

FINAL

PHAPlans

5-YearPlanforFiscalYears2003 -2007

AnnualPlanforFiscal -Year2003

Cookeville Housing Authority
235 West Jackson Street
Cookeville, TN 38501

TN033v02

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: **Cookeville Housing Authority**

PHANumber: **TN033**

PHAFiscalYearBeginning:(mm/yyyy) **10/2003**

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
PHAFISCAL YEARS 2003 - 2007
 [24CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
Provide safe, decent and affordable housing; create opportunities for resident's self-sufficiency and economic independence, and assure fiscal integrity by all program participants.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA 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 target sets such as: numbers of families served or PHA scores achieved.) PHA should identify these measures in the space to the right of or below the stated objectives.

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

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

- PHAGoal:Improvethethequalityofassistedhousing
 - Objectives:
 - Improvepublichousingmanagement:(PHASscore)
 - Improvevouchermanagement:(SEMAPscore)
 - Increasecustomersatisfaction:
 - Concentrateoneffortstoimprovespecificmanagementfunctions:
(list;e.g.,publichousingfinance;voucherunitinspections)
 - Renovateor modernizepublichousingunits:
 - Demolishordisposeofobsoletepublichousing:
 - Providereplacementpublichousing:
 - Providereplacementvouchers:
 - Other:(listbelow)

- PHAGoal:Increaseassistedhousingchoices
 - Objectives:
 - Providevoucher mobilitycounseling:
 - Conductoutreacheffortstopotentialvoucherlandlords
 - Increasevoucherpaymentstandards
 - Implementvoucherhomeownershipprogram:
 - Implementpublichousingorotherhomeownershipprograms:
 - Implementpublichousing site-basedwaitinglists:
 - Convertpublichousingtovouchers:
 - Other:(listbelow)

HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality

- PHAGoal:Providean improvedlivingenvironment
 - Objectives:
 - Implementmeasurestodeconcentratepovertybybringinghigherincome publichousinghouseholdsin tolowerincomedevelopments:
 - Implementmeasurestopromoteincomemixinginpublichousingby assuringaccess forlowerincomefamiliesinto higherincome developments:
 - Implementpublichousingsecurityimprovements:
 - Designateddevelopmentsorbuildingsforparticularresidentgroups (elderly, personswith disabilities)
 - Other:(listbelow)

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

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

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

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

Other PHA Goals and Objectives: (list below)

Goal 1 - Maximize the effectiveness and efficiency of the Cookeville Housing Authority

Objectives:

- ▶ Reduce turnover of dwelling units.
- ▶ Prepare conversion plan for 40 existing "0" elderly units with marketing problems to be designed and renovated into marketable 1BR and/or 2BR elderly units in the following developments:
 - TN37P033006 – Hugh Hargis Homes, TN37P033007 – Lou Ray Walker Homes
 - TN37P033010 – Sid Jenkins Homes, TN37P033012 – Unnamed Development
 - TN37P033013 – Unnamed Development, TN37P033014 – J. Mack Draper Homes
- ▶ Develop and implement a new file management system for corporate and area management offices.

Goal 2 - Change the image of public housing

Objectives:

- ▶ Enhance landscaping and overall curb appeal of one site per year

Goal 3 - Provide additional low-income housing

Objectives:

- ▶ Expand housing opportunities over the next five years.
We plan to pursue the development of 12 new units utilizing RHF funding and other leveraged funds per our Replacement Housing Development plan.

PHA Plan
PHAFiscalYear2003
[24CFRPart903.7]

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

[24CFRPart903.79(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.

Not Required

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

Table of Contents

	<u>Page#</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	6
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	12
4. Rent Determination Policies	21
5. Operations and Management Policies	25
6. Grievance Procedures	26
7. Capital Improvement Needs	27
8. Demolition and Disposition	29
9. Designation of Housing	30
10. Conversions of Public Housing	31
11. Homeownership	33
12. Community Service Programs	34
13. Crime and Safety	37
14. Pets (Inactive for January 1 PHAs)	38
15. Civil Rights Certifications (included with PHA Plan Certifications)	39
16. Audit	39
17. Asset Management	39
18. Other Information	40

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 filename in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration **(Attachment A)**
- FY2003 Capital Fund Program Annual Statement **(Attachment J)**
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments :

- PHA Management Organizational Chart **NA**
- FY2003 Capital Fund Program 5 Year Action Plan **(Attachment K)**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Attachment B – Definition of Substantial Deviation**
 - Attachment C – Pet Policy**
 - Attachment D – Membership of the Resident Advisory Board**
 - Attachment E– Resident Membership of the PHA Board of Commissioners**
 - Attachment F – Progress in Meeting the 5-Year Plan Mission and Goals**
 - Attachment G– Police substations**
 - Attachment H – Voluntary Conversion, Initial Assessment**
 - Attachment I – Community Service**
 - Attachment J– 2003 CFP Program Annual Statement**
 - Attachment K – 2003 CFP Five-Year Action Plan**
 - Attachment L – 2003 Replacement Housing Factor Grant Annual Statement**
 - Attachment M– CFP/RHF Performance and Evaluation Reports**

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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 jurisdiction to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	public housing program	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
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X X 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 type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input 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 type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
NA	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year (In Agency Plan)	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
NA	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) (In Agency Plan)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public	Annual Plan: Capital Needs

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

1.StatementofHousingNeeds

[24CFRPart903.79(a)]

A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction, and/or otherdataavailabletothePHA, provideastatementofthehousingneedsinthejurisdictionby completingthefollowingtable.Inthe“Overall”Needscolumn, providetheestimatednumberofrenter familiesthathavehousingneeds.Fortheremainingcharacteristics, ratetheimpactofthatfactoronthe housingneedsforeachfamilytype, from1to5, with1being“noimpact”and5being“severeimpact.” UseN/AtoindicatethatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	*Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	1,420	3	3	NA	NA	NA	NA
Income>30%but <=50%ofAMI	991	3	2	NA	NA	NA	NA
Income>50%but <80%ofAMI	1,466	3	1	NA	NA	NA	NA
Elderly	873	3	3	NA	NA	NA	NA
Familieswith Disabilities	NA	3	0	NA	NA	NA	NA
Race/Ethnicity/W	3,723	3	2	NA	NA	NA	NA
Race/Ethnicity/B	60	3	2	NA	NA	NA	NA
Race/Ethnicity/H	27	3	2	NA	NA	NA	NA
Race/Ethnicity							

*** Putnam County Jurisdictional Area Renters Data, CHAS Tables, 1990 Census**

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterials mustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s
Indicateyear: **2000**
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy
 (“CHAS”)dataset
- AmericanHousingSurveydata
Indicateyear:
- Otherhousingmarketstudy
Indicateyear:
- Othersources:(listandindicateyearofinformation)

B. Housing Need 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.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Need of Families on the Waiting List			
Waiting list type: (select one)			
<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/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	115		170
Extremely low income <= 30% AMI	103	93%	
Very low income (> 30% but <= 50% AMI)	12	6%	
Low income (> 50% but < 80% AMI)	0	1%	
Families with children	59	51%	
Elderly families	7	6%	
Families with Disabilities	17	15%	
Race/ethnicity 1/2	108	94%	
Race/ethnicity 1/1	3	3%	
Race/ethnicity 2/2	4	3%	
Race/ethnicity	0	0%	
½ = White/Non-Hispanic			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	57	50%	43
2BR	34	30%	65
3BR	21	18%	31
4BR	3	2%	12
5BR	0	0%	0
0BR	0	0%	19
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? NA			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes NA			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C.StrategyforAddressingNeeds

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthe jurisdictionandonthewaitinglist **INTHEUPCOMINGYEAR** ,andtheAgency'sreasonsfor choosingthisstrategy.

(1)Strategies

Need:Shortageofaffordablehousingforalleligiblepopulations

Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithin itscurrentresourcesby:

Selectallthatapply

- Employeffectivemaintenanceandmanagementpoliciestominimizethenumberofpublichousingunitsoff -line
- Reduceturnovertimeforvacatedpublic housingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixed financedevelopment
- Seekreplacementofpublichousingunitslost totheinventorythroughsection 8replacementhousingresources
- Maintainorincreasesection8lease -upratesbyestablishingpaymentstandards thatwillenablefamielstorentthroughoutthejurisdiction
- Undertakemeasurestoensureaccesstoaffordablehousingamongfamilies assistedbythePHA,regardlessounitsizerequired
- Maintainorincreasesection8lease -upratesbymarketingtheprogramto owners,particularlythoseoutsideofareasofminorityandpoverty concentration
- Maintainorincreasesection8lease -upratesbyeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlandevelopmentprocesstoensure coordinationwithbroadercommunitystrategies
- Other(listbelow)

Strategy2:Increasethenumberofaffordablehousingunitsby:

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed -financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- Other:(listbelow)

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 the economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special purpose voucher 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 voucher 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

[24CFR Part 903.79(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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	\$945,860.00	
b) Public Housing Capital Fund	\$860,000.00	
c) HOPEVI Revitalization	\$0.00	
d) HOPEVI Demolition	\$0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$0.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0.00	
g) Resident Opportunity and Self-Sufficiency Grants	\$0.00	
h) Community Development Block Grant	\$0.00	
i) HOME	\$0.00	
Other Federal Grants (list below):		
2003 Replacement Housing Factor Grant	\$45,000.00	Replacement Units
2002 Replacement Housing Factor Grant	\$47,041.00	Replacement Units
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY 2002 CFP	\$20,000.00	Capital Improvements
3. Public Housing Dwelling Rental Income	\$619,690.00	Operations
4. Other income (list below)		
Investments	\$5,000.00	Operations
Other	\$17,000.00	Operations
5. Non-federal sources (list below)		
Total resources	\$2,559,591.00	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent 3A.

(1)Eligibility

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectall thatapply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(state number)
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(statetime)
- Other:(describe) **when they apply**

b. Whichnon-income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

- CriminalorDrug-relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe)

c. Yes No:DoesthePHArequestcriminalrecordsfromlocallaw enforcementagenciesforscreeningpurposes?

d. Yes No:DoesthePHArequestcriminalrecordsfromStatelaw enforcementagenciesforscreeningpurposes?

e. Yes No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyor throughanNCIC-authorizedsource)

(2)WaitingListOrganization

a. WhichmethodsdoesthePHAplantousetoorganizeitstopublichousingwaitinglist (selectallthatapply)

- Community-widelist
- Sub-jurisdictionallists
- Site-basedwaitinglists
- Other(describe)

b. Wheremayinterestedpersonsapplyforadmissiontopublichousing?

- PHAmainadministrativeoffice
- PHAdevelopmentsitemanagementoffice
- Other(listbelow)

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences:(select below)

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

At least one (1) family member who is fully employed, (must include family head and spouse, or sole member who is sixty-two (62) years old or who receives social security disability, supplemental security income disability benefits or any other payments based on the individuals' inability to work).

At least one adult family member has successfully completed or is currently enrolled, and in good standing, in a job market training program.

A family head or spouse who was honorably discharged from active military service with the U.S. Government.

Family member composition and present housing exceeds HUD's occupancy standards by fifty (50) percent.

A family who lives within the jurisdiction of the Cookeville Housing Authority.

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 points 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

Former Federal preferences:

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

Other preferences (select all that apply)

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

1. At least one (1) family member who is fully employed, (must include family head and spouse, or sole member who is sixty-two (62) years old or who receives social security disability, supplemental security income disability benefits or any other payments based on the individuals' inability to work).
2. At least one adult family member has successfully completed or is currently enrolled, and in good standing, in a job market training program.
3. A family head or spouse who was honorably discharged from active military service with the U.S. Government.
4. Family member composition and present housing exceeds HUD's occupancy standards by fifty (50) percent.
5. A family who lives within the jurisdiction of the Cookeville Housing Authority.

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
- Anytime family composition changes
- At family request for revision
- Other (list)

Component 3, (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)]
Not Applicable			

B. Section 8 Not Applicable

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

(1) Eligibility

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

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

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

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

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

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

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

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points 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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

5. If the PHA plan 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 admission 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 program to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24CFR Part 903.7 9(d)]

A. Public Housing

Exemptions: PHA 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 (**\$50.00**)

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

3. If yes to question 2, list these policies below: **Not Applicable**

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: **Not Applicable**

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent determination:

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
- Anytime the family experiences an income increase
- Anytime 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.)

- This 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 Not Applicable

Exemptions: PHA 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 repayment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management **Not Required**

[24CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

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

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures Not Required

[24CFR 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 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices 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 24CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24CFR 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 (state name) **(Attachment J)**

-or-

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

(2)Optional5 -YearActionPlan

Agenciesareencouragedtoincludea5 -YearActionPlancoveringcapitalworkitems.Thisstatement canbecompletedbyusingthe5YearActionPlatableprovidedinthetablelibra ryattheendofthe PHAPlantemplate **OR**bycompletingandattachingaproperlyupdatedHUD -52834.

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

b. If yes to question a, select one:

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

-or-

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

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

Applicability of sub -component 7 B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

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

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

Yes No:d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?
 If yes, list developments or activities below:
Mixed-Finance for 30 new units at TN37P03310(3) is underway.

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:
The PHA is proposing to develop a total of 12 new units utilizing RHF funding and other leveraged funds in Algood, Tennessee, in the vicinity of CHA's Development TN033-009.

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	TN33-02 (6 units), -05 (10 units), -06 (18 units), and -11 (3 units)
2. Activity type: Demolition	<input checked="" type="checkbox"/>
Disposition	<input type="checkbox"/>
3. Application status (select one)	
Approved	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(DD/MM/YY)
5. Number of units affected:	
6. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	Units that flood
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	2003
b. Projected end date of activity:	2004

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

[24CFR Part 903.79(i)]

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

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

2. Activity Description **Not Applicable**

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

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type : Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:
5. If approved, will this designation constitute (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously -approved Designation Plan?
6. Number of units affected: 30
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant -Based Assistance

[24 CFR Part 903.79(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 as streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/M M/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

A.PublicHousing

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1. Yes No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection 5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAappliedor plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z -4).(If“No”,skipto component11B;if“yes”,completeoneactivitydescriptionfor eachapplicableprogram/plan,unleseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscom pletingstreamlinedsubmissionsmay skiptocomponent11B.)

2.ActivityDescription

- Yes No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optionalPublicHousing Asset ManagementTable**?(If“yes”,skiptocomponent12.If “No”,completetheActivityDescriptiontablebelow.)

PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)
1a.Developmentname: 1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> TurnkeyIII <input type="checkbox"/> Section32oftheUSHAof1937(effective10/1/99)
3.Applicationstatus:(selectone) <input type="checkbox"/> Approved;includedinthePHA’sHomeownershipPlan/Program <input type="checkbox"/> Submitted,pendingapproval <input type="checkbox"/> Plannedapplication
4.DateHomeownershipPlan/Programapproved,submitted,orplannedforsubmission: (DD/MM/YYYY)
5. Numberofunits affected: 6.Coverageofaction:(selectone) <input type="checkbox"/> Partofthedevelopment <input type="checkbox"/> Totaldevelopment

B. Section 8 Tenant Based Assistance

Not Applicable

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 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

Not Required

[24 CFR Part 903.79(1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA 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 assigned? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

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

13.PHASafetyandCrimePrevention Measures Not Applicable

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand Section8OnlyPHAsmay skiptocomponent15.HighPerformingandsmallPHAs thatare participatinginPHDEPandaresubmittingaPHDEPPlanwiththisPHAPlanmayskiptosub componentD. -

**A.Needformeasurestoensurethesafetyofpublichousingresidents
Not Applicable**

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents (selectallthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorallofthePHA's developments
- Highincidenceof violentand/or drug -relatedcrimeintheareassurroundingor adjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describellow)

2.WhatinformationordatadidthePHAusedt odeterminetheneedforPHAactions toimprovesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround” publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,qu antifiablesuccesswithpreviousorongoinganticrime/anti drugprograms
- Other(describellow)

3.Whichdevelopmentsaremostaffected?(listbelow)

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year **Not Applicable**

1. List the crime prevention activities the PHA has undertaken or plan 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 -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan **Not Applicable**

PHA eligible for FY2002 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 FY2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

15. Civil Rights Certifications

[24CFRPart903.79(o)]

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

16. Fiscal Audit

[24CFRPart903.79(p)]

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

17. PHA Asset Management

[24CFRPart903.79(q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(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 (Filename)
- Provided below :
Not Applicable
3. In what manner did the PHA address those comments? (select all that apply)
- Not Applicable**
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was there a 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 **Not Applicable**
- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 based assistance) tenant -
- 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)

Tennessee Housing Development Agency

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below) **Not Applicable**
- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) **Not Applicable**

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 attachment referenced in the Plans.

ATTACHMENT A - DECONCENTRATION POLICY

1. DECONCENTRATION POLICY

- a. The objective of the Deconcentration Policy for the Cookeville Housing Authority (CHA) is to achieve the goal that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development or census tract. The CHA will take actions as necessary to achieve the goal that no individual development has a concentration of higher income or lower income families. To ensure that the CHA does not concentrate families with higher or lower income levels in any one development, the CHA will track the status of family income, by development, on a monthly basis utilizing income reports generated by the CHA's computer system.
- b. The CHA will periodically compare the relative incomes of its developments to the relative incomes of the census tracts in which they are located. Where significant differences are identified, income targeting will be applied.

2. INCOME TARGETING

- a. To accomplish the deconcentration goals, the Cookeville Housing Authority will take the following actions:
 - i. At the beginning of each fiscal year the Cookeville Housing Authority will establish a numerical goal for admission of families whose incomes are at or below 30 percent of the area median income. The target annual goal will be calculated by taking 40 percent of the total number of move-ins from the previous CHA fiscal year.
 - ii. The CHA will limit the number of admissions to ensure that not less than 40 percent of admissions are families with incomes at or below 30 percent of the area median income.
 - iii. The CHA will skip families on the waiting list or skip developments to accomplish these goals.
- b. The Cookeville Housing Authority will not hold units vacant to accomplish these goals.

ATTACHMENT B – DEFINITION OF SUBSTANTIAL DEVIATION

PHA's definition of "Significant Amendment or Substantial Deviation" from its 5-Year and Annual Plans:

1. Changes to rent or admissions policies or organization of the waiting list.
2. Addition of non-emergency work, items (items not included in the Annual Statement or 5-Year Action Plan) or a change in the use of replacement reserve funds under the Capital Fund.
3. Any change with regard to demolition or disposition, designation, or homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements.

ATTACHMENT C – PET POLICY

This Statement of Pet Policy is established for the Cookeville Housing Authority (CHA) on April 19, 2002.

1. Application for Pet Permit
Prior to housing any pet on the premises, the resident shall apply to CHA for a pet permit which shall be accompanied by the following:
 - 1.1. A current license issued by the appropriate authority, if applicable, and
 - 1.2. Evidence that the pet has been spayed or neutered, as applicable; and
 - 1.3. Evidence that the pet has received current rabies and distemper inoculations or boosters, as applicable, and
 - 1.4. A photo of the pet, and
 - 1.5. Evidence of payment of a \$200 non-refundable pet damage deposit. This deposit must be paid in addition to CHA's standard security deposit.
 - 1.6. The \$200 non-refundable pet damage deposit is waived in cases where a therapeutic pet as a reasonable accommodation is required and evidenced by a physician's statement.
2. All residents with pets shall comply with the following rules:
 - 2.1. Permitted pets are domesticated dogs, cats, birds, and fish aquariums of 50-gallon size or less. The weight of the dog or cat may not exceed fifteen (15) pounds (adult size).
 - 2.2. Only one pet per household will be permitted. Specifically, one dog, one cat, one bird and/or one fish aquarium of 50-gallon size or less.
 - 2.3. Dogs and cats must be licensed yearly and residents must show proof of annual rabies and distemper booster inoculations required by state or local law.
 - 2.4. Vicious and/or intimidating dogs will not be allowed.
 - 2.5. All dogs and cats must be spayed or neutered, as applicable.
 - 2.6. Dogs and cats shall remain inside the resident's unit. No animal shall be permitted to be loose in lobby areas, community rooms, yards or other common areas of the facility.
 - 2.7. When taken outside the unit, dogs and cats must be kept on a leash, controlled by an adult.
 - 2.8. Birds must be confined to a cage at all times.
 - 2.9. Residents shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities.
 - 2.10. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
 - 2.11. Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in a refuse container outside the building.

- 2.12. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
 - 2.13. If pets are left unattended for a period of eight (8) hours or more, CHA may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provision of state law and pertinent local ordinances. CHA accepts no responsibility for the animal under such circumstances.
 - 2.14. Residents shall not alter their unit, patio or unit area in order to create an enclosure for any pet.
 - 2.15. Residents are responsible for all damages caused by their pets, including the cost of cleaning of carpets and/or fumigation of units.
 - 2.16. Residents are prohibited from feeding or harboring stray animals. The feeding of any stray animals shall constitute having a pet without written permission of the Authority.
 - 2.17. Should any pet housed in an Authority facility give birth to a litter, the resident shall remove from the premises all of said pets except one within thirty (30) days.
 - 2.18. Residents must identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. The identification of an alternate custodian must occur prior to the Authority issuing a pet registration permit.
 - 2.19. Visitors are not allowed to bring pets and the residents shall not engage in "petsitting".
 - 2.20. No animals shall be tied upon the outside or left unattended. No dog houses, animals runs, etc. will be permitted.
 - 2.21. These rules may be amended from time to time, as necessary, by CHA and such amendments shall be binding on the residents upon notice thereof.
- 3. Residents who violate these rules are subject to:
 - 3.1. Being required to get rid of the pet within 10 days of written notice by CHA; and/or
 - 3.2. Eviction
 - 4. The privilege of maintaining a pet in a facility owned and/or operated by CHA shall be subject to the rules set forth above. This privilege may be revoked at any time, subject to CHA's Hearing Procedures, if the animal should become destructive, create a nuisance, represent a threat to the safety, health and security of other residents, or create a problem in the area of cleanliness and sanitation.
 - 5. A breach of any of the foregoing rules constitutes a breach of the resident's lease and can result in not only in the revocation of the privilege of keeping a pet, but may result in any of the sanctions set forth in the resident's lease for breach thereof, including forfeiture of further leasehold rights and termination of the lease. The election of a remedy by CHA for a resident's breach of the foregoing rules is not exclusive and CHA may thereafter pursue any of the various remedies set forth in the lease as CHA may, in its discretion, decide.

Resident's Signature

Date

Housing Manager's Signature

Date

Executive Director's Signature

Date

PET PERMIT APPLICATION

Name: _____

Date: _____

Address: _____

Phone No: _____

Pet Name _____

Type: () Bird () Fish () Dog () Cat

In Case of Emergency Contact:

Description: _____

Address: _____

Photo: ____ Weight: ____ Color: ____
Spayed: ____ Neutered: ____

Phone No.: _____

Veterinarian: _____

Deposit: \$200.00 (if applicable)

Payment Date: _____

Phone No: _____

Permit Expiration Date: _____

() Initial () Renewed
Reason if not renewed: _____

I, _____
have received the Pet Policy, have
Read and fully understand all rules that
Govern my keeping a pet. By my signature
Below, I will abide by all the rules set forth in
The Policy. I understand any violation of the
Pet Policy could result in the termination of my
lease.

Tenant's Signature

Date

Cookeville Housing Authority Representative

(Attach photo)

Date

ATTACHMENT D – MEMBERSHIP OF RESIDENT ADVISORY BOARD

Dora Ruth McCloud

371 Polly Drive
Cookeville, TN 38501

David Wells

133 Boatman Street
Cookeville, TN 38501

Mary Key

806B Standing Stone Drive
Monterey, TN 38574

Mary Scott

305 Alexander Drive
Baxter, TN 38544

Judy Foston

323 Green Street
Celina, TN 38551

ATTACHMENT E – RESIDENT MEMBERSHIP ON PHA BOARD

Board Chairman – Leon DeLozier
Vice Chair – Frank Medley
Resident Commissioner – Dora Ruth McCloud
Commissioner – Hector Black
Commissioner – Marc Burnett

ATTACHMENT F – PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS

PHA Goal: Expand the supply of assisted housing

Objectives:

- ▶ Reduce public housing vacancies:

Results:

9/30/99 actual vacancy at 6.16% and adjusted vacancy at 4.45%
9/30/00 actual vacancy at 5.50% and adjusted vacancy at 2.83%
*9/30/01 actual vacancy at 5.84% and adjusted vacancy at 1.71% **
** (total of 42 units under approved capital mod program)*
9/30/02 actual vacancy at 8.95% and adjusted vacancy at 1.56%

PHA Goal: Improve the quality of assisted housing

Objectives:

- ▶ Increase customer satisfaction:

Results:

9/30/99 PHAS resident satisfaction score at 9.0 (non-surveyed)
9/30/00 PHAS resident satisfaction score at 7.2 (surveyed)
9/30/01 PHAS resident satisfaction score at 7.2 (surveyed)
9/30/02 PHAS resident satisfaction score at 9.0 (surveyed)

- ▶ Renovate or modernize public housing units:

Results:

TN33-10(3) Cookeville, Tennessee, a total of 42 units public housing under renovation from 10/1/01 to 9/30/02.

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

Objectives:

- ▶ Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Results:

An elderly mentoring program was established through our resident services department. The program functions on a case-by-case assessment of qualified residents in all sites. The referral process is utilized to avoid duplication of services and link needs to community resources and life skills.

Other PHA Goals and Objectives: (list below)

Goal 1 - Maximize the effectiveness and efficiency of the Cookeville Housing Authority

Objectives:

- ▶ Maintain an adequate computer system meeting CHA needs.
 - Install wide area network computer system with centralized main frame computer at corporate office.

Results:

A wide area network computer system has been installed with a centralized server for accessibility. A service contract is being utilized to maintain the system.

- ▶ Review and maintain competitive compensation system for all CHA employees.

Results:

A competitive compensation system is in place at CHA. The system is being annually reviewed.

- ▶ Conduct on-going Board work sessions.

Results:

The Board of Commissioners is meeting monthly.

- ▶ Reduce turnover of dwelling units.

Results:

*9/30/99 turnover at 281 units
9/30/00 turnover at 271 units
9/30/01 turnover at 229 units
9/30/02 turnover at 170 units*

- ▶ Reduce turnaround time periods from stop rent dates to lease up dates.

Results:

*9/30/99 turnaround at 17 days
9/30/00 turnaround at 22 days
9/30/01 turnaround at 17 days
09/30/02 turnaround at 16.55 days*

- ▶ Reduce Tenants Accounts Receivables

Results:

*9/30/99 tar at \$ 7,921
9/30/00 tar at \$10,441
9/30/01 tar at \$10,381
09/30/02 tar at \$9,563*

- ▶ Increase applicant waiting list for all areas.

Results:

*9/30/99 waiting-list at 56
9/30/00 waiting-list at 46
9/30/01 waiting-list at 65
09/30/02 waiting list at 82*

- ▶ Prepare conversion plan for 32 existing "0" elderly units with marketing problems to be designed and renovated into 16 marketable 1BR and/or 2BR elderly units.

Results:

The conversion plans for existing "0" elderly units are pending completion of current construction workloads. Note: (see capital program plans for time-line details and funding contingencies in agency plan documents)

- ▶ Develop and implement a new file management system for corporate and area management offices.

Results:

A new file management system is being planned. An electronic filing system is being proposed, along with complete file maintenance on monthly, quarterly and annual basis depending on retention of file regulations. Phase I of the plan is underway and all files and filing needs are in the process of identification. Phase II of the study will set-up both manual and electronic file management systems. Phase III of the study will be the implementation phase with Phase IV utilizing archiving plans for documents permanently stored in CD-ROM formats.

- ▶ Monitor and track Area Management Implementation with Public Housing Assessment Systems (PHAS) site based tracking system.

Results:

A complete site-based PHAS tracking system is now in place.

- ▶ Continue preventative maintenance program.

Results:

The preventative maintenance program is continuing. A preventative maintenance specialist has been hired and the position is currently supervising two maintenance assistants in completing preventative maintenance operations in all developments. All three employees work full-time.

- ▶ Continue project GREEN (Grounds Maintenance) complete grounds maintenance operations PHA-wide.

Results:

Project "GREEN" has been eliminated due to funding cuts; however, we are continuing to manage lawn maintenance with our regular maintenance staff.

- ▶ Continue CHA Quality Assurance program for monitoring the work order process.

Results:

Quality assurance inspections are ongoing.

- ▶ Begin construction of new corporate office, community facilities, and warehouse for inventory in 2001.

Results:

Construction of a new resident's service center began in December 2000. The building was completed and occupied in July 2001.

Goal 3 - Change the image of public housing

Objectives:

- ▶ Develop and implement Public Relations and Marketing program that is customer focused to improve the public perception of public housing.

Results:

A public relations plan began in 1999 and completed in 2001.

- ▶ Expand resident program in accordance with CHA 5-Year Resident Services Program Plan.

Results:

See resident services/security section (Page # 18) in the proceeding pages of this report.

- ▶ Develop an Elderly Allocation Plan

Results:

An elderly allocation plan was submitted to HUD and approved. Developments TN33-6 (1), 10(2), 10(3), 12(1), 12(2), 12(3), 14(1) and 14(2) are now designated elderly developments. Willow Heights requires elderly designation by HUD. The application is being prepared for submission to HUD for approval.

- ▶ Enhance landscaping and overall curb appeal of three sites per year

Results:

Budget constraint has not allowed our plans to enhance landscaping to proceed forward. TN33-9 was completed in the fall of 2000. Other sites will be considered in the future.

- ▶ Plan for and organize area based Resident Councils

Results:

Resident councils are operating in Cookeville/Algood, Gainesboro/Celina, Monterey, and Baxter, Tennessee.

A resident advisory board was established from the four existing councils by each electing two representatives to participate from their local council and Cookeville/Algood with three representatives on the Resident Advisory Board

- ▶ Seek funding under the ROSS program and establish the FSS program

Results:

CHA has applied for ROSS funding two consecutive years without success. In Federal FY2000 the program was changed that has made it more difficult for our agency to apply and/or be successful with this grant.

- ▶ Apply for funding under the Youthbuild Program in 2003

Results:

Pending. The CHA has cancelled plans to participate in Youthbuild at this time.

- ▶ Implement PHDEP five-year plan

Results:

All PHDEP grants have been expended.

- ▶ Complete Tennessee Commission on Children and Youth (TCCY) program grant

Results:

Completed.

- ▶ Enhance HELP program and homeownership opportunity with ROSS and its FSS program

Results:

As previously stated CHA has not been awarded a ROSS grant. Therefore progress on this goal has been limited due to funding constraints. HELP continues on an annual basis in cooperation with HUD and local mortgage banks and other partners related to homeownership.

- ▶ Continue to serve on and with the Tennessee Nutrition and Consumer Education (TNCEP) coalition

Results:

CHA serves on both the Putnam and newly established Jackson County chapter of TNCEP. The program is participated by resident services staff.

- ▶ Provide area-based managers coordination with PHDEP for site specific resident services programs within the next five years subject to funding availability.

Results:

This goal was accomplished. However, we have eliminated our site management program due to funding cuts. Also, PHDEP has been eliminated.

Goal 4 - Provide additional low-income housing

Objectives:

- ▶ Expand housing opportunities over the next five years by:
 - Converting 40 zero-bedroom units to 20 1-and 2-bedroom units
 - Construct 30 replacement units at Development 33-10(3)
 - Develop 30 new elderly housing units

Results:

Conversion plans are pending as previously stated in this report. Willow Heights, 30 LIHTC Elderly Units, is completed. LIHTC (Tax Credits) applications for two 15 unit elderly developments, Celina Manor, 15 units; and Jackson Manor, 15 units, were submitted to THDA for consideration. These applications were approved; however, we have not been successful in gaining local support for these developments.

- ▶ Begin construction of 30 units of elderly housing, Tax Credit LP 10(4) in year 2000

Results:

Willow Heights, 30 LIHTC Elderly Units, is completed

- ▶ Develop an Elderly Allocation Plan and submit application to HUD for approval

Results:

Completed as previously stated in this report.

ATTACHMENT G – POLICE SUBSTATIONS

The Cookeville Housing Authority plans to establish a police substation or house a police officer in each PHA development, Plans include:

1. TN37P03301 – Existing Police substation at 706 Pine Ave., Cookeville, TN
1. TN33-01 – Police officer currently housed at 561 W. 8th Street
2. TN33-02 – Police substation or officer living in unit proposed
3. TN33-03 – Police substation or officer living in unit proposed
4. TN33-05 - Police substation or officer living in unit proposed
5. TN33-06(1) - Police substation or officer living in unit proposed
6. TN33-06(2) – Police substation at, 340 Hargis
7. TN33-07 – Existing Sheriff’s Substation at 410 Crossville Street, Monterey, TN
8. TN33-08 – Existing Sheriff’s/Police Dept and city substation at 404 N. 3rd., Baxter, TN
9. TN33-09 - Police substation at 229 Warren Street, Algood, TN
10. TN33-10(1) – Police Substation or officer living in unit proposed
11. TN33-10(2) – Police Substation or officer living in unit proposed
12. TN33-10(3) – Police Substation or officer living in unit proposed
13. TN33-11 – Sheriffs Department substation or police officer living in unit proposed.
14. TN33-12(1) – Police Substation or officer living in unit proposed
15. TN33-12(3) – Existing Police Substation at 202-D Railroad Drive, Monterey, TN
16. TN33-13 – Police Substation or police officer living in a unit proposed.
17. TN33-14(1) – Police Substation or police officer living in a unit proposed.
18. TN33-14(2) – Police Substation or police officer living in a unit proposed.

ATTACHMENT H – VOLUNTARY CONVERSION INITIAL ASSESSMENTS

(B) Voluntary Conversion Initial Assessments

Addressed in 2002 Agency Plan

- a. How many of the PHA’s developments are subject to the Required Initial Assessments?
- 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)?
- c. How many Assessments were conducted for the PHA’s covered developments?
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
------------------	-----------------

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

ATTACHMENT I – COMMUNITY SERVICE

All families will be given a written description of the service requirement, and of the process for claiming status as an exempt person. This will include the CHAs determination identifying the family members who are subject to the service requirement, and the family members who are exempt persons. The CHA will provide a form to any family members requesting exemption from the service and will advise the member what documentation is required to support the exemption. The CHA will approve or deny the request for exemption within 30 days from receipt of a request that includes required documentation. A family member may request an exempt status at anytime.

The CHA will provide a listing of qualifying community service or self-sufficiency activities that will meet this requirement. The CHA may update this list at anytime. Each nonexempt family member will be given a community service time sheet to track the monthly volunteer hours. A supervisor must sign and date each period of work. If qualifying activities are administered by an organization other than the CHA, a family member who is required to fulfill a service requirement must provide signed community service time sheets certifying to the CHA by such other organization that the family member has performed such qualifying activities.

The CHA must review family compliance with service requirements, and must verify such compliance annually at least thirty days before the end of the twelve-month lease term. The CHA must retain reasonable documentation of service requirement performance in tenant files.

If the CHA determines that there is a family member who is required to fulfill a service requirement, but who has violated this family obligation (noncompliant resident), the CHA must notify the tenant of this determination.

If the tenant or another family member has violated the service requirement, the CHA may not renew the lease upon expiration of the term with exceptions.

In implementing the service requirement, the CHA may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by CHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

Annual Statement/Performance and Evaluation Report

Attachment J

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

Part I: Summary

PHA Name: Cookeville Housing Authority	Grant Type and Number Capital Fund Program Grant No: TN3703350103 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 2003
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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	\$0.00			
2	1406 Operations	\$5,351.00			
3	1408 Management Improvements	\$30,000.00			
4	1410 Administration	\$35,000.00			
5	1411 Audit	\$0.00			
6	1415 Liquidated Damages	\$0.00			
7	1430 Fees and Costs	\$0.00			
8	1440 Site Acquisition	\$0.00			
9	1450 Site Improvement	\$0.00			
10	1460 Dwelling Structures	\$467,045.00			
11	1465.1 Dwelling Equipment — Nonexpendable	\$0.00			
12	1470 Non dwelling Structures	\$0.00			
13	1475 Non dwelling Equipment	\$0.00			
14	1485 Demolition	\$0.00			
15	1490 Replacement Reserve	\$0.00			
16	1492 Moving to Work Demonstration	\$0.00			
17	1495.1 Relocation Costs	\$0.00			
18	1499 Development Activities	\$0.00			
19	1501 Collateralization or Debt Service	\$180,000.00			
20	1502 Contingency	\$0.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$717,396.00			
22	Amount of line 21 Related to LBP Activities	\$0.00			
23	Amount of line 21 Related to Section 504 compliance	\$0.00			
24	Amount of line 21 Related to Security – Soft Costs	\$0.00			
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00			
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00			

Annual Statement/Performance and Evaluation Report

Attachment J

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

Part II: Supporting Pages

PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P03350103 Replacement Housing Factor Grant No:				Federal FY of Grant: FY 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acc tNo.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Transfer of modernization funds to pay operating expenses	1406	1	\$5,351.00				
PHA Wide	Pay the salary of a Resident Services Coordinator	1408	1	\$30,000.00				
	Pay the salary for a full-time Modernization Coordinator.	1410	1	\$35,000.00				
	Force Account Labor for modernization activities	1460	1	\$250,000.00				
	Purchase new truck for maintenance department	1475	2	\$0.00				
	Debt service	1501	1	\$180,000.00				
TN37P033002	Remove existing and install new asphalt shingle roof and felt.	1460	770	\$67,375.00				
TN37P033014-1	Bathroom renovations	1460	19	\$20,000.00				
	Building exterior	1460	19	\$9,000.00				
	Replace damaged sheathing	1460	5860	\$5,274.00				
	Doors	1460	19	\$9,500.00				
	Electrical	1460	19	\$18,000.00				
	Finishes	1460	19	\$19,000.00				
	HVAC	1460	19	\$30,000.00				
	Kitchen renovations	1460	19	\$20,000.00				
	Plumbing	1460	19	\$18,896.00				

Annual Statement/Performance and Evaluation Report

Attachment J

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

Part III: Implementation Schedule

PHAName: Cookeville Housing Authority		Grant Type and Number Capital Fund Program No: TN37P03350103 Replacement Housing Factor No:				Federal FY of Grant: FY 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN37P033002 Claude Darwin Apts. Cookeville, TN	06/30/05			06/30/07			
TN37P033010-3 Holladay Homes Cookeville, TN	06/30/05			06/30/06			

CapitalFundProgramFive -YearActionPlan
PartI:Summary

AttachmentK

PHAName: Cookeville Housing Authority				<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:	
Development Number/Name/HA-Wide	Year1 2003	WorkStatementforYear2 FFYGrant: 2004 PHAFY: 2004	WorkStatementforYear3 FFYGrant: 2005 PHAFY: 2005	WorkStatementforYear4 FFYGrant: 2006 PHAFY: 2006	WorkStatementforYear5 FFYGrant: 2007 PHAFY: 2007
	Annual Statement				
PHA Wide		\$250,000.00	\$250,000.00	\$447,000.00	\$266,200.00
TN37P033001 – Perry Morgan Homes		\$0.00	\$25,676.00	\$0.00	\$65,150.00
TN37P033002 – Claude Darwin Apts.		\$0.00	\$0.00	\$0.00	\$93,849.00
TN37P033003 – Standing Stone Homes		\$0.00	\$63,329.00	\$32,550.00	\$12,690.00
TN37P033005 – Dr. C.E. Reeves Homes		\$62,244.00	\$0.00	\$32,617.00	\$0.00
TN37P033006-1 – Hugh Hargis Homes		\$0.00	\$12,900.00	\$0.00	\$0.00
TN37P033006-2 – Hugh Hargis Homes		\$0.00	\$30,300.00	\$0.00	\$0.00
TN37P033007 – Lou Walker Homes		\$0.00	\$0.00	\$32,670.00	\$0.00
TN37P033008 – Dr. W.T. Sewell Homes		\$0.00	\$0.00	\$0.00	\$0.00
TN37P033009 – Epperson – Swallows Homes		\$0.00	\$0.00	\$0.00	\$0.00
TN37P033010-1 – Huddleston Homes		\$0.00	\$0.00	\$0.00	\$0.00
TN37P033010-2 – Jenkins Homes		\$0.00	\$0.00	\$0.00	\$0.00
TN37P033010-3 – Holladay Homes		\$0.00	\$0.00	\$51,275.00	\$96,138.00
TN37P033011 – Woodland Homes		\$0.00	\$0.00	\$0.00	\$0.00

CapitalFundProgramFive -YearActionPlan
PartI:Summary

AttachmentK

PHAName: Cookeville Housing Authority				<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:	
Development Number/Name/HA-Wide	Year1 2003	WorkStatementforYear2 FFYGrant: 2004 PHAFY: 2004	WorkStatementforYear3 FFYGrant: 2005 PHAFY: 2005	WorkStatementforYear4 FFYGrant: 2006 PHAFY: 2006	WorkStatementforYear5 FFYGrant: 2007 PHAFY: 2007
	Annual Statement				
TN37P033012-1 – Unnamed Development Monterey		\$0.00	\$0.00	\$0.00	\$0.00
TN37P033012-2 – Unnamed Development Monterey		\$0.00	\$0.00	\$0.00	\$0.00
TN37P033012-3 – Unnamed Development Monterey		\$0.00	\$0.00	\$0.00	\$0.00
TN37P033013 – Unnamed Development Monterey		\$0.00	\$0.00	\$0.00	\$0.00
TN37P033014-1 – J. Mack Draper Homes		\$290,901.00	\$74,305.00	\$0.00	\$0.00
TN37P033014-2 – J. Mack Draper Homes		\$0.00	\$136,429.00	\$0.00	\$0.00
CFPFundsListedfor 5-yearplanning		\$603,145.00	\$592,939.00	\$596,112.00	\$534,027.00
ReplacementHousing FactorFunds		\$45,000.00	\$45,000.00	\$45,000.00	\$45,000.00

CapitalFundProgramFive -YearActionPlan
PartII:SupportingPages —WorkActivities

AttachmentK

ActivitiesforYear: <u>4</u> FFYGrant: 2006 PHAFY: 2006			ActivitiesforYear: <u>5</u> FFYGrant: 2007 PHAFY: 2007			
Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost	
TN37P033003	Building exterior	\$32,550.00	TN37P033001	Electrical	\$3,248.00	
TN37P033005	Building exterior	\$32,617.00		Handicap accessibility	\$1,750.00	
TN37P033007	Building exterior	\$32,670.00		HVAC	\$11,600.00	
TN37P033010-3	Building exterior	\$51,275.00		Kitchen renovations	\$1,015.00	
				Mechanical	\$2,030.00	
				Paint	\$37,975.00	
				Plumbing	\$2,030.00	
				Windows	\$5,502.00	
				TN37P033002	Bathroom renovations	\$1,155.00
					Building exterior	\$1,400.00
			Carpentry		\$700.00	
			Doors		\$4,200.00	
			Electrical		\$3,360.00	
			Handicap accessibility		\$1,400.00	
			HVAC		\$6,615.00	
			Kitchen renovations		\$1,470.00	
			Mechanical		\$630.00	
			Paint		\$40,915.00	
			TN37P033003	Plumbing	\$5,250.00	
				Site improvements	\$0.00	
				Windows	\$26,754.00	
				Bathroom renovations	\$980.00	
				Building exterior	\$840.00	
				Carpentry	\$700.00	
				Doors	\$1,680.00	
			TN37P033010-3	Electrical	\$2,940.00	
				Handicap accessibility	\$1,750.00	
				Site Improvements	\$3,800.00	
				Doors	\$32,340.00	
				Windows	\$63,798.00	

CapitalFundProgramFive -YearActionPlan
PartII:SupportingPages —WorkActivities

AttachmentK

ActivitiesforYear: <u>4</u> FFYGrant: 2006 PHAFY: 2006			ActivitiesforYear: <u>5</u> FFYGrant: 2007 PHAFY: 2007		
Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
TotalCFPEstimatedCost		\$376,935.00			\$267,827.00

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

PHA Name: Cookeville Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN43R03350103	Federal FY of Grant: FY 2003
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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	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$0.00	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$0.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment — Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$45,000.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$45,000.00	\$0.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
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

Attachment L

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

Part II: Supporting Pages

PHAName: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN43R03350103				Federal FY of Grant: FY 2003		
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	
Proposed New Development	Development activities	1499	1	\$45,000.00	\$0.00	\$0.00	\$0.00	

Annual Statement/ Performance and Evaluation Report

Attachment L

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

Part III: Implementation Schedule

PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: TN43R03350103				Federal FY of Grant: FY 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Proposed new development	09/30/05			09/30/07			

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

Attachment M

PHAName: Cookeville Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN43R03350102	Federal FY of Grant: FY 2002
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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	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations	\$0.00	\$0.00	\$0.00	\$0.00
3	1408 Management Improvements	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$0.00	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$0.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment — Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$47,041.00	\$47,041.00	\$47,041.00	\$29,744.00
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$47,041.00	\$47,041.00	\$47,041.00	\$29,744.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 Compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security — Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
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

Attachment M

PHAName: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN43R03350102				Federal FY of Grant: FY 2002		
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	
Proposed New Development	Development activities	1499	1	\$47,041.00	\$47,041.00	\$47,041.00	\$29,744.00	Complete

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

PHAName: Cookeville Housing Authority			Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: TN43R03350102			Federal FY of Grant: FY 2002	
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	
Proposed new development	09/30/03	NA	06/30/02	09/30/05			

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

Attachment M

PHA Name: Cookeville Housing Authority	Grant Type and Number Capital Fund Program Grant No: TN37P03350102 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 2002
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 2003 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations	\$5,446.00	\$89,844.00	\$89,844.00	\$89,844.00
3	1408 Management Improvements	\$60,000.00	\$20,000.00	\$20,000.00	\$22,370.60
4	1410 Administration	\$35,000.00	\$67,180.00	\$67,180.00	\$27,793.39
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$0.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$9,000.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$569,000.00	\$509,002.00	\$509,002.00	\$470,627.92
11	1465.1 Dwelling Equipment — Nonexpendable	\$30,000.00	\$21,600.00	\$21,600.00	\$12,303.73
12	1470 Non Dwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Non Dwelling Equipment	\$10,000.00	\$10,818.00	\$10,818.00	\$11,214.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$180,000.00	\$180,000.00	\$180,000.00	\$105,000.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$898,446.00	\$898,446.00	\$898,446.00	\$649,499.64
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
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

Attachment M

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

Part II: Supporting Pages

PHA Name: Cookeville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P03350102 Replacement Housing Factor Grant No:				Federal FY of Grant: FY 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Transfer of modernization funds to pay operating expenses	1406	1	\$5,446.00	\$89,844.00	\$89,844.00	\$89,844.00	
PHA Wide	Pay the salary for a full-time Grant Writer	1408	1	\$30,000.00	\$10,000.00	\$10,000.00	\$11,965.60	
PHA Wide	Pay the salary of a Resident Services Coord.			\$30,000.00	\$10,000.00	\$10,000.00	\$10,405.00	
PHA Wide	Pay the salary for a full-time Modernization Coordinator	1410	1	\$35,000.00	\$44,500.00	\$44,500.00	\$24,976.07	
PHA Wide	Pay the salary of the Director of Operation	1410	1	\$0.00	\$22,680.00	\$22,680.00	\$2,817.32	
TN033-002	Site Improvements	1450	1	\$9,000.00	\$0.00	\$0.00	\$0.00	
TN033-002	Force account Labor Mod.	1460	1	\$240,000.00	\$240,000.00	\$240,000.00	\$216,025.21	
TN033-002	Roofing	1460	1	\$82,500.00	\$93,000.00	\$93,000.00	\$10,765.61	
TN033-002	Storm doors	1460	1	\$23,000.00	\$23,000.00	\$23,000.00	\$52,599.37	
TN033-002	Bathroom renovation	1460	1	\$4,300.00	\$5,704.00	\$5,704.00	\$57,966.87	
TN033-002	Building exterior	1460	1	\$31,000.00	\$25,000.00	\$25,000.00	\$37.76	
TN033-002	Doors	1460	116	\$24,900.00	\$25,000.00	\$25,000.00	\$0.00	
TN033-002	Electrical	1460	1	\$35,000.00	\$25,000.00	\$25,000.00	\$10,059.66	
TN033-002	Finishes	1460	1	\$35,300.00	\$25,000.00	\$25,000.00	\$555.49	
TN033-002	HVAC	1460	1	\$45,000.00	\$22,300.00	\$22,300.00	\$86,080.69	
TN033-002	Kitchen renovations	1460	1	\$48,000.00	\$25,000.00	\$25,000.00	\$36,537.26	
TN033-002	Ranges and refrigerators	1465	1	\$15,000.00	\$21,600.00	\$21,600.00	\$12,303.73	
TN033-002	Refrigerators	1465	1	\$15,000.00	\$0.00	\$0.00	\$0.00	
TN033-002	New computer software	1475	1	\$6,000.00	\$0.00	\$0.00	\$11,214.00	
TN033-002	New computer hardware	1475	1	\$4,000.00	\$10,818.00	\$10,818.00	\$0.00	
TN033-002	Debt service	1501	1	\$180,000.00	\$180,000.00	\$180,000.00	\$105,000.00	

Annual Statement/Performance and Evaluation Report

Attachment M

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

Part III: Implementation Schedule

PHAName: Cookeville Housing Authority		Grant Type and Number Capital Fund Program No: TN37P03350102 Replacement Housing Factor No:					Federal FY of Grant: FY 2002
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN37P033002 Darwin Apts	09/29/04			09/30/06			
TN37P033010-3 Holladay Homes	09/30/04			09/30/06			
Grant Writer	09/29/04			09/30/05			
Resident Service Coordinator	09/29/04			09/30/05			

