- a. The payment standard is set by the CHA between 90 percent and 110 percent of the FMR or higher or lower with HUD approval.
- b. The participant pays the greater of the Total Tenant Payment or the minimum rent, plus the amount by which the gross rent exceeds the payment standard.

c. No participant when initially receiving tenant-based assistance on a unit shall pay more than 40 percent of their monthly-adjusted income if the gross rent exceeds the applicable payment standard.

4. Section 8 Preservation Vouchers

a. Payment Standard

b. The payment standard is the lower of:

(i) The payment standard amount for the appropriate family unit size;  
or

(ii) The payment standard amount for the size of the dwelling unit actually rented by the family.

c. If the dwelling unit is located in an exception area, the CHA will use the appropriate payment standard for the exception area.

d. During the HAP contract term, the payment standard for the family is the higher of:

(i) The initial payment standard (at the beginning of the HAP contract term), as determined in accordance with paragraph (1)(a) or (1)(b) of this section, minus any amount by which the initial rent to the owner exceeds the current rent to the owner; or

(ii) The payment standard as determined in accordance with paragraph (1)(a) or (1)(b) of this section, as determined at the most recent regular reexamination of family income and composition effective after the beginning of the HAP contract term.

e. At the next regular reexamination following a change in family composition that causes a change in family unit size during the HAP contract term, and for any examination thereafter during the term:

(i) Paragraph (c)(i) of this section does not apply; and

(ii) The new family unit size must be used to determine the payment standard.

f. The CHA will pay a monthly housing assistance payment on behalf of the family that equals the lesser of:

(i) The payment standard minus the total tenant payment; or

(ii) The gross rent minus the total tenant payment.

5. Manufactured Home Space Rental: Section 8 Vouchers

a. The payment standard for a participant renting a manufactured home space is the published FMR for rental of a manufactured home space.

b. The space rent is the sum of the following as determined by the CHA:

(i) Rent to the owner for the manufactured home space;

(ii) Owner maintenance and management charges for the space; and

(iii) Utility allowance for tenant paid utilities.

c. The participant pays the rent to owner less the HAP.

d. HAP equals the lesser of:

(i) The payment standard minus the total tenant payment; or

(ii) The rent paid for rental of the real property on which the manufactured home owned by the family is located.

6. Rent for Families under the Noncitizen Rule

A mixed family will receive full continuation of assistance if all of the following conditions are met:

a. The family was receiving assistance on June 19, 1995;

b. The family was granted continuation of assistance before November 29, 1996;

c. The family's head or spouse has eligible immigration status; and

d. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three years. If granted after that date, the maximum period of time for assistance under the provision is 18 months. The CHA will grant each family a period of six months to find suitable affordable housing. If the family cannot find suitable affordable housing, the CHA will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25 percent.

The family's assistance is prorated in the following manner:

1. Find the prorated housing assistance payment (HAP) by dividing the HAP by the total number of family members, and then multiplying the result by the number of eligible family members.
2. Obtain the prorated family share by subtracting the prorated HAP from the gross rent (contract rent plus utility allowance).
3. The prorated tenant rent equals the prorated family share minus the full utility allowance.

## **E. Utility Allowance**

The CHA maintains a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the CHA uses normal patterns of consumption for the community as a whole and current utility rates.

The CHA reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. The CHA maintains information supporting the annual review of

utility allowances and any revisions made in its utility allowance schedule. Participants may review this information at any time by making an appointment with the CHA.

The CHA uses the appropriate utility allowance for the size of dwelling unit actually leased by the family (rather than the family unit size as determined under the CHA subsidy standards).

At each reexamination, the CHA applies the utility allowance from the most current utility allowance schedule.

The CHA will approve a request for a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

The utility allowance will be subtracted from the family's share to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the owner. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belong to the tenant.

#### **F. Distribution of Housing Assistance Payment**

The CHA pays the owner the lesser of the housing assistance payment or the rent to owner. If payments are not made when due, the owner may charge the CHA a late payment, agreed to in the Contract and in accordance with generally accepted practices in the CHA jurisdiction if the following conditions apply:

1. It is the owner's practice to charge such penalties for assisted and unassisted tenants; and
2. The owner also charges such penalties against the tenant for late payment of family rent to the owner.

Late charges will not be paid when the reason for the lateness is attributable to factors beyond the control of the CHA.

#### **G. Change of Ownership**

The CHA requires a written request by the owner who executed the HAP contract in order to make changes regarding who is to receive the CHA's rent payment or the address as to where the rent payment should be sent.

In addition, the CHA requires a written request from the new owner to process a change of ownership. The following documents must accompany the written request:

1. Deed of Trust showing the transfer of title; and
2. Tax Identification Number or Social Security Number.

New owners will be required to execute IRS form W-9. The CHA may withhold the rent payment until the taxpayer identification number is received.

## **11 CHA/OWNER/PARTICIPANT OBLIGATIONS & RESPONSIBILITIES**

### **A. General**

This Section outlines the responsibilities and obligations of the CHA, the Section 8 Owners/Landlords, and the participating families.

### **B. CHA Obligations**

- A. The CHA will comply with the consolidated Annual Contributions Contract (ACC), the application, HUD regulations and other requirements, and the CHA Section 8 Administrative Plan.
  
- B. In administering the program, the CHA must:
  - 1. Publish and disseminate information about the availability and nature of housing assistance under the program;
  - 2. Explain the program to owners and families;
  - 3. Seek expanded opportunities for assisted families to locate housing outside areas of poverty or racial concentration;
  - 4. Encourage owners to make units available for leasing in the program, including owners of suitable units located outside areas of poverty or racial concentration;
  - 5. Affirmatively further fair housing goals and comply with equal opportunity requirements;
  - 6. Make efforts to help people with disabilities find satisfactory housing;
  - 7. Receive applications from families, determine eligibility, maintain the waiting list, select applicants, issue a voucher to each selected family, and provide housing information to families selected;
  - 8. Determine who can live in the assisted unit at admission and during the family's participation in the program;
  - 9. Obtain and verify evidence of citizenship and eligible immigration status in accordance with 24 CFR part 5;

10. Review the family's request for approval of the tenancy and the owner/landlord lease, including the HUD prescribed tenancy addendum;
11. Inspect the unit before the assisted occupancy begins and at least annually during the assisted tenancy;
12. Determine the amount of the housing assistance payment for a family;
13. Determine the maximum rent to the owner and whether the rent is reasonable;
14. Make timely housing assistance payments to an owner in accordance with the HAP contract;
15. Examine family income, size and composition at admission and during the family's participation in the program. The examination includes verification of income and other family information;
16. Establish and adjust CHA utility allowance;
17. Administer and enforce the housing assistance payments contract with an owner, including taking appropriate action as determined by the CHA, if the owner defaults (e.g., Housing Quality Status (HQS) violation);
18. Determine whether to terminate assistance to a participant family for violation of family obligations;
19. Conduct informal reviews of certain CHA decisions concerning applicants for participation in the program;
20. Conduct informal hearings on certain CHA decisions concerning participant families;
21. Provide sound financial management of the program, including engaging an independent public accountant to conduct audits; and
22. Administer an FSS program (if applicable).

**C. Owner Obligations**

- A. The owner is responsible for performing all of the owner's obligations under the Housing Assistance Payment (HAP) contract and the lease.
- B. The owner is responsible for:



1. Performing all management and rental functions for the assisted unit, including selecting a voucher holder to lease the unit, and deciding if the family is suitable for tenancy of the unit.
  2. Maintaining the unit in accordance with HQS, including performance of ordinary and extraordinary maintenance.
  3. Complying with equal opportunity requirements.
  4. Preparing and furnishing to the CHA information required under the HAP contract.
  5. Collecting from the family:
    - a. Any security deposit required under the lease.
    - b. The tenant contribution (the part of rent to owner not covered by the housing assistance payment).
    - c. Any charges for unit damage by the family.
  6. Enforcing tenant obligations under the lease.
  7. Paying for utilities and services (unless paid by the family under the lease).
- C. For provisions on modifications to a dwelling unit occupied or to be occupied by a person with disabilities see 24 CFR 100.203.
- D. The owner is responsible for notifying the CHA sixty (60) days prior to any rent increase.

#### **D. Obligations of the Participant**

This Section states the obligations of a participant family under the program.

- A. Supplying required information
1. The family must supply any information that the CHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. Information includes any requested certification, release or other documentation.

2. The family must supply any information requested by the CHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
3. The family must disclose and verify Social Security Numbers and must sign and submit consent forms for obtaining information.
4. Any information supplied by the family must be true and complete.

B. HQS breach caused by the Family

The family is responsible for any HQS breach caused by the family or its guests.

C. Allowing CHA Inspection

The family must allow the CHA to inspect the unit at reasonable times and after at least 2 days notice.

D. Violation of Lease

The family may not commit any serious or repeated violation of the lease.

E. Family Notice of Move or Lease Termination

The family must notify the CHA and the owner before the family moves out of the unit or terminates the lease by a notice to the owner.

F. Owner Eviction Notice

The family must promptly give the CHA a copy of any owner issued eviction notice it receives.

G. Use and Occupancy of the Unit

1. The family must use the assisted unit for a residence by the family. The unit must be the family's only residence.
2. The CHA must approve the composition of the assisted family residing in the unit. The family must promptly inform the CHA of the birth, adoption or court-awarded custody of a child. The family must request approval from the CHA to add any other family member as an occupant of the unit. No other person (i.e., no one but members of the assisted family) may reside in the unit (except for a foster child/foster adult or live-in aide as provided in paragraph (4) of this Section).

3. The family must promptly notify the CHA if any family member no longer resides in the unit.
4. If the CHA has given approval, a foster child/foster adult or a live-in aide may reside in the unit. The CHA has the discretion to adopt reasonable policies concerning residence by a foster child/foster adult or a live-in aide and defining when the CHA consent may be given or denied.
5. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family. Any business uses of the unit must comply with zoning requirements and the affected household member must obtain all appropriate licenses.
6. The family must not sublease or let the unit.
7. The family must not assign the lease or transfer the unit.

#### H. Absence from the Unit

The family must supply any information or certification requested by the CHA to verify that the family is living in the unit, or relating to family absence from the unit, including any CHA requested information or certification on the purposes of family absences. The family must cooperate with the CHA for this purpose. The family must promptly notify the CHA of its absence from the unit.

Absence means that no member of the family is residing in the unit. The family may be absent from the unit for up to 30 days. The family must request permission from the CHA for absences exceeding 30 days. The CHA will make a determination within 5 business days of the request. An authorized absence may not exceed 180 days. Any family absent for more than 30 days without authorization will be terminated from the program.

Authorized absences may include, but are not limited to:

1. Prolonged hospitalization
2. Absences beyond the control of the family (i.e., death in the family, other family member illness)
3. Other absences that are deemed necessary by the CHA

#### I. Interest in the Unit

The family may not own or have any interest in the unit (except for owners of manufactured housing renting the manufactured home space).

J. Fraud and Other Program Violation

The members of the family must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program.

K. Crime by Family Members

The members of the family may not engage in drug-related criminal activity or other violent criminal activity.

L. Other Housing Assistance

An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, state or local housing assistance program.

## **12 INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGE CLAIMS**

### **A. General**

The CHA will inspect all units to ensure that the units meet Housing Quality Standards (HQS). No unit will be initially placed on the Program unless the HQS is met. Units will be inspected at least annually, and at other times as needed, to determine if the units meet HQS.

The CHA must be allowed to inspect the dwelling unit at reasonable times with reasonable notice. The CHA will notify the family and owner of the inspection appointment by first class mail. If the family cannot be at home for the scheduled inspection appointment, the family must call and reschedule the inspection or make arrangements to enable the CHA to enter the unit and complete the inspection.

If the family misses the scheduled inspection and fails to reschedule the inspection, the CHA will only schedule one more inspection. If the family misses two inspections, the CHA will consider the family to have violated its family obligations and the family's assistance will be terminated.

### **B. Types of Inspections**

There are seven types of inspections the CHA will perform:

1. Initial Inspection - An inspection that must take place to insure that the unit passes HQS before assistance can begin.
2. Annual Inspection - An inspection to determine that the unit continues to meet HQS.
3. Complaint Inspection - An inspection initiated by the CHA receiving a complaint on the unit by anyone.
4. Special Inspection - An inspection initiated by a third party (e.g. HUD).
5. Emergency - An inspection that takes place in the event of a perceived emergency. These will take precedence over all other inspections.
6. Move Out Inspection (Damage) - An inspection required for units in service before October 2, 1995, and optional after that date. These inspections document the condition of the unit at the time of the move-out.
7. Quality Control Inspection - Supervisory inspections on the total number of units required by HUD regulation.

## C. Owner and Family Responsibility

1. Owner Responsibility for HQS
  - a. The owner must maintain the unit in accordance with HQS.
  - b. If the owner fails to maintain the dwelling unit in accordance with HQS, the CHA will take prompt and vigorous action to enforce the owner obligations. The CHA's remedies for such breach of the HQS include termination, suspension or reduction of housing assistance payments and termination of the HAP contract.
  - c. The CHA will not make any housing assistance payments for a dwelling unit that fails to meet the HQS, unless the owner corrects the defect within the period specified by the CHA and the CHA verifies the correction. If a defect is life threatening, the owner must correct the defect within no more than 24 hours. For other defects the owner must correct the defect within no more than 30 calendar days (or any CHA approved extension).
  - d. The owner is not responsible for a breach of the HQS that is not caused by the owner, and for which the family is responsible. Furthermore, the CHA may terminate assistance to a family because of the HQS breach caused by the family.
2. Family Responsibility for HQS
  - a. The family is responsible for a breach of the HQS that is caused by any of the following:
    - (i) The family fails to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant;
    - (ii) The family fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; or
    - (iii) Any member of the household or a guest damages the dwelling unit or premises (damage beyond ordinary wear and tear).
  - b. If an HQS breach caused by the family is life threatening, the family must correct the defect within no more than 24 hours. For other family-caused defects, the family must correct the defect within no more than 30 calendar days (or any CHA approved extension).

- c. If the family has caused a breach of the HQS, the CHA will take prompt and vigorous action to enforce the family obligations. The CHA may terminate assistance for the family in accordance with 24 CFR 982.552.

**D. Housing Quality Standards (HQS) 24 CFR 982.401**

This Section states performance and acceptability criteria for these key aspects of the following housing quality standards:

1. Sanitary Facilities

a. Performance Requirement

The dwelling unit must include sanitary facilities located in the unit. The sanitary facilities must be in proper operating condition and adequate for personal cleanliness and the disposal of human waste. The sanitary facilities must be usable in privacy.

b. Acceptability Criteria

- (i) The bathroom must be located in a separate private room and have a flush toilet in proper operating condition.
- (ii) The dwelling unit must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water.
- (iii) The dwelling unit must have a shower or a tub in proper operating condition with hot and cold running water.
- (iv) The facilities must utilize an approvable public or private disposal system (including a locally approvable septic system).

2. Food Preparation and Refuse Disposal

a. Performance Requirements

- (i) The dwelling unit must have suitable space and equipment to store, prepare, and serve foods in a sanitary manner.
- (ii) There must be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g., garbage cans).

b. Acceptability Criteria

- (i) The dwelling unit must have an oven, a stove or range, and a refrigerator of appropriate size for the family. All of the equipment must be in proper operating condition. Either the owner or the family may supply the equipment. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.
- (ii) The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approvable public or private system.
- (iii) The dwelling unit must have space for the storage, preparation, and serving of food.
- (iv) There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g., garbage cans).

3. Space and Security

a. Performance Requirement

The dwelling unit must provide adequate space and security for the family.

b. Acceptability Criteria

- (i) At a minimum, the dwelling unit must have a living room, a kitchen area, and a bathroom.
- (ii) The dwelling unit must have at least one bedroom or living/ sleeping room for each two persons. Children of opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room.
- (iii) Dwelling unit windows that are accessible from the outside, such as basement, first floor, and fire escape windows, must be lockable (such as window units with sash pins or sash locks, and combination windows with latches).  
**Window bars are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.**



- (iv) The exterior doors of the dwelling unit must be lockable. **Thumbknob deadbolts are acceptable. Keyless deadbolts are unacceptable.** Exterior doors are doors by which someone can enter or exit the dwelling unit.

#### 4. Thermal Environment

##### a. Performance Requirement

The dwelling unit must have and be capable of maintaining a thermal environment healthy for the human body.

##### b. Acceptability Criteria

- (i) There must be a safe system for heating the dwelling unit (and a safe cooling system, where present). The system must be in proper operating condition. The system must be able to provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room, in order to assure a healthy living environment appropriate to the climate.
- (ii) The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Electric heaters are acceptable.

#### 5. Illumination and Electricity

##### a. Performance Requirement

Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances. The electrical fixtures and wiring must ensure safety from fire.

##### b. Acceptability Criteria

- (i) There must be at least one window in the living room and in each sleeping room.
- (ii) The bathroom must have a permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition. **All existing outlets and receptacles must be in proper operating condition.**

- (iii) The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets. **All existing living room, dining room and bedroom outlets must be in proper operating condition.**
- (iv) **All existing light fixtures in the kitchen, bathroom(s), dining room, living room, hallway(s), bedroom(s), front and rear porch must have globes to ensure safety for the occupants.**

6. Structure and Materials

a. Performance Requirement

The dwelling unit must be structurally sound. The structure must not present any threat to the health and safety of the occupants and must protect the occupants from the environment.

b. Acceptability Criteria

- (i) Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.
- (ii) The roof must be structurally sound and weather tight.
- (iii) The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result in air infiltration or vermin infestation.
- (iv) The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc., must not present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable.
- (v) Elevators must be working and safe.

7. Interior Air Quality

a. Performance Requirement

The dwelling unit must be free of pollutants in the air at levels that threaten the health of the occupants.

b. Acceptability Criteria

- (i) The dwelling unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants.
- (ii) There must be adequate air circulation in the dwelling unit.
- (iii) Bathroom areas must have one window that can be opened or other adequate exhaust ventilation.
- (v) Any room used for sleeping must have at least one window. If the window is designed to be opened, the window must work.
- (vi) **All existing windows in the living room, dining room, kitchen, bedroom(s) and bathroom(s), if designed to open, must be operable.**

8. Water Supply

a. Performance Requirement

The water supply must be free from contamination.

b. Acceptability Criteria

The dwelling unit must be served by an approvable public or private water supply that is sanitary and free from contamination.

**The dwelling unit commode(s) must have anti-siphoning ball cocks or Fluid Master 400(a).**

**The water pressure in the dwelling unit must be adequate [55-60 psi].**

9. Lead-based Paint

a. Definitions

- (i) Chewable surface: Protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age; for example, protruding corners, window sills and frames, doors and frames, and other protruding woodwork.
- (ii) Component: An element of a residential structure identified by type and location, such as a bedroom wall, an exterior window sill, a baseboard in a

living room, a kitchen floor, an interior window sill in a bathroom, a porch floor, stair treads in a common stairwell, or an exterior wall.

- (iii) Defective paint surface: A surface on which the paint is cracking, scaling, chipping, peeling, or loose.
- (iv) Elevated blood level (EBL): Excessive absorption of lead. Excessive absorption is a confirmed concentration of lead in whole blood of 20 ug/dl (micrograms of lead per deciliter) for a single test or of 15-19 ug/dl in two consecutive tests 3-4 months apart.
- (v) HEPA: A high efficiency particle accumulator as used in lead abatement vacuum cleaners.
- (vi) Lead-based paint: A paint surface, whether or not defective, identified as having a lead content greater than or equal to 1 milligram per centimeter squared ( $\text{mg}/\text{cm}^2$ ), or 0.5 percent by weight or 5000 parts per million (PPM).

b. Performance Requirements

- (i) The purpose of this paragraph of this Section is to implement Section 302 of the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4822, by establishing procedures to eliminate as far as practicable the hazards of lead-based paint poisoning for units assisted under this part. This paragraph is issued under 24 CFR 35.24(b)(4) and supersedes, for all housing to which it applies, the requirements of subpart C of 24 CFR part 35.
- (ii) The requirements of this paragraph of this Section do not apply to zero bedroom units, units that are certified by a qualified inspector to be free of lead-based paint, or units designated exclusively for the elderly. The requirements of subpart A of 24 CFR part 35 apply to all units constructed prior to 1978 covered by a HAP contract under part 982.
- (iii) If a dwelling unit constructed before 1978 is occupied by a family that includes a child under the age of six years, the initial and each periodic inspection (as required under this part) must include a visual inspection for defective paint surfaces. If defective paint surfaces are found, such surfaces must be treated in accordance with paragraph k of this Section.
- (iv) The CHA may exempt from such treatment defective paint surfaces that are found in a report by a qualified lead-based paint inspector not to be lead-based paint, as defined in paragraph 1(f) of this Section. For purposes of this Section, a qualified lead-based paint inspector is a state or local health or

housing agency, a lead-based paint inspector certified or regulated by a state or local health or housing agency, or an organization recognized by HUD.

- (v) Treatment of defective paint surfaces required under this Section must be completed within 30 calendar days of the CHA's notification to the owner. When weather conditions prevent treatment of the defective paint conditions on exterior surfaces within the 30-day period, treatment as required by paragraph k of this Section may be delayed for a reasonable time.
- (vi) The requirements in this paragraph apply to:
  - i. All painted interior surfaces within the unit (including ceilings but excluding furniture);
  - ii. The entrance and hallway providing access to a unit in a multi-unit building; and
  - iii. Exterior surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).
- (vii) In addition to the requirements of paragraph c of this Section, for a dwelling unit constructed before 1978 that is occupied by a family with a child under the age of six years with an identified EBL condition, the initial and each periodic inspection (as required under this part) must include a test for lead-based paint on chewable surfaces. Testing is not required if previous testing of chewable surfaces is negative for lead-based paint or if the chewable surfaces have already been treated.
- (viii) Testing must be conducted by a state or local health or housing agency, an inspector certified or regulated by a state or local health or housing agency, or an organization recognized by HUD. Lead content must be tested by using an X-ray fluorescence analyzer (XRF) or by laboratory analysis of paint samples. Where lead-based paint on chewable surfaces is identified, treatment of the paint surface in accordance with paragraph k of this Section is required, and treatment shall be completed within the time limits in paragraph c of this Section.
- (ix) The requirements in paragraph g of this Section apply to all protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age:

- a. Within the unit;
  - b. The entrance and hallway providing access to a unit in a multi-unit building; and
  - c. Exterior surfaces (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).
- (x) In lieu of the procedures set forth in paragraph g of this Section, the CHA may, at its discretion, waive the testing requirement and require the owner to treat all interior and exterior chewable surfaces in accordance with the methods set out in paragraph k of this Section.
- (xi) Treatment of defective paint surfaces and chewable surfaces must consist of covering or removal of the paint in accordance with the following requirements:
- a. A defective paint surface shall be treated if the total area of defective paint on a component is:
    - (1) More than ten square feet on an exterior wall;
    - (2) More than two square feet on an interior or exterior component with a large surface area, excluding exterior walls and including, but not limited to, ceilings, floors, doors, and interior walls;
    - (3) More than 10 percent of the total surface area on an interior or exterior component with a small surface area, including, but not limited to, windowsills, baseboards and trim.
  - b. Acceptable methods of treatment are the following: removal by wet scraping, wet sanding, chemical stripping on or off site, replacing painted components, scraping with infra-red or coil type heat gun with temperatures below 1100 degrees, HEPA vacuum sanding, HEPA vacuum needle gun, contained hydroblasting or high pressure wash with HEPA vacuum, and abrasive sandblasting with HEPA vacuum. Surfaces must be covered with durable materials with joint edges sealed and caulked as needed to prevent the escape of lead contaminated dust.

- c.. Prohibited methods of removal are the following: open flame burning or torching, machine sanding or grinding without a HEPA exhaust, uncontained hydroblasting or high pressure wash, and dry scraping except around electrical outlets or except when treating defective paint spots no more than two square feet in any one interior room or space (hallway, pantry, etc.) or totaling no more than twenty square feet on exterior surfaces.
  - d. During exterior treatment soil and playground equipment must be protected from contamination.
  - e. All treatment procedures must be concluded with a thorough cleaning of all surfaces in the room or area of treatment to remove fine dust particles. Cleanup must be accomplished by wet washing surfaces with a lead solubilizing detergent such as trisodium phosphate or an equivalent solution.
  - f. Waste and debris must be disposed of in accordance with all applicable Federal, State, and local laws.
- (xii) The owner must take appropriate action to protect residents and their belongings from hazards associated with treatment procedures. Residents must not enter spaces undergoing treatment until cleanup is completed. Personal belongings that are in work areas must be relocated or otherwise protected from contamination.
  - (xiii) Prior to execution of the HAP contract, the owner must inform the CHA and the family of any knowledge of the presence of lead-based paint on the surfaces of the residential unit.
  - (xiv) The CHA must attempt to obtain annually from local health agencies the names and addresses of children with identified Elevated Blood Levels and must annually match this information with the names and addresses of participants under this part. If a match occurs, the CHA must determine whether local health officials have tested the unit for lead-based paint. If the unit has lead-based paint, the CHA must require the owner to treat the lead-based paint. If the owner does not complete the corrective actions required by this Section, the family must be issued a voucher to move.
  - (xv) The CHA must keep a copy of each inspection report for at least three years. If a dwelling unit requires testing, or if the dwelling unit requires treatment of chewable surfaces based on the testing, the CHA must keep the test results indefinitely and, if applicable, the owner certification and treatment. The

records must indicate which chewable surfaces in the dwelling units have been tested and which chewable surfaces were tested or tested and treated in accordance with the standards prescribed in this Section, such chewable surfaces do not have to be tested or treated at any subsequent time.

- (xvi) The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

10. Access

a. Performance Requirement

The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

11. Site and Neighborhood

a. Performance Requirement

The site and neighborhood must be reasonably free from disturbing noises and reverberations and other dangers to the health, safety, and general welfare of the occupants.

b. Acceptability Criteria

The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks or steps; instability; flooding, poor drainage, septic tank back-ups or sewage hazards; mudslides; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

12. Sanitary Condition

a. Performance Requirement

The dwelling unit and its equipment must be in sanitary condition.

b. Acceptability Criteria

The dwelling unit and its equipment must be free of vermin and rodent infestation.



## 12. Smoke Detectors

### a. Performance Requirements

- (i) Except as provided in paragraph b below of this Section, each dwelling unit must have at least one battery-operated or hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit, including basements but excepting crawl spaces and unfinished attics. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If the dwelling unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system, designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).
- (ii) For units assisted prior to April 24, 1993, owners who installed battery-operated or hard-wired smoke detectors prior to April 24, 1993, in compliance with HUD's smoke detector requirements, including the regulations published on July 30, 1992 (57 FR 33846), will not be required subsequently to comply with any additional requirements mandated by NFPA 74 (i.e., the owner would not be required to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the smoke detectors that have already been installed on the other floors of the unit).

### E. Exceptions to the HQS Acceptability Criteria

The CHA will utilize the acceptability criteria as outlined above with applicable state and local codes. Additionally, the CHA has received HUD approval to require the following additional criteria:

1. In each room, there will be at least one exterior window that can be opened and that contains a screen.
2. Owners will be required to scrape peeling paint and repaint all surfaces cited for peeling paint with two coats of non-lead paint. An extension may be granted as a severe weather related item as defined below.
3. Adequate heat shall be considered to be 68 degrees Fahrenheit.
4. In units where the tenant must pay for utilities, each unit must have separate metering device(s) for measuring utility consumption.

5. A  $\frac{3}{4}$  overflow pipe must be present on the hot water heater safety valves and installed down to within six inches of the floor.

## **F. Time Frames and Corrections of HQS Fail Items**

### 1. Correcting Initial HQS Fail Items

The CHA will schedule a timely inspection of the unit on the date the owner indicates that the unit will be ready for inspection, or as soon as possible thereafter (within five working days) upon receipt of a Request for Tenancy Approval. The owner and participant will be notified in writing of the results of the inspection. If the unit fails HQS again, the owner and the participant will be advised to notify the CHA to reschedule a re-inspection when the repairs have been properly completed.

On an initial inspection, the owner will be given up to 30 days to correct the items noted as failed, depending on the extent of the repairs that are required to be made. No unit will be placed in the program until the unit meets the HQS requirements.

### 2. HQS Fail Items for Units under Contract

The owner or participant will be given time to correct the failed items cited on the inspection report for a unit already under contract. If the failed items endanger the family's health or safety (using the emergency item in Section 12.6), the owner or participant will be given 24 hours to correct the violations. For less serious failures, the owner or participant will be given up to 30 days to correct the failed item(s).

If the owner fails to correct the HQS failed items after proper notification has been given, the CHA will abate payment and terminate the contract.).

If the participant fails to correct the HQS failed items that are family-caused after proper notification has been given, the CHA will terminate assistance for the family.

### 3. Time Frames for Corrections

- a. Emergency repair items must be abated within 24 hours.
- b. Repair of refrigerators, range and oven, or a major plumbing fixture supplied by the owner must be abated within 72 hours.
- c. Non-emergency items on non-major repairs must be completed within ten days of the **annual inspection**.

d. For major repairs, the owner will have up to 30 days to complete.

4. Extensions

At the sole discretion of the CHA, extensions of up to 30 days may be granted to permit an owner to complete repairs if the owner has made a good faith effort to initiate repairs. If repairs are not completed within 60 days after the initial inspection date, the CHA will abate the rent and cancel the HAP contract for owner noncompliance. Appropriate extensions will be granted if a severe weather condition exists for such items as exterior painting and outside concrete work for porches, steps, and sidewalks.

**G. Emergency Fail Items**

The following items are examples of emergency items that need to be abated within 24 hours:

1. No hot or cold water
2. No electricity
3. Inability to maintain adequate heat
4. Major plumbing leak
5. Natural gas leak
6. Broken lock(s) on first floor doors or windows
7. Broken windows that unduly allow weather elements into the unit
8. Electrical outlet smoking or sparking
9. Exposed electrical wires which could result in shock or fire
10. Unusable toilet when only one toilet is present in the unit
11. Security risks such as broken doors or windows that would allow intrusion

12. **Unworkable smoke detector**

13. Other conditions which pose an immediate threat to health or safety

**H. Abatement**

When a unit fails to meet HQS and the owner has been given an opportunity to correct the deficiencies, but has failed to do so within in the required timeframe, the rent for the dwelling unit will be abated.

The initial abatement period will not exceed seven days. If the corrections of deficiencies are not made within the seven-day timeframe, the abatement will continue until the HAP contract is terminated. When the deficiencies are corrected, the CHA will end the abatement the day the unit passes inspection. Rent will resume the following day and be paid the first day of the next month.

For tenant caused HQS deficiencies, the owner will not be held accountable and the rent will not be abated. The tenant is held to the same standard and timeframes for correction of deficiencies as owners. If repairs are not completed by the deadline, the CHA will send a notice of termination to both the tenant and the owner. The tenant will be given the opportunity to request an informal hearing.

## **13 OWNER CLAIMS FOR DAMAGES, UNPAID RENT, AND VACANCY LOSS AND PARTICIPANT'S ENSUING RESPONSIBILITIES**

### **A. General**

This Section only applies to HAP contracts in effect before October 2, 1995. Vouchers have a provision for damages and unpaid rent. No vacancy loss is paid on vouchers. No damage claims will be processed unless the CHA has performed a move-out inspection. Either the tenant or the owner can request the move-out inspection. Ultimately, it is the owner's responsibility to request the move-out inspection if he/she believes that there may be a claim.

Damage claims are limited in the following manner:

1. Owners are allowed to claim up to one (1) month contract rent minus greater of the security deposit collected or the security deposit that should have been collected under the lease. There will be no payment for vacancy losses under the Program.
2. No damage claims will be paid under either program effective on or after October 2, 1995.

### **B. Owner Claims for Pre-October 2, 1995 Units**

In accordance with the HAP contract, owners can make special claims for damages and unpaid rent after the tenant has vacated or a proper eviction proceeding has been conducted.

The CHA will review owner claims for damages and unpaid rent for accuracy and completeness. The CHA will then compare the claim to the move-in and move-out inspections to determine if a claim is warranted. The CHA will pay no claim for normal wear and tear. Unpaid utility bills are not an eligible claim item.

The CHA will make payments to owners for approved claims. It should be noted that the tenant is ultimately responsible for any damages and unpaid rent paid to the owner and will be held responsible to repay the CHA to remain eligible for the Program.

Actual bills and receipts for repairs, materials, and labor must support claims for damages. The CHA will develop a list of reasonable costs and charges for items routinely included on damage claims. This list will be used as a guide.

Owners can claim unpaid rent owned by the tenant up to the date of HAP termination.

All claims and supporting documentation under this Section must be submitted to the CHA within thirty (30) days of the move-out inspection. Any reimbursement shall be applied first towards any unpaid rent. No reimbursement may be claimed for unpaid rent for the period after the family vacates.

**C. Participant Responsibilities**

If a damage claim or unpaid rent claim has been paid to an owner, the participant is responsible for repaying the amount to the CHA. This shall be done by either paying the full amount due immediately upon the CHA requesting it or through a Repayment Agreement that is approved by the CHA.

If the participant is not current on any Repayment Agreements or has unpaid claims on more than one unit, the participant shall be terminated from the program. The participant retains the right to request an informal hearing.

## **14 RECERTIFICATION**

### **A. Changes in Lease or Rent**

If the participant and owner agree to any changes in the lease, all changes must be in writing, and the owner must immediately give the CHA a copy of the changes. The lease, including any changes, must be in accordance with this Plan.

Owners must notify the CHA of any changes in the amount of the rent at least sixty (60) days before the changes go into effect. Any such changes are subject to the CHA determining the changes to be reasonable.

Assistance shall not be continued unless the CHA has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner if any of the following changes are made:

1. Requirements governing participant or owner responsibilities for utilities or appliances;
2. In the lease terms governing the term of the lease;
3. If the participant moves to a new unit, even if the unit is in the same building or complex.

The approval of the CHA is not required for changes other than those specified in 1,2, or 3 above.

### **B. Annual Reexamination**

At least annually the CHA will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family subsidy is correct based on the family unit size.

The CHA will send a notification letter to the family letting them know that it is time for their annual reexamination and scheduling an appointment. The letter includes forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, the CHA will determine the family's annual income and will calculate their family share.

**C. Effective Date of Rent Changes for Annual Reexaminations**

The new family share will generally be effective upon the anniversary date with 30 days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

**D. Missed Appointments**

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend or reschedule the second scheduled interview will result in the CHA taking action to terminate the family's assistance.

**E. Interim Reexaminations**

During an interim reexamination only the information affected by the changes being reported will be reviewed and verified.

Families will not be required to report any increase in income or decreases in allowable expenses between annual reexaminations. However, it may be advisable for families participating in the Family Self Sufficiency Program ("FSS") to report increases in income in order to maximize the family's benefit with its escrow account.

Families are required to report the following changes to the CHA between regular reexaminations. These changes will trigger an interim reexamination.

1. A member has been added to the family through birth or adoption or court-awarded custody.
2. A household member is leaving or has left the family unit.
3. Family break-up



In circumstances of a family break-up, the CHA will make a determination of which family member will retain the voucher, taking into consideration the following factors:

- a. To whom the certificate or voucher was issued.
- b. The interest of minor children or of ill, elderly, or disabled family members.
- c. Whether the assistance should remain with the family members remaining in the unit.
- d. Whether family members were forced to leave the unit as a result of actual or threatened physical violence by a spouse or other member(s) of the household.

If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement of judicial decree, the CHA will be bound by the court's determination of which family members continue to receive assistance in the program.

Because of the number of possible different circumstances in which a determination will have to be made, the CHA will make determinations on a case by case basis.

The CHA will issue a determination within 10 business days of the request for a determination. The family member requesting the determination may request an informal hearing in compliance with the informal hearings in Section 16.2.

In order to add a household member other than through birth or adoption (including a live-in aide) the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security Number if they have one, and must verify their citizenship/eligible immigrant status (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family). The new family member will go through the screening process similar to the process for applicants. The CHA will determine the eligibility of the individual before allowing them to be added to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, the CHA will grant approval to add their name to the lease. At the same time, the family's annual income will be recalculated taking into account the income and circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph below 14.2.2.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the CHA will take timely action to process the interim reexamination and recalculate the family share.

**F. Special Reexaminations**

If a family's income is too unstable to project for 12 months, including families that claim no income, temporarily have no income or have a temporary decrease in income, the CHA may schedule special reexaminations every 60 days until the income stabilizes and an annual income can be determined.

**G. Effective Date of Rent Changes Due to Interim or Special Reexaminations**

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.

## **15 TERMINATION OF ASSISTANCE TO THE FAMILY BY THE CHA**

### **A. Termination of Assistance**

The CHA may at any time terminate program assistance for a participant because of any of the following actions or inactions by the household:

1. If the family violates any family obligations under the program.
2. If a family member fails to sign and submit consent forms.
3. If a family fails to establish citizenship or eligible immigrant status and is not eligible for or does not elect continuation of assistance, pro-ration of assistance, or temporary deferral of assistance. If the CHA determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 24 months from the date of termination.
4. If any member of the family has ever been evicted from public housing.
5. If the CHA has ever terminated assistance under the Certificate or Voucher Program for any member of the family.
6. If any member of the family commits drug-related or violent criminal activity.
7. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program.
8. If the family currently owes rent or other amounts to the CHA or to another CHA in connection with Section 8 or public housing assistance under the 1937 Act.
9. If the family has not reimbursed any CHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
10. If the family breaches an agreement with the CHA to pay amounts owed to a Housing Authority or amounts paid to an owner by a CHA. (The CHA, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a Housing Authority or amounts paid to an owner by a Housing Authority. The Housing Authority may prescribe the terms of the agreement.)

11. If a family participating in the FSS program fails to comply, without good cause, with the family's FSS contract of participation.
12. If the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel.
13. If any household member is subject to a lifetime registration requirement under a State sex offender registration program.
14. If a household member's illegal use (or pattern of illegal use) of a controlled substance, or whose abuse (or pattern of abuse) of alcohol, is determined by the CHA to interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

## 16 **COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, INFORMAL HEARING FOR PARTICIPANTS**

### **A. Complaints**

The CHA will investigate and respond to complaints by participant families, owners, and the general public. The CHA may require that complaints other than HQS violations be put in writing. Anonymous complaints are investigated whenever possible.

### **B. Informal Review for the Applicant**

#### 1. Informal Review for the Applicant

The CHA will give an applicant for participation in the Section 8 Existing Program prompt notice of a decision denying assistance to the applicant. The notice will contain a brief statement of the reasons for the CHA decision. The notice will state that the applicant may request an informal review within 10 business days of the denial and will describe how to obtain the informal review.

#### 2. When an Informal Review is not Required

The CHA will not provide the applicant an opportunity for an informal review for any of the following reasons:

- a. A determination of the family unit size under the CHA subsidy standards.
- b. A CHA determination not to approve an extension or suspension of a certificate or voucher term.
- c. A CHA determination not to grant approval to lease a unit under the program or to approve a proposed lease.
- d. A CHA determination that a unit selected by the applicant is not in compliance with HQS.
- e. A CHA determination that the unit is not in accordance with HQS because of family size or composition.
- f. General policy issues or class grievances.

g. Discretionary administrative determinations by the CHA.

### 3. Informal Review Process

The CHA will give an applicant an opportunity for an informal review of the CHA decision denying assistance to the applicant. The procedure is as follows:

- a. The review will be conducted by any person or persons designated by the CHA other than the person who made or approved the decision under review or a subordinate of this person.
- b. The applicant will be given an opportunity to present written or oral objections to the CHA decision.
- c. The CHA will notify the applicant of the CHA decision after the informal review within 14 calendar days. The notification will include a brief statement of the reasons for the final decision.

### 4. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the CHA may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The CHA may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The CHA may permit the other members of a participant family to continue receiving assistance.

If the CHA seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the CHA provides notice to the family of the CHA determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the CHA will consider evidence of whether the household member:

- a. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;

- b. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
  - c. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.
5. Informal Review Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The applicant family may request that the CHA provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The applicant family must make this request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

For applicant families, the Informal Review Process above will be utilized with the exception that the applicant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or of the INS appeal decision to request the review.

### **C. Informal Hearing for the Participant**

- 1. When a Hearing is Required
  - a. The CHA will give a participant family an opportunity for an informal hearing to consider whether the following CHA decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and CHA policies:
    - (i) A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
    - (ii) A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the CHA utility allowance schedule.
    - (iii) A determination of the family unit size under the CHA subsidy standards.
    - (iv) A determination that a Certificate Program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the CHA subsidy standards, or the CHA determination to deny the family's request for an exception from the standards.
    - (v) A determination to terminate assistance for a participant family because of the family's action or failure to act.

(vi) A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the CHA policy and HUD rules.

b. In cases described in paragraphs [fill in cite] of this Section, the CHA will give the opportunity for an informal hearing before the CHA terminates housing assistance payments for the family under an outstanding HAP contract.

## 2. When a Hearing is not Required

The CHA will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

a. Discretionary administrative determinations by the CHA.

b. General policy issues or class grievances.

c. Establishment of the CHA schedule of utility allowances for families in the program.

d. A CHA determination not to approve an extension or suspension of a certificate or voucher term.

e. A CHA determination not to approve a unit or lease.

f. A CHA determination that an assisted unit is not in compliance with HQS. (However, the CHA will provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family.)

g. A CHA determination that the unit is not in accordance with HQS because of the family size.

h. A determination by the CHA to exercise or not exercise any right or remedy against the owner under a HAP contract.

## 3. Notice to the Family

a. In the cases described in paragraphs 16.3(A)(1)(a), (b), and (c) of this Section, the CHA will notify the family that the family may ask for an explanation of the basis of the CHA's determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.



- b. In the cases described in paragraphs 16.3(A)(1)(d), (e), and (f) of this Section, the CHA will give the family prompt written notice that the family may request a hearing within 10 business days of the notification. The notice will:
  - (i) Contain a brief statement of the reasons for the decision; and
  - (ii) State if the family does not agree with the decision, the family may request an informal hearing on the decision within 10 business days of the notification.

#### 4. Hearing Procedures

The CHA and participants will adhere to the following procedures:

##### a. Discovery

- (i) The family will be given the opportunity to examine before the hearing any CHA documents that are directly relevant to the hearing. The family will be allowed to copy any such document at the family's expense. If the CHA does not make the document(s) available for examination on request of the family, the CHA may not rely on the document at the hearing.
- (ii) The CHA will be given the opportunity to examine, at the CHA's offices before the hearing, any family documents that are directly relevant to the hearing. The CHA will be allowed to copy any such document at the CHA's expense. If the family does not make the document(s) available for examination on request of the CHA, the family may not rely on the document(s) at the hearing.

Note: The term **document** includes records and regulations.

##### b. Representation of the Family

At its own expense, a lawyer or other representative may represent the family.

##### c. Hearing Officer

- (i) The hearing will be conducted by any person or persons designated by the CHA, other than a person who made or approved the decision under review or a subordinate of this person.
- (ii) The person who conducts the hearing will regulate the conduct of the hearing in accordance with the CHA hearing procedures.

d. Evidence

The CHA and the family must have the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

e. Issuance of Decision

The person who conducts the hearing must issue a written decision within 14 calendar days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing.

f. Effect of the Decision

The CHA is not bound by a hearing decision:

- (i) Concerning a matter for which the CHA is not required to provide an opportunity for an informal hearing under this Section, or that otherwise exceeds the authority of the person conducting the hearing under the CHA hearing procedures.
- (ii) Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State, or local law.
- (iii) If the CHA determines that it is not bound by a hearing decision, the CHA will notify the family within 14 calendar days of the determination, and of the reasons for the determination.

5. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the CHA may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The CHA may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance.

If the CHA seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the CHA provides notice to the family of the Housing Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the CHA will consider evidence of whether the household member:

- a. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
- b. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
- c. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

6. Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the CHA provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or of the INS appeal decision.

## 17 TERMINATION OF THE LEASE AND CONTRACT

The term of the lease and the term of the HAP contract are the same. They begin on the same date and they end on the same date. The lease may be terminated by the owner, by the tenant, or by the mutual agreement of both parties. The owner may only terminate the contract by terminating the lease. The HAP contract may be terminated by the CHA. Under some circumstances the contract automatically terminates.

### A. Termination of the Lease

#### 1. By the family

The family may terminate the lease without cause upon proper notice to the owner and to the CHA after the initial lease term. The length of the notice that is required is stated in the lease (generally 30 days).

#### 2. By the owner

##### a. The owner may terminate the lease during its term on the following grounds:

- i. Serious or repeated violations of the terms or conditions of the lease;
- ii. Violation of federal, state, or local law that imposes obligations on the tenant in connection with the occupancy or use of the unit and its premises;
- iii. Criminal activity by the household, a guest, or another person under the control of the household that threatens the health, safety, or right to peaceful enjoyment of the premises by other persons residing in the immediate vicinity of the premises;
- iv. Any drug-related or violent criminal activity on or near the premises;
- v. Other good cause. Other good cause may include, but is not limited to:
  - (1) Failure by the family to accept the offer of a new lease;
  - (2) Family history of disturbances of neighbors or destruction of property, or living or housekeeping habits resulting in damage to the property or unit;

- (3) The owner's desire to utilize the unit for personal or family use or for a purpose other than use as a residential rental unit;
      - (4) A business or economic reason such as sale of the property, renovation of the unit, desire to rent at a higher rental amount.
    - b. During the first year the owner may not terminate tenancy for other good cause unless the reason is because of something the household did or failed to do.
    - c. The owner may only evict the tenant by instituting court action after or simultaneously providing written notice to the participant specifying the grounds for termination. The owner must give the CHA a copy of any owner eviction notice to the tenant at the same time that the owner gives the notice to the tenant.
    - d. The owner may terminate the contract at the end of the initial lease term or any extension of the lease term without cause by providing notice to the family that the lease term will not be renewed.
  3. By mutual agreement

The family and the owner may at any time mutually agree to terminate the lease.

## B. Termination of the Contract

1. Automatic termination of the contract
  - a. If the CHA terminates assistance to the family, the contract terminates automatically.
  - b. If the family moves out of the unit, the contract terminates automatically.
  - c. 180 calendar days after the last housing assistance payment to the owner.

### 2. Termination of the contract by the owner

The owner may only terminate tenancy in accordance with lease and state and local law.

### 3. Termination of the HAP contract by the CHA

The Housing Authority may terminate the HAP contract because:

- a. The Housing Authority has terminated assistance to the family.
- b. The unit does not meet HQS space standards because of an increase in family size or change in family composition.
- c. The unit is larger than appropriate for the family size or composition under the regular Certificate Program.
- d. When the family breaks up and the CHA determines that the family members who move from the unit will continue to receive the assistance.
- e. The CHA determines that there is insufficient funding in their contract with HUD to support continued assistance for families in the program.
- f. The owner has breached the contract in any of the following ways:
  - i. If the owner has violated any obligation under the HAP contract for the dwelling unit, including the owner's obligation to maintain the unit in accordance with the HQS.
  - ii. If the owner has violated any obligation under any other housing assistance payments contract under Section 8 of the 1937 Act.
  - iii. If the owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program.
  - iv. For projects with mortgages insured by HUD or loans made by HUD, if the owner has failed to comply with the regulations for the applicable mortgage insurance or loan program, with the mortgage or mortgage note, or with the regulatory agreement.
  - v. If the owner has engaged in drug-related criminal activity or any violent criminal activity.
- g. If a welfare-to-work family fails to fulfill its obligations under the welfare-to-work voucher program.

4. Final HAP payment to owner

The HAP payment stops when the lease terminates. The owner may keep the payment for the month in which the family moves out. If the owner has begun eviction

proceedings and the family continues to occupy the unit, the Housing Authority will continue to make payments until the owner obtains a judgment or the family moves out.

## **18 CHARGES AGAINST THE SECTION 8 ADMINISTRATIVE FEE RESERVE**

Occasionally, it is necessary for the CHA to spend money from its Section 8 Administrative Fee Reserve to meet unseen or extraordinary expenditures or for its other housing related purposes consistent with State law.

The CHA Board of Commissioners authorizes the Executive Director to expend without prior Board approval up to \$4,000 for authorized expenditures.

Any item(s) exceeding \$4,000 will require prior Board of Commissioner approval before any charge is made against the Section 8 Administrative Fee Reserve.



## **19 INTELLECTUAL PROPERTY RIGHTS**

No program receipts may be used to indemnify contractors or subcontractors of the CHA against costs associated with any judgment of infringement of intellectual property rights.

## 20 CHA OWNED HOUSING

Units owned by the CHA and not receiving subsidy under any other program are eligible housing units for Housing Choice Voucher holders. In order to comply with federal regulation, the CHA will do the following:

- A. The CHA will make available through the briefing process both orally and in writing the availability of CHA owned units (notification will also include other properties owned/managed by the private sector available to Housing Choice Voucher holders).
- B. The CHA will obtain the services of an independent entity to perform the following CHA functions:
  - 1. Determine rent reasonableness for the unit. The independent entity will communicate the rent reasonableness determination to the family and the CHA.
  - 2. To assist the family in negotiating the rent.
  - 3. To inspect the unit for compliance with HQS.
- C. The CHA will gain HUD approval for the independent agency/agencies utilized to perform the above functions.
- D. The CHA will compensate the independent agency/agencies from our ongoing administrative fee income.
- E. The CHA, or the independent agency/agencies, will not charge the family any fee or charge for the services provided by the independent agency.

## **21 QUALITY CONTROL OF SECTION 8 PROGRAM**

In order to maintain the appropriate quality standards for the Program, the CHA will annually review files and records to determine if the work documented in the files or records conforms to program requirements. This shall be accomplished by a supervisor or another qualified person other than the one originally responsible for the work or someone subordinate to that person. The number of files and/or records checked shall be at least equal to the number specified in the Section 8 Management Assessment Program (“SEMAP”).