

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

# PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008  
Annual Plan for Fiscal Year 2004

## **Chattanooga Housing Authority**

**Approved by CHA Board  
10/13/03**

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

## **PHA Plan Agency Identification**

**PHA Name:** Chattanooga Housing Authority

**PHA Number:** TN 004

**PHA Fiscal Year Beginning:** 01/2004

### **Public Access to Information**

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

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

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

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2004 - 2008**

[24 CFR Part 903.5]

**A. Mission**

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

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

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers: obtain at least 600 vouchers by 12/31/07
  - Reduce public housing vacancies: to the 2% threshold by 12/31/06
  - Leverage private or other public funds to create additional housing opportunities: Create 275 additional housing units by 12/31/07.
  - Acquire or build units or developments: Add 1 property per year.
  - Other (list below):

- PHA Goal: Improve the quality of assisted housing
  - Objectives:
    - Improve public housing management: Achieve High Performer status by 12/31/05
    - Improve voucher management: Achieve High Performer status by 12/31/05
    - Increase customer satisfaction: Develop and implement Chattanooga Housing Authority's core resident services programs, provide customer service training to management staff and improve PHAS Resident Satisfaction Survey scores.
    - Concentrate on efforts to improve specific management functions: (e.g., public housing finance; voucher unit inspections) Improve vacant unit turn-around time, initiate a preventive maintenance program and continue with decentralization efforts.
    - Renovate or modernize public housing units: Modernize 500 units by 12/31/07.
    - Demolish or dispose of obsolete public housing: Demolish at least 400 units by 12/31/06.
    - Provide replacement public housing: Obtain at least 200 units by 12/31/06. (McCallie HOPE VI)
    - Provide replacement vouchers: Secure replacement vouchers to extent needed.
    - Other: (list below)
  
- PHA Goal: Increase assisted housing choices
  - Objectives:
    - Provide voucher mobility counseling:
    - Conduct outreach efforts to potential voucher landlords: Hold at least 2 landlord meetings per year.
    - Increase voucher payment standards
    - Implement voucher homeownership program: Achieve a minimum of 10 homes by 12/31/04
    - Implement public housing or other homeownership programs:
    - Implement public housing site-based waiting lists: On-going
    - Convert public housing to vouchers: Study and recommend whether to convert scattered sites by 12/31/04.
    - Other: (list below)

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

- PHA Goal: Provide an improved living environment  
Objectives:
- Continue measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: Continue and expand incentives.
  - Continue measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
  - Continue public housing security improvements: Implement recommendations from the Crime Prevention Through Environmental Design (CPTED) study and the Public Safety Division.
  - Designate developments or buildings for particular resident groups: for working or self sufficiency preferences, reintegration of families and working with ex-offenders by 12/31/06.
  - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
- Increase the number and percentage of employed persons in assisted families: Increase the current number by 50%
  - Provide or attract supportive services to improve assistance recipients' employability: using the core resident services model.
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)

## HUD Strategic Goal: Ensure Equal Opportunity in Housing

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

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

- 1. Having outsourced property and construction management operations, CHA will continue to transform the management culture and community dynamics of public housing from a centralized, bureaucratic, welfare driven management model to a site based managed and budgeted operation that sharpens accountability, introduces private sector efficiencies and prioritizes service, support and self sufficiency training for public housing residents.**
- 2. Utilize the tax-exempt status of the Chattanooga Housing Authority to finance or joint venture 100 units of affordable housing acquisitions and construction by December 31, 2005.**
- 3. Utilize redevelopment powers, in partnership with local government and nonprofits, to revitalize neighborhoods near two major public housing developments by December 31, 2005.**
- 4. By December 31, 2006, provide homeownership opportunities for a minimum of 150 families through the Housing Choice Voucher Program, a HOPE VI homeownership program and through the sale of single-family homes under a lease-to-purchase program.**
- 5. Deconcentrate Housing Choice Voucher Program participants by providing 30 percent in new rent subsidy in non-impacted areas by December 31, 2006.**

- 6. Aggressively pursue city, county, state, corporate and foundation funding for special-purpose projects in support of the CHA mission, outside of traditional operating/capital activities.**
- 7. Expand enterprise efforts of the CHA with the use of limited non-federal funds, increasing unrestricted accounts by December 31, 2005.**
- 8. Apply conventional market standards to future modernization, including air conditioning, as funding permits.**
- 9. Remove “project” image through streetscaping, signage, office enhancements and selective demolition, by December 31, 2007.**
- 10. Change the name of the agency to reflect the mission and the expanded service level by December 31, 2004.**
- 11. Implement the strategy for bringing individual properties up to market rate standards.**
- 12. Transform every community that undergoes revitalization to Opening Doors to Success neighborhoods where all residents are committed to self-sufficiency starting in December 2003.**
- 13. Establish a preference for admissions to both the Housing Choice Voucher Program and Public Housing to families whose adult members are enrolled in self-sufficiency programs and are committed to using housing assistance as a gateway to opportunities and a stepping stone for entry into the private housing market.**
- 14. Expand the self-sufficiency programs in both the Housing Choice Voucher Program and Public Housing by at least 100 families per year or as funding for case management permits.**





# Annual PHA Plan PHA Fiscal Year 2004

[24 CFR Part 903.7]

## **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

### **Streamlined Plan:**

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

**Troubled Agency Plan**

## **ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

The Chattanooga Housing Authority entered new territory for public housing in August 2002. It became the first non-troubled housing authority in the country to move to contracted private management of its conventional public housing stock. The partnership with H.J. Russell Management Company has resulted improvements in the following management areas:

- Operating cost per unit
- Work order turn-around time
- Improvement in UPCS inspections

During 2002, the Chattanooga Housing Authority brought together an excellent executive staff of seasoned managers who remain committed to developing programming to improve the self-sufficiency of residents and pursuing innovative solutions for housing the economically disadvantaged. The public safety division, established in mid-2002, is working diligently to create a safe environment for public housing residents with positive results. In 2003, the CHA began to implement innovative programs beginning with increasing responsibility of management for what happens on site through site-based management to providing access to summer programs for all children from 6 to 17 living in public housing to implementation of an Authority-wide Truancy Prevention Program to implementation of the Opening Doors to Success demonstration program at East Lake Courts. During 2004, the CHA plans to

expand its core resident services programs in public housing and enhance its services to participants in the Housing Choice Voucher program.

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

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

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

Required Attachments:

- A** Admissions Policy for Deconcentration (**See ACOP tn004a02**)
- B** FY 2004 Capital Fund Program Annual Statement (**tn004b02**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- C** Section 8 Capacity Statement
- A** Implementation of Public Housing Resident Community Service Requirements (**See ACOP tn004a02**)

- A** Pet Policy (See ACOP tn004a02)
- D** Resident Membership of the PHA Governing Board
- E** Resident Advisory Board members
- F** Five Year Progress Report
- G** “Substantial Deviation” and “Significant Amendment or Modification”
- H** Assessment of Site-Based Waiting List Development Demographic Characteristics
- I** Deconcentration of Poverty and Income Mixing (See Body of Agency Plan)
- J** Voluntary Conversion Initial Assessments

Optional Attachments:

- PHA Management Organizational Chart
- B** FY 2004 Capital Fund Program 5 Year Action Plan (tn004b02)
- Public Housing Drug Elimination Program (PHDEP) Plan  
(HUD no longer funds PHDEP)
- L** Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Other (List below, providing each attachment name)

- K** Section 8 Administrative Plan (tn004k02)
- M** Performance & Evaluation Reports for open Capital Fund programs (See tn004b02)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>X</b>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs

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

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

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

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

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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

\* Includes some whose disability is not specified.



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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
“Housing Availability and Need for Low Income and Special Needs Populations in Hamilton County, An Update,” August 2001, Community Research Council  
“Handicapped Housing in the City of Chattanooga,” April 8, 2002, City of Chattanooga.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,645	100 %	600
Extremely low income <=30% AMI	1,450	88%	
Very low income (>30% but <=50% AMI)	173	11%	
Low income (>50% but <80% AMI)	22	1%	
Families with children	1,435	87%	
Elderly families	47	3%	
Families with Disabilities	147	9%	
Single people	16	1%	
Race/White	246	5%	
Race/Black	1,382	84%	
Race/Other	17	1%	

<b>Characteristics by Bedroom Size (Public Housing Only)</b>	Not Required for Section 8		
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 9 months</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Families displaced by HOPE VI)</p>			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub jurisdiction: **College Hill Courts (TN4-1)**

	# of families	% of total families	Annual Turnover
Waiting list total	139	100%	
Extremely low income <=30% AMI	128	92%	
Very low income (>30% but <=50% AMI)	8	6%	
Low income (>50% but <80% AMI)	3	0.2%	
Families with children	50	36%	
Elderly families	2	0.2%	
Families with Disabilities	3	0.2%	
Single Applicants	84	60%	
Race/White	12	9%	
Race/Black	127	91%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	89	64%	
2 BR	35	25%	
3 BR	15	11%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR	0	0%	

### Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

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

If used, identify which development/sub jurisdiction: **East Lake Courts (TN4-2)**

	# of families	% of total families	Annual Turnover
Waiting list total	108	100%	
Extremely low income <=30% AMI	101	94%	
Very low income (>30% but <=50% AMI)	7	6%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	87	81%	
Elderly families	2	2%	
Families with Disabilities	8	7%	
Single Applicants	21	19%	
Race/White	11	10%	
Race/Black	97	90%	
Race/Other		0%	
Race/ethnicity		0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			

Housing Needs of Families on the Waiting List			
1BR	60	55%	
2 BR	33	31%	
3 BR	15	14%	
4 BR		0%	
5 BR		0%	
5+ BR		0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: <b>Harriet Tubman (TN4-3)</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	110	100%	
Extremely low income <=30% AMI	73	66%	
Very low income (>30% but <=50% AMI)	36	33%	
Low income (>50% but <80% AMI)	1	.9%	
Families with children	80	73%	
Elderly families	6	5%	
Families with Disabilities	3	3%	
Single Applicants	21	19%	
Race/White	3	3%	
Race/Black	107	97%	

Housing Needs of Families on the Waiting List			
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	52	47%	
2 BR	40	36%	
3 BR	15	14%	
4 BR	3	3%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: <b>Maurice Poss Homes (TN4-5)</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	40	100%	
Extremely low income <=30% AMI	38	95%	
Very low income (>30% but <=50% AMI)	2	5%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	39	98%	

Housing Needs of Families on the Waiting List			
Elderly families	0	0%	
Families with Disabilities	4	10%	
Single Applicants	1	2.5%	
Race/White	9	24%	
Race/Black	31	76%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	23	58%	
2 BR	7	17%	
3 BR	7	17%	
4 BR	3	8%	
5 BR		0%	
5+ BR		0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: <b>Mary Walker Towers (TN4-7,11)</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	9	100%	
Extremely low income <=30% AMI	8	89%	



<b>Housing Needs of Families on the Waiting List</b>			
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	1	11%	
Families with children	0	0%	
Elderly families	2	22%	
Families with Disabilities	4	44%	
Single Applicants	9	100%	
Race/White	2	22%	
Race/Black	7	78%	
Race/Other		0%	
Race/ethnicity		0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	9	100%	
2 BR		0%	
3 BR		0%	
4 BR		0%	
5 BR		0%	
5+ BR		0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the Waiting List</b>
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### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub jurisdiction: **Emma Wheeler Homes (TN4-8)**

	# of families	% of total families	Annual Turnover
Waiting list total	18	100%	
Extremely low income <=30% AMI	17	94%	
Very low income (>30% but <=50% AMI)	1	6%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	18	100%	
Elderly families	0	0%	
Families with Disabilities	3	17%	
Single Applicants	0	0%	
Race/White	5	28%	
Race/Black	13	72%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	12	67%	
2 BR	3	17%	
3 BR	2	11%	
4 BR	1	5%	
5 BR	0	0%	
5+ BR	0	0%	

### Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

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

If used, identify which development/sub jurisdiction: **Boynton Terrace Apartments (TN4-10)**

	# of families	% of total families	Annual Turnover
Waiting list total	16	100%	
Extremely low income <=30% AMI	11	69%	
Very low income (>30% but <=50% AMI)	5	31%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	0	0%	
Elderly families	4	25%	
Families with	10	63%	

Housing Needs of Families on the Waiting List			
Disabilities			
Single Applicants	2	13%	
Race/White	1	6%	
Race/Black	15	94%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	16	100%	
2 BR	0	0%	
3 BR	0	0%	
4 BR	0	0%	
5 BR	1	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: <b>Greenwood Terrace (TN4-12)</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	89	100%	
Extremely low income <=30% AMI	70	79%	
Very low income (>30% but <=50% AMI)	18	20%	

Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)	1	1%	
Families with children	72	81%	
Elderly families	7	8%	
Families with Disabilities	0	0%	
Single Applicants	10	11%	
Race/White	8	9%	
Race/Black	81	91%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	22	25%	
2 BR	52	58%	
3 BR	9	10%	
4 BR	6	7%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 4 months (Closed 7/1/03)			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Emergencies			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: <b>Missionary Heights (TN4-13)</b>			
	# of families	% of total families	Annual Turnover

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list total	33	100%	
Extremely low income <=30% AMI	25	76%	
Very low income (>30% but <=50% AMI)	8	24%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	33	100%	
Elderly families	0	0%	
Families with Disabilities	0	0%	
Single Applicants	0	0%	
Race/White	0	0%	
Race/Black	33	100%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	3	9%	
2 BR	5	15%	
3 BR	25	76%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 4 months (Closed 7/1/03)			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Emergencies			

<b>Housing Needs of Families on the Waiting List</b>
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### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub jurisdiction: **Glenwood Heights – Judson Lane (TN4-14E)**

	# of families	% of total families	Annual Turnover
Waiting list total	33	100%	
Extremely low income <=30% AMI	25	76%	
Very low income (>30% but <=50% AMI)	8	24%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	33	100%	
Elderly families	0	0%	
Families with Disabilities	0	0%	
Single Applicants	0	0%	
Race/White	0	0%	
Race/Black	33	100%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	3	9%	
2 BR	5	15%	
3 BR	25	76%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR	0	0%	

<b>Housing Needs of Families on the Waiting List</b>	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)? 4 months (Closed 7/1/03)	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Emergencies	

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input checked="" type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub jurisdiction: <b>Glenwood Heights – Devel Lane (TN4-14N)</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	3	100%	
Extremely low income <=30% AMI	3	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	3	100%	
Elderly families	0	0%	
Families with Disabilities		0%	
Single Applicants	0	0%	
Race/White	3	100%	
Race/Black	0	0%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing)</b>			



Housing Needs of Families on the Waiting List			
<b>Only)</b>			
1BR	0	0%	
2 BR	1	33%	
3 BR	2	66%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: <b>Edward F. Steiner Apartments (TN4-16)</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	63	100%	
Extremely low income <=30% AMI	50	79%	
Very low income (>30% but <=50% AMI)	13	21%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	63	100%	
Elderly families	0	0%	
Families with Disabilities	2	3%	

Housing Needs of Families on the Waiting List			
Single Applicants	0	0%	
Race/White	5	8%	
Race/Black	58	92%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	26	41%	
2 BR	22	35%	
3 BR	10	16%	
4 BR	5	8%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 4 months (Closed 7/1/03)			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Emergencies			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: <b>Rev. H. F. Johnson Apartments (TN4-18)</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	63	100%	
Extremely low income <=30% AMI	50	79%	

<b>Housing Needs of Families on the Waiting List</b>			
Very low income (>30% but <=50% AMI)	13	21%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	63	100%	
Elderly families	0	0%	
Families with Disabilities	2	3%	
Single Applicants	0	0%	
Race/White	5	8%	
Race/Black	58	92%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	26	41%	
2 BR	22	35%	
3 BR	10	16%	
4 BR	5	8%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>4 months (Closed 7/1/03)</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <b>Emergencies</b>			

<b>Housing Needs of Families on the Waiting List</b>
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### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub jurisdiction: **Gurley Street Apartments (TN4-19-1)**

	# of families	% of total families	Annual Turnover
Waiting list total	5	100%	
Extremely low income <=30% AMI	5	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	5	100%	
Elderly families	0	0%	
Families with Disabilities	0	0%	
Single Applicants	0	0%	
Race/White	0	0%	
Race/Black	5	100%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	0	0%	
2 BR	4	80%	
3 BR	1	20%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR	0	0%	

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: <b>Fairmount Avenue Apartments (TN4-19-2)</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	13	100%	
Extremely low income <=30% AMI	11	85%	
Very low income (>30% but <=50% AMI)	2	15%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	13	100%	
Elderly families	0	0%	
Families with Disabilities	0	0%	
Single Applicants	0	0%	
Race/White	0	0%	
Race/Black	13	100%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			

Housing Needs of Families on the Waiting List			
1BR	0	0%	
2 BR	11	85%	
3 BR	2	15%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: <b>Woodside Apartments (TN4-19-3)</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	7	100%	
Extremely low income <=30% AMI	7	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	5	71%	
Elderly families	0	0%	
Families with Disabilities	1	14%	
Single Applicants	2	28%	
Race/White	2	28%	

Housing Needs of Families on the Waiting List			
Race/Black	5	72%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	4	58%	
2 BR	1	14%	
3 BR	2	28%	
4 BR		0%	
5 BR		0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: <b>Cromwell Hills Apartments (TN4-21)</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	213	100%	
Extremely low income <=30% AMI	189	89%	
Very low income (>30% but <=50% AMI)	24	11%	
Low income (>50% but <80%	0	0%	

Housing Needs of Families on the Waiting List			
AMI)			
Families with children	109	51%	
Elderly families	0	0%	
Families with Disabilities	8	4%	
Single Applicants	96	45%	
Race/White	10	5%	
Race/Black	203	95%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	96	45%	
2 BR	71	33%	
3 BR	44	21%	
4 BR	2	1%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 4 months (Closed 7/1/03)			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Emergencies			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction: <b>Gateway Towers (TN4-22)</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	0	100%	



<b>Housing Needs of Families on the Waiting List</b>			
Extremely low income <=30% AMI	0	0%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	0	0%	
Elderly families	0	0%	
Families with Disabilities	0	0%	
Single Applicants	0	0%	
Race/White	0	0%	
Race/Black	0	0%	
Race/Other	0	0%	
Race/ethnicity	0	0%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	0	0%	
2 BR	0	0%	
3 BR	0	0%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based Housing Choice Voucher Program assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below) Target minimum rent payers and those who are long-term unemployed for assistance and support to obtain skills training and job preparation training.

**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) Provide supportive services, counseling and training to help families get and maintain employment.

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

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

Select all that apply

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

- Other: (list below) Apply for and obtain grant funding for Service Coordinators for the frail elderly and disabled. Explore implementation of an Assisted Living facility on one of the floors in a high-rise development.

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	\$8,400,000	
b) Public Housing Capital Fund	5,700,000	Public housing capital improvements, supportive services,
c) HOPE VI Revitalization	10,500,000	Public housing capital improvements, supportive services
d) HOPE VI Demolition	0	
e) Annual Contributions for Housing Choice Voucher Program Tenant-Based Assistance	15,300,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	1,500,000	Public housing supportive services
h) Community Development Block Grant	600,000	Public housing capital improvements
i) HOME	0	
Other Federal Grants (list below)		
Youthbuild	400,000	Public housing supportive services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	0	
<b>3. Public Housing Dwelling Rental Income</b>	4,500,000	Public housing operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>4. Other income</b> (list below)		
Interest	60,000	Public housing operations
Excess Utilities	170,000	Public housing operations
<b>5. Non-federal sources</b> (list below)		
Non-Dwelling and Other Income	110,000	Public housing operations
<b>Total resources</b>	<b>\$47,240,000</b>	

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

[24 CFR Part 903.79 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) When an applicant moves to the top of the waiting list and a unit becomes available.

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

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

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

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

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



**(2)Waiting List Organization**

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

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

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

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

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

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

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists? 18

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

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)  
Full application is available for downloading and mailing on the CHA internet site.

### **(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below) Note: The above noted reasons for transfers are equally weighted; so these transferring families will be offered units based on the date and time that their transfer application were placed on the transfer waiting list.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes (Chattanooga Housing Authority considers this to be “Involuntary Displacement”)
- Other preference(s) (list below)  
Those enrolled in Chattanooga Housing Authority approved self-sufficiency programs as staffing permits.

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

Date and Time (within each preference category)

Former Federal preferences:

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

Other preferences (select all that apply)

- 3 Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- 3 Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- 1 Victims of reprisals or hate crimes (Chattanooga Housing Authority considers this an “Involuntary Displacement”)
- 3 Other preference(s) (list below)  
Those enrolled in Chattanooga Housing Authority approved self-sufficiency programs as staffing permits.

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

If yes, list these developments as follows:

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

## **B. Section 8 (Housing Choice Voucher Program)**

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

### **(1) Eligibility**

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

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

- a. With which of the following program waiting lists is the Housing Choice Voucher Program 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 Housing Choice Voucher Program tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)  
Housing Choice Voucher Program Office  
801 N. Holtzclaw Avenue  
Chattanooga, TN 37406

**(3) Search Time**

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

If yes, state circumstances below:

- All Applicants

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

1 Date and Time within each priority preference.

Former Federal preferences

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

Other preferences (select all that apply)

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

2. Among applicants on the waiting list with equal preference status, how are



applicants selected? (select one) NOTE: Chattanooga Housing Authority currently has its waiting list closed. The agency may want to go to a lottery once the list is reopened.

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

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

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

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

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

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

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

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

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

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

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

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- 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)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

- The Section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)  
Third party survey

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
- Availability of units in jurisdiction

**(2) Minimum Rent**

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

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

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

- The family or individual has lost eligibility or is waiting for an eligibility determination for a Federal, State, or Local assistance program.
- The family or individual would be evicted as a result of the imposition of the minimum rent requirement.
- The income of the family or individual has decreased because of a changed circumstance, including loss of employment.
- A death of an assisted family member has occurred within the last four months.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	2,664	750
Section 8 Vouchers	1,466	293
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers:		
Welfare to Work	650	130
Disabled Mainstream	75	15
Young Disabled	100	20
Fair Share 2000	229	44
Fair Share 2001	115	23
HOPE VI Replace.	173	35
Jaycee Tower II	204	40
Public Housing Drug Elimination Program (PHDEP)	NA	NA

HOPE VI	0	0
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### C. Management and Maintenance Policies

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

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

Chattanooga Housing Authority Maintenance Plan  
 Admissions and Continued Occupancy Plan  
 Chattanooga Housing Authority Employee Policy Manual  
 H.J. Russell Standard Operating Procedures  
 H.J. Russell Employee Policy Manual  
 McCallie HOPE VI Management Plan

(2) Section 8 Management: (list below)

Chattanooga Housing Authority Section 8 Administrative Plan  
 Family Self-Sufficiency Action Plan  
 Housing Choice Voucher Homeownership Plan

## 6. PHA Grievance Procedures

[24 CFR Part 903.79 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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



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

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
- Other (list below)
- Section 8 Office  
801 Holtzclaw Avenue  
Chattanooga, TN 37408

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (**tn004b01**) -or-
- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (**tn04b01**) -or-

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

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

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

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

1. Development name: Spencer J. McCallie Homes

2. Development (project) number: TN37-P004-004, 006

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

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? 2004

If yes, list development name/s below:

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

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

Harriet Tubman Development or Maurice Poss Homes

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below: CHA will be evaluating potential mixed finance and/or conversion sites and will make a decision after the analysis is completed.

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 1. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Harriet Tubman Development
1b. Development (project) number:	TN37P004003
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) <u>01/06/04</u>
5. Number of units affected:	60
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 01/01/05 b. Projected end date of activity: 01/01/06
<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Harriet Tubman Development
1b. Development (project) number:	TN37P004003
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>01/06/04</u>
5. Number of units affected:	N/A
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 01/01/06 b. Projected end date of activity: 01/05/06

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Maurice Poss Homes
1b. Development (project) number:	TN37P004005
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:	<u>(01/11/03)</u>
5. Number of units affected:	188
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 01/02/04 b. Projected end date of activity: 01/08/05

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Maurice Poss Homes
1b. Development (project) number:	TN37P004005
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(01/12/04)</u>
5. Number of units affected:	0
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 01/06/05 b. Projected end date of activity: 01/10/05

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Reverend H. J. Johnson Apartments	
1b. Development (project) number: TN37P0040018	
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: <u>(01/01/04)</u>	
5. Number of units affected: 31	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: 01/01/04	
b. Projected end date of activity: 01/08/04	
<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Reverend H. J. Johnson Apartments	
1b. Development (project) number: TN37P0040018	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input checked="" type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(01/01/04)</u>	
5. Number of units affected: N/A	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: 01/01/04	
b. Projected end date of activity: 01/08/04	

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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



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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

#### 2. Activity Description

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

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

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

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

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 29/02/00

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

(select all that apply)

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
HOPE VI	185	specific criteria	Development Office	Both
Opening Doors	613 families	Specific criteria	Planning & Programs Office	Public Housing
Service Coordinators in Public Housing	200	Specific criteria	Planning & Programs Office	Public Housing

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: 29/09/03)
Section 8	50	50
Public Housing	25	20

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

**C. Welfare Benefit Reductions**

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

College Hill Courts (TN 4-1), East Lake Courts (TN 4-2R), Harriet Tubman Development (TN 4-3, 9), Maurice Poss Homes (TN 4-5), Emma Wheeler Homes (TN 4-8), Greenwood Terrace (TN 4-12), Cromwell Hills (TN 4-21).



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

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

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

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

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

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

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

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

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

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

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

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename:

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See ACOP

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment L (File name)
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below: See Attachment L

Other: (list below) Only asked questions, which were answered in the meeting.

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

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

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

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

Consolidated Plan and the HOPE VI application are on file.

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

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

### **Attachments**

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

## **Attachment C**

### **Section 8 Capacity Statement**

The Chattanooga Housing Authority has an approved Housing Choice Voucher Homeownership Program designed to support up to 100 Homeownership Vouchers per year. The Homeownership Program is being implemented in conjunction with a Lease-to-Purchase Homeownership Program and the HOPE VI Homeownership Program. The HOPE VI Homeownership Program targets 125 newly constructed single-family homes in the Alton Park Neighborhood starting in the spring of 2004.

In addition, the CHA has implemented a YouthBuild program that will build 3 homes by 2005 in the Alton Park area for sale to low-income and public housing residents.

## **Attachment D**

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

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

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

Term of Office: Five Years

## ATTACHMENT E

### Resident Advisory Board Members

<u>Member</u>	<u>Represents</u>	<u>Phone</u>
Jackie King 959 Gateway Ave. Chattanooga, TN 37402	(Sec. 8 Residents)	903-9038
Ms. Anthenira Wadley-Asberry 1918 Hardy Street, Apt. 229 Chattanooga, TN 37406	(Citywide)	697-1644
Ms. Betty Robinson Mary Walker Towers Resident Assn. 2501 S. Market, Apt. 747 Chattanooga, TN 37408	(Elderly Sites)	266-5884
Ms. Jessie Davis Lawrence East Lake Resident Assn. 2225 E. 27 <sup>th</sup> Street Chattanooga, TN 37407	(Large Family Sites)	629-7177
Ms. Lutena Lewis 3902 Dahlia Street Chattanooga, TN 37421	(Scattered Sites)	499-1950



## ATTACHMENT F

### Five Year Progress Report (January 1 – September 30, 2003)

#### Expand the supply of assisted housing

Objectives	Results
Apply for additional rental vouchers: obtain at least 300 vouchers by 12/31/04.	<ul style="list-style-type: none"><li>Received an additional 30 vouchers in FY 2002. The CHA anticipates applying for at least 250 additional vouchers in FY 2004</li></ul>
Reduce public housing vacancies	<ul style="list-style-type: none"><li>Implemented early intervention programs to reduce evictions.</li><li>Reduce unit turn time resulting in less vacancy days.</li></ul>
Acquire or build units or developments	<ul style="list-style-type: none"><li>Closed financing and started construction of Low-Income Housing Tax Credits for 72 units (52 are public housing).</li></ul>
Leverage private or other public funds to create additional housing opportunities.	<ul style="list-style-type: none"><li>CHA is currently completing a portfolio analysis on all sites to determine financing alternatives: conversion, tax credits or non-conventional financing which may or may not utilize leveraging Capital Fund.</li></ul>
Prepare a replacement housing strategy for low income housing by 12/31/03	<ul style="list-style-type: none"><li>Initial assessment submitted to HUD on 5/29/03</li></ul>

## Improve the quality of assisted housing

Objectives	Results
<p>Improve public housing management (PHAS score)</p>	<ul style="list-style-type: none"> <li>• 2002 Management Operations PHAS score improved from 27 to 28 (out of possible 30)</li> <li>• Contract continued with H.J. Russell Company to manage public housing sites.</li> <li>• Site based waiting list implemented .</li> <li>• Utilized the newly designed Asset Management Division “Monthly Operating Report” to monitor operational indicators and drive continuous improvement.</li> <li>• Developed a property specific and authority-wide reporting mechanism, “State of the Agency” to accurately track PHAS performance.</li> </ul>
<p>Improve voucher management: (SEMAP score)</p>	<ul style="list-style-type: none"> <li>• CHA received a score of 62% for FY 2002. For FY 2003, CHA expects to score significantly higher as we have achieved full voucher utilization as well as implemented a rent reasonableness program. Also, a very experienced Program Director has been hired to improve management operations</li> </ul>
<p>Increase customer satisfaction</p>	<p><u>Conventional Public Housing</u></p> <ul style="list-style-type: none"> <li>• Received significantly improved scores from residents in the annual Safety survey conducted in December</li> <li>• Conducted several focus groups of residents between December and March to develop resident programs.</li> <li>• Opened the newly renovated East Lake Courts Community Center in June.</li> <li>• Opened the Neighborhood Networks Computer Training Lab in East Lake Community Center in June. Presented computer training for City-Wide resident leaders and East Lake youth during the summer.</li> <li>• Conducted a Summer Youth Program. Over 1200 resident youth participated over the course of the summer.</li> <li>• Began operating the YouthBuild program in late summer for residents between the ages of 16-</li> </ul>

<p>Increase customer satisfaction, cont.</p>	<p>24.</p> <ul style="list-style-type: none"> <li>• Developed a policy, with resident input, to decrease the number of school aged residents who are truant to result in a greater number of youth achieving academic successes.</li> <li>• Enlisted the residents to play a significant advisory role in reviewing any adverse actions truancy policies may present</li> <li>• Completed Mary Walker Towers modernization.</li> <li>• Completed renovation to the management and maintenance office, gym and mailroom addition at Cromwell Hills Apartments.</li> <li>• Began renovations of the Emma Wheeler Homes management and maintenance office.</li> <li>• Began modernizations at Gateway Tower, one-third of Greenwood Terrace, Devel, Judson, Rev. Johnson, Gurley, Fairmount and Woodside</li> </ul> <p><u>Housing Choice Voucher Program</u></p> <ul style="list-style-type: none"> <li>• Continued to provide staff training on customer service, program regulations and inspection protocols</li> <li>• Created new position entitled Customer Service Representative, and hired two new staff persons to assist in providing enhanced customer service to our clients..</li> <li>• Conducted two landlord briefings during the fiscal year.</li> <li>• Continued to conduct pre-certification meetings to ensure that applicants had all required documentation.</li> <li>• Hired Consulting firm to assist in reducing the backlog of inspections and to make recommendations for improvement</li> <li>• Plan to implement program to direct deposit monthly payments to landlords</li> <li>• Extended hours of service to 7 a.m. to 5 p.m. Monday through Friday.</li> </ul>
<p>Concentrate on efforts to improve specific management functions (e.g. public housing finance; voucher unit inspections)</p>	<ul style="list-style-type: none"> <li>• Reorganized CHA staff into Asset Management Division, Planning and Program Development Division, Finance Division and Development Division</li> </ul>

	<ul style="list-style-type: none"> <li>• Restructured Housing Choice Voucher Program staffing into four divisions: Inspection, Marketing and Outreach, Program Representative and Program Analysis.</li> <li>• Accepted speaking engagements and appointments to community boards to promote the Housing Choice Voucher Program.</li> <li>• Implemented a new scheduling system that increased the number of inspections made by each Housing Choice Voucher Program inspector.</li> </ul>
<p>Renovate or modernize public housing units: Modernize 500 units by 12/31/04.</p>	<ul style="list-style-type: none"> <li>• Completing installation of gas furnaces with HVAC capability in the 40 two-story units; design for the full renovation of these units almost complete.</li> <li>• Plans and specifications for the total renovation of 178 scattered site units are near completion and will be ready for bid by the end of the year.</li> <li>• Completed exterior renovations, including new roofs and the addition of porches at Greenwood Terrace Apartments. Installation of gas furnaces with HVAC capability in progress. Design for full renovation of all 98 units nearly complete.</li> <li>• Completed installation of a new elevator, positive air and other associated plumbing and electrical renovations at Gateway Tower.</li> <li>• Contract in place for first phase (43 units ) of conversions of 0 bedrooms, unit renovations and a sprinkler system for Gateway. Next phase of 45 units ready for bid.</li> </ul>
<p>Demolish or dispose of obsolete public housing: Demolish at least 400 units by 12/31/06</p>	<ul style="list-style-type: none"> <li>• Completed demolition of 416 obsolete public housing units.</li> </ul>
<p>Provide replacement public housing. Obtain at least 100 elderly and 100 family units by 12/31/04 .</p>	<ul style="list-style-type: none"> <li>• HOPE VI site plans revised to include 200 family units.</li> </ul>
<p>Provide replacement vouchers: Secure replacement vouchers to extent provided by demolitions</p>	<ul style="list-style-type: none"> <li>• No new demolitions proposed during 2003</li> </ul>

## Increase assisted housing choices

Objectives	Results
Provide voucher mobility counseling:	<ul style="list-style-type: none"> <li>• Information on Housing Choice Voucher Program portability is provided at each Voucher Issuance Meeting. Participants are educated on both the methods of portability as well as what information about the “receiving” PHA is necessary before the appointment with the CHA Program Representative is made. Information is also distributed about the other type of move: a move within Hamilton County. Procedures are discussed and reviewed.</li> </ul>
Conduct outreach efforts to potential voucher landlords	<ul style="list-style-type: none"> <li>• Three meetings for prospective landlords were held throughout the calendar year to attract new landlords. Special attention was paid during these meetings to areas outside high concentrations of minorities and poverty.</li> <li>• Individual meetings were held with prospective landlords in the Housing Choice Voucher Program office throughout the year. Basically, the same material mentioned above was presented but in a more intimate manner. Approximately 35 to 40 of these were held by various staff.</li> <li>• At least 40 to 50 meetings were conducted on an individual basis with existing Housing Choice Voucher Program landlords who wished to better understand concepts such as the HUD Payment Standards, utility allowances, and screening conducted by our Housing Choice Voucher Program before a voucher is issued.</li> <li>• Information was developed for both prospective and existing landlords/property managers and placed in the Housing Choice Voucher Program lobby. When landlords called and requested information, a packet could easily be assembled and mailed to them the same day.</li> </ul>
Increase voucher payment standards	<ul style="list-style-type: none"> <li>• No current plans to increase payment standard.</li> </ul>

Implement voucher homeownership program	<ul style="list-style-type: none"> <li>Created voucher homeownership program that was approved by the Board of Commissioners and HUD. The intent is to have it fully implemented by November '03.</li> </ul>
Implement public housing or other homeownership programs	<ul style="list-style-type: none"> <li>CHA committed to developing a lease-to-purchase homeownership program by November '03.</li> <li>CHA will implement a Homeownership program in conjunction with its McCallie HOPE VI program beginning November '03</li> </ul>
Implement public housing site-based waiting lists:	<ul style="list-style-type: none"> <li>Site-based implemented in summer 2003</li> </ul>
Convert public housing to vouchers: Study and recommend whether to convert scattered sites.	<ul style="list-style-type: none"> <li>No action in 2003</li> </ul>
Initiate project based voucher program by 12/31/03	<ul style="list-style-type: none"> <li>CHA commenced Project Based Voucher Program in late FY 2002. There are currently 388 project based vouchers under lease.</li> </ul>

### **Provide an improved living environment**

<b>Objective</b>	<b>Results</b>
Continue measures to de-concentrate poverty by bringing higher income public housing households into lower income developments: Continue to provide incentives.	<ul style="list-style-type: none"> <li>CHA is seeking alternative strategies based on a non –HOPE VI revitalization plan.</li> </ul>
Continue measures to promote income mixing in public housing by assuring access for lower income families into higher income developments	<ul style="list-style-type: none"> <li>See above</li> </ul>
Continue public housing security improvements. Implement recommendations from the Crime Prevention Through Environmental Design (CPTED) study and the Public Safety Division	<ul style="list-style-type: none"> <li>Implemented a comprehensive public safety program based on Community Oriented Policing and Problem Oriented Policing</li> <li>Adopted and integrated the SPIE model for problem solving and policing in public housing (Screening, Prevention, Interdiction, and Enforcement)</li> <li>Completed operational plans for all family sites.</li> <li>Completed installation of telephone entry systems at Mary Walker, Boynton and Gateway.</li> </ul>

	<ul style="list-style-type: none"> <li>Completed upgrade of key-card entry systems (hardware/software) at Mary Walker, Boynton and Gateway.</li> </ul>
Designate developments or buildings for particular resident groups: for working or self-sufficiency preferences.	<ul style="list-style-type: none"> <li>Currently initiating a pilot program at East Lake Courts which includes a self-sufficiency component</li> </ul>

### **Promote self-sufficiency and asset development of assisted households**

<b>Objective</b>	<b>Results</b>
Increase the number and percentage of employed persons in assisted families. The private management company will establish performance measures.	<ul style="list-style-type: none"> <li>Goal met</li> </ul>
Provide or attract supportive services to improve assistance recipients' employability: using the core resident services model.	<ul style="list-style-type: none"> <li>Russell employed nine Resident Services Coordinators</li> <li>Prepared ROSS grants to the Resident Service Delivery Model (\$600,000), the Homeownership Counseling Program (\$500,000), The Neighborhood Networks Program (\$250,000), the Service Coordinator Grant (\$258,000).</li> <li>Prepared grant applications for NIJ grant to reduce crime (\$250,000)</li> <li>Prepared a grant application to the Commerce Department for Computer networking equipment for residents (\$506,000).</li> <li>Implemented a demonstration program called Opening Doors to Success at East Lake Courts</li> </ul>
Provide or attract supportive services to increase independence for the elderly or families with disabilities	<ul style="list-style-type: none"> <li>Renewed Service Coordinators grant with HUD</li> <li>Contracted with Family and Children's Services to provide the Service Coordinators program.</li> <li>Developed a relationship with the Tennessee Area Council on Aging and Disabilities for senior nutrition and recreational programs.</li> </ul>

## Ensure equal opportunity and affirmatively further fair housing

Objectives	Results
Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability. Continue current policies.	<ul style="list-style-type: none"> <li>Continued existing policies</li> </ul>
Undertake affirmative measures to provide a suitable living environment for families living in assisted housing regardless of race, color, religion, national origin, sex, familial status and disability: Continue current policies.	<ul style="list-style-type: none"> <li>Continued existing policies</li> </ul>
Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.	<ul style="list-style-type: none"> <li>Continued existing policies</li> </ul>
Take affirmative action to diversify our resident population	<ul style="list-style-type: none"> <li>CHA is committed to providing Spanish classes to make our staff bilingual.</li> </ul>

## Other goals

Goals	Results
Through outsourcing property management and construction management operations, transform the management culture and community dynamics of public housing from a centralized, bureaucratic, welfare driven management model to a site based managed and budgeted operation that sharpens accountability, introduces private sector efficiencies and prioritizes service, support and self sufficiency training for public housing residents.	<ul style="list-style-type: none"> <li>CHA is realizing the impact of privatization through reduced operating expense, decreased vacancy, rapid work order completion, improved personnel training, reduced occupancy loss, reduced Tenant Accounts Receivable and improved collections.</li> </ul>
Utilize the tax-exempt status of the Chattanooga Housing Authority to finance or joint venture 100 units of affordable housing acquisitions and construction by December 31, 2005.	<ul style="list-style-type: none"> <li>A development plan is in process to acquire and develop housing properties to replace the Poss Homes and Harriet Tubman communities which will impact surrounding neighborhoods through the use of mixed finance and other non-conventional financing structures.</li> </ul>



<p>Utilize redevelopment powers, in partnership with local government and nonprofits, to revitalize neighborhoods near two major public housing developments by December 31, 2004.</p>	<ul style="list-style-type: none"> <li>Continuing the above plan, the Poss &amp; Tubman revitalization will be concurrent with the development of Southside Gardens and the Avondale neighborhood.</li> </ul>
<p>By December 31, 2005, provide homeownership opportunities for a minimum of 150 residents through the Section 8(y) program and through the sale of scattered site public housing utilizing the Section 32 program</p>	<ul style="list-style-type: none"> <li>The CHA has implemented a Housing Choice Voucher Program. It will be implemented fully by November 2003.</li> <li>The CHA has committed to developing a lease-to-purchase homeownership program by November 2003.</li> <li>The CHA will implement a Homeownership program in conjunction with its HOPE VI program starting in November 2003.</li> </ul>
<p>Pursue an aggressive site based leasing and marketing program through the outsourcing of property management operations. Improve screening and orientation procedures. Be consistent in lease enforcement and increase rent collections. Continually assess and improve enhanced resident services and quality customer service.</p>	<ul style="list-style-type: none"> <li>Site based management has streamlined the leasing process and units are offered and accepted within 24 hours.</li> <li>Most criminal background checks are completed within 48 hours in conjunction with public safety department.</li> <li>Addition of resident service coordinators has enhanced quality resident service.</li> </ul>
<p>Deconcentrate HCVP participants by providing 30 percent in new rent subsidy in non-impacted areas by December 31, 2006.</p>	<ul style="list-style-type: none"> <li>CHA is continuing efforts to provide rental assistance in non-impacted areas. The new Program Director will outline additional actions to be taken to ensure that we achieve our objective.</li> </ul>
<p>Provide rent incentives to deconcentrate poverty by bringing higher income public housing households into lower income developments by December 31, 2004.</p>	<ul style="list-style-type: none"> <li>Program development in process.</li> </ul>
<p>Aggressively pursue city, county, state, corporate and foundation funding for special-purpose projects in support of the CHA mission, outside of traditional operating/capital activities.</p>	<ul style="list-style-type: none"> <li>The CHA has applied for over \$2.5 million in funding from four different federal agencies.</li> <li>The CHA is working with private foundations to develop innovative programs for its residents.</li> </ul>
<p>Expand enterprise efforts of the CHA with the use of limited non-federal funds, increasing unrestricted accounts by December 31, 2005.</p>	<ul style="list-style-type: none"> <li>The CHA established a \$500,000 unrestricted line of credit with SunTrust Bank to provide seed and leverage capital for various projects.</li> <li>The CHA is continuing to seek opportunities to obtain funds from non-federal sources.</li> </ul>

Dispose of excess and burdensome land by December 31, 2006.	<ul style="list-style-type: none"> <li>• No activity</li> </ul>
Apply conventional market standards to future modernization, including air conditioning, as funding permits.	<ul style="list-style-type: none"> <li>• Planning specifications for each site have been written to include, where appropriate,: wood trim throughout, quality interior doors w/wood frames, cast steel/solid surface shower surrounds, HVAC, quality kitchen cabinets and countertops, range hood fans, dishwashers, quality kitchen flooring, ceramic tile in bathrooms, carpeting in living rooms, hallways and bedrooms, upgraded electrical fixtures throughout, insulated windows, and attractive entrance doors.</li> </ul>
Remove “project” image through streetscaping, signage, office enhancements and selective demolition, at all scattered sites, by December 31, 2006.	<ul style="list-style-type: none"> <li>• Updated signage, some site offices and surrounding landscaping</li> <li>• CHA is in the process of a complete portfolio assessment to take the agency from it’s perceived public housing image to a more conventional look.</li> </ul>
Change the name of the agency to reflect the mission and the expanded service level by December 31, 2003.	<ul style="list-style-type: none"> <li>• CHA is looking for alternative names and/or development of a not-for-profit agency.</li> </ul>
Develop a strategy for bringing individual properties up to market rate standards.	<ul style="list-style-type: none"> <li>• Each site has been individually reviewed and a plan created outlining in detail a list of all the possible options for that site including a cost estimate. Options will be chosen keeping in mind the future status of the site: market compatible, conversion to site-based vouchers, or part of a wider revitalization program.</li> </ul>
Transform every community which undergoes revitalization to communities of opportunity where all residents are committed to self-sufficiency starting in December 2002.	<ul style="list-style-type: none"> <li>• The CHA implemented its Opening Doors to Success demonstration program in East Lake Courts in September 2003.</li> <li>• The CHA expanded its FSS program in August 2003.</li> </ul>
Establish a preference for admissions to both Section 8 and Public Housing to families whose adult members are enrolled in self-sufficiency programs and are committed to using housing assistance as a gateway to opportunities and a stepping stone for entry into the private housing market.	<ul style="list-style-type: none"> <li>• ACOP was changed in 2002 and procedures put in place to implement this strategy.</li> </ul>

<p>Expand the self-sufficiency programs in both Section 8 and Public Housing by at least 100 families per year or as funding for case management permits.</p>	<ul style="list-style-type: none"><li>• New staff for the FSS program were hired in August and September in order to meet this goal by the end of 2004.</li></ul>
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## **Attachment G**

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

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

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

## **ATTACHMENT H**

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

The Chattanooga Housing Authority, through its efforts transformed centralized operations to a site based model, and with the Board of Commissioners and HUD's approval, implemented site-based leasing authority wide in May of 2003. The need for this change was based upon the status of the current centralized waiting list which identified weaknesses in various resident profiles (i.e., elderly, large family). This new site based approach has allowed each CHA community to become neighborhood centered and has begun to de-stigmatize the process of applying for public housing. This has also allowed each community to develop a site specific marketing strategy which targets the resident profiles that meet each community's particular need. The end result is that each applicant now has a more conventional "one stop" leasing and placement experience, and now has the opportunity to play a more active role in their choice of residence.

## ATTACHMENT J

### Component 10 (B) Voluntary Conversion Initial Assessments

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

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

- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

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

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

There were 19 Assessments.

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

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

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

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

## **Attachment L**

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

The RAB met on October 1, 2003. CHA staff discussed with the members additions to the Agency Plan and changes made to the ACOP and the Section 8 Administrative Plan. The members asked for clarification on several points, but made no requests for changes. No written comments were received from the public posting.

**ADMISSIONS & CONTINUED  
OCCUPANCY POLICY**

**CHATTANOOGA HOUSING AUTHORITY  
CHATTANOOGA, TENNESSEE**

**September 1, 2003**



# ADMISSIONS & CONTINUED OCCUPANCY POLICY

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

**I. Nondiscrimination and Accessibility**

**A. PURPOSE**

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

**B. STATUTORY AND REGULATORY COMPLIANCE**

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

**C. RIGHT TO PRIVACY**

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

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

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

This Policy also incorporates the Department of Housing and Urban Development's ("HUD") One Strike and You're Out Policy ("One Strike Policy") for public housing. The One Strike Policy encourages public housing authorities to implement a strict, straightforward procedures regarding residents (and their visitors, guests and invitees) in public housing who engage in drug or other criminal activities that adversely affect the health, safety and peaceful enjoyment

of the community will face certain and swift eviction. The One Strike Policy also encourages public housing authorities to carefully screen all applicants to ensure that unsuitable applicants do not enter public housing. To this end, the CHA has implemented provisions for:

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

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

## **E. FAIR HOUSING**

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

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

To further its commitment to full compliance with applicable civil rights laws, the CHA and Site Based Management will provide federal/state/local information to applicants/tenants of the public housing programs regarding discrimination and any recourse available to them if they believe they may be victims of

discrimination. Such information will be available at the CHA's Central Office and at all CHA site based management offices throughout the City. In addition, all CHA written information and advertisements will contain the appropriate Equal Opportunity language and logo.

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

## **F. REASONABLE ACCOMMODATION**

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

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

### **1. Communication**

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

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

The appointed staff members will conduct the following analysis:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## II. MARKETING AND OUTREACH

### A. Marketing and Outreach

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

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

### B. Required Postings

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

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



C. RIGHT TO PRIVACY

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

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

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

#### **WAITING LIST MANAGEMENT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This selection preference is available to:

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

**Category 2: Rent Burden Preference**

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

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

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

(a) Full-time Employment

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

(b) Part-time Employment

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

(c) Approved Job Training Program

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

week and must be verified, in writing, by the training, education, or employment provider.

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

#### Category 4: Standard Applicants

All other Applicants to the Program who are not selection preference holders.

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

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

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

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

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

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

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

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

**a. Application Process**

The CHA accepts applications for the public housing program during the hours of 10 a.m. to 3:00 p.m., Monday through Friday at each site based management office, by mail or in person. , and on its Webster at [www.openingdoors.org](http://www.openingdoors.org).

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

**b. Available Waiting Lists**

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

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

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

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

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

**1. Selection Preferences**

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

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

## 2. **Selection Priorities**

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

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

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

- Government Action (i.e. required to move by any level of government: Federal, state or local);
- Disaster formally declared or recognized by the government that has resulted in damage or destruction of a dwelling and, individuals displaced due to the inaccessibility of a unit or HUD disposition of a HUD multifamily project;
- Hate crime (i.e. actual or threatened physical violence or intimidation that is directed against a person or his/her property. It must be based on the person's race, color, religion, sex national origin, handicap or familial status. Individuals displaced because of Domestic Violence.)

- HOPE VI relocation efforts, modernization work or other CHA initiatives that require tenant relocation.

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

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

**1. *Administrative Transfers***

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

**2. *Selection Preferences***

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

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

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



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

**Category3: Working Family Preference:**

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

**(i) Full-time Employment**

Head of household legally employed by an employer in a full-time capacity. The head of household must work for wages, commissions or other consideration of value and have been so gainfully employed after the date of application. The applicant must also demonstrate full-time employment for, at least, six (6) months immediately prior to the date of placement. It must be apparent that the full-time employment is of a continuous, as opposed to a temporary nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals would qualify for this Local Preference if the head of household was able to demonstrate six (6) months of full-time self-employment immediately prior to the date of placement; or

**(ii) Part-time Employment**

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

**(iii) Approved Job Training Program**

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

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

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

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

**4. *Standard Applicants***

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

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

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

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

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

**1. Income Targeting Provisions**

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

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

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

- 1) 10 percent of public housing waiting list admissions during the CHA fiscal year;
- 2) 10 percent of waiting list admissions to the CHA’s Section 8 tenant-based assistance program during the Authority’s fiscal year; or
- 3) The number of qualifying low income families who commence occupancy during the fiscal year of the CHA public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income families means a low-income Family other than an extremely low-income Family.

## **2. Deconcentration Provisions**

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

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

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

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

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

The CHA has designated Boynton Terrace, Gateway Towers and Mary Walker Towers as elder-only in accordance with HUD regulations. The CHA will offer available units first to elder families (62 years of age or older). If there are no elder families on the site based waiting list, the site based management offices will next offer available units to near elder families (55 through 61 years of age).

**4. Accessible Units**

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

**d. Bedroom Size**

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

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

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

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

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

***Exceptions to Guidelines***

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

**e. Unit Offer**

After a verified determination of eligibility and suitability is made, and the applicant's name is at the top of the site based waiting list(s), or is otherwise the next candidate for a unit offer, the Site Based Management Office shall make up to **three** Suitable Unit offers from and site based waiting list(s) the applicant is currently on, in the development(s). A "Suitable" unit is one that is appropriate in size and type for the applicant and is accessible based on any documented disabilities.

When an applicant rejects the final unit offer the Site Based Management Office will:

- Remove the applicants name from all site based waiting lists.

- Removal from the waiting list means the applicant must reapply and must wait three (3) months before doing so.

Applicants must respond within five (5) days regarding the unit offered. The Site Based Management Office will make the offers by phone or by letter. The offer will be noted as a refusal (turn down) if the applicant does not respond or accept a unit within the specified five (5) number of days. The signing of the lease and the review of financial information are to be handled privately. The head of household and all adult Family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the Site Based Management Office will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

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

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

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

## IV. ELIGIBILITY AND SUITABILITY FOR ADMISSION

### A. General

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

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

### B. Applicant Eligibility

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

- **Family Eligibility**

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

- **Income Eligibility**

To be eligible for admission, an applicant must be a low-income Family at the time of admission (i.e. Family income does not exceed 80% of HUD established median income for Chattanooga). Annual income, not adjusted income, is used to determine whether an applicant is eligible. Generally, the applicant is eligible for admission into any unit in the Site



Based Management Office's developments subject to CHA initiatives regarding deconcentration strategies.

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

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

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

A. Eligible Families.

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

B. Officer.

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

C. Plan.

Plan means the written plan submitted by a public housing agency (PHA) to the United States Department of Housing and Urban Development (the "department"), under which, if approved, the Department will exempt Officers from the normal eligibility requirements for residence in public housing and allow Officers, who are otherwise not eligible, to reside in public housing apartments. A Public Housing Authority may have only one plan in effect any one time, which will govern exemptions under this subpart for all public housing, owned and managed by that Housing Authority.

## CONDITIONS FOR EXEMPTION

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

### A. Exemption Necessary.

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

### B. Approved Plan.

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

### C. Lease/Reference Checks.

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

## APPLICABLE COMMUNITIES FOR ADMISSION PLAN OF POLICE OFFICERS

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

## CHA'S ROLE IN SECURITY

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

- A. Greater visibility of protective services officers. This enables officers residing on the site to provide a rapid response to calls for services or other emergencies, conduct physical security and safety inspections, and conduct security tours.

- B. Increased resident crime prevention training.
- C. Increased resident training and promotion of accessing law enforcement resources to improve security on CHA premises.
- D. Participation on housing authority premises with security improvement teams through direct contact with CHA Protective Services to provide supplemental security services (including foot patrols) in public housing.
- E. Provide emergency backup support for CHA's contract security operating on public housing premises when requesting emergency law enforcement officer assistance.
- F. Support of housing authority resident security initiatives through proactive liaison and communications methods to include the availability of rapid communication exchange through 911, dedicated lines, radio and telephone communications.
- G. Provide law enforcement support for short-term situations that may impact the safety and security of housing authority residents that may be impacted by community calendar events, weather, disaster, and other situations.
- H. Participation and support of public relations improvement activities with housing residents such as police athletic leagues, etc.
- I. Control entrances and movement of pedestrian vehicular and foot traffic.
- J. Routinely monitor common areas.
- K. Monitor general area activity through frequent foot patrols.
- L. Enforce housing authority rules: e.g., banning, trespass, loitering, noise, litter, resident and vendor ID, and resident vehicle registration.
- M. Routinely conduct security inspections of property noting and reporting lights out, fencing in need of repair, graffiti to be removed, general nuisance activities and structures to be remedied.
- N. Liaison with local police to facilitate community-oriented policing and security functions through increased positive crime prevention associations with residents.
- O. Provide targeted assistance to CHA Protective Services, as assigned.

COMMUNITY BENEFIT

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

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

## RESTRICTIONS AND PROHIBITIONS

### A. Purpose.

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

### B. Restrictions.

1. Proximity to Other Residents. The dwelling unit to be allocated to Officers shall be situated so as to place the Officers in close physical proximity to other residents.
2. Transfer of Residents. No resident families will be transferred to other apartments in order to make available the apartments to be allocated to Officers. Residents may voluntarily consent to transfer.
3. Lease. The apartments allocated to Officers shall be routed under a lease that contains the terms described in 24 C.F.R. Chapter 960.509.
4. Apartment Allocation. The number of apartments to be allocated to Officers does not exceed the limits set forth in 24 C.F.R. Chapter 960.507(c) or in the alternative, any apartments so allocated in excess of the applicable maximum number of vacancies for which there are no eligible families.

### C. Prohibitions.

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

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

• **Citizen/Non-citizen Eligibility**

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

1. ***Permanent Resident***

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

2. ***Attorney General Designation***

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

3. ***Asylum/Refugee***

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

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

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

5. ***Deportation Withholding***

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

6. ***Amnesty***

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

A Family shall not be eligible for assistance unless every member of the Family who will reside in the unit is determined to have eligible status, unless the Family is a mixed Family under appropriate HUD regulations or certain Family members are

eligible for temporary deferral of termination of assistance or HUD determines that benefits should otherwise continue or be granted.

- ***Social Security Eligibility***

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

- ***Other Eligibility Criteria***

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

- 1. Execution of Consent Forms.**

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

- a. **SWICA Authorization.** A provision authorizing HUD or CHA to obtain from State Wage Information Collection Agencies (SWICAs) any information or material necessary to complete or verify the application for participation or for eligibility for continued occupancy;
- b. **Employer Authorization.** A provision authorizing HUD or CHA to verify with previous or current employers income and job related information pertinent to the Family's eligibility for or level of assistance;
- c. **IRS and SSA Authorization.** A provision authorizing HUD to request income information from the Internal Revenue Service and the Social Security Administration for the sole purpose of verifying income information pertinent to the Family's eligibility or level of benefits;
- d. **Credit Report/Previous Landlord Authorization.** A provision authorizing CHA to secure credit reports and a previous landlord history report;
- e. **Substance Abuse Treatment Records Authorization.** A provision which will authorize the release of certain medical and treatment history for persons who have enrolled in an alcohol or substance or drug abuse facility

and are stating to the Site Based Management Office that they have been rehabilitated from the alcohol and substance or drug abuse;

- f. **Criminal History Authorization.** A provision which authorizes the Site Based Management Offices to conduct a criminal background investigation of the applicant and each member of the applicant's Family who is at least 18 years old; and
- g. **Expiration Statement.** A statement that the authorization(s) to release the information requested by the consent form expires 15 months after the date the consent form is signed. This provision will not apply to the Criminal History Authorization.

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

The Site Based Management Offices will evaluate each applicant to determine whether the applicant would be reasonably suitable as a resident of a CHA community. The Site Based Management Offices will deny admission to any applicant whose habit(s), action(s) and practice(s) reasonably may be expected to have a detrimental effect on other residents, site based management or maintenance staff, CHA's agents, contractors or employees, or other members of the public in and around the community. These suitability provisions shall also apply to any person who may be eligible to become Head of Household by reason of a Family separation, or who may become a Family member due to:

- (i) additions to the lease;
- (ii) live-in aide;
- (iii) guardianship; or
- (iv) a residual Family.

## Screening for suitability

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

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

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

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

### 2. ***Drug or alcohol abuse***

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

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



demonstrated, to the satisfaction of Site Based Management Office, that the Family member in question has successfully completed a supervised drug or alcohol rehabilitation program, and has otherwise been rehabilitated successfully.

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

3. Pattern of threatened abusive or violent behavior toward CHA/Site Based Management staff members, residents and/or others
4. History of failure to meet financial obligations, especially chronic or consistent delinquency in rent or utility payment(s)
5. Record of serious disturbances of neighbors, destruction of property; or other disruptive or dangerous behavior
6. Unsanitary, unduly sloppy or hazardous housekeeping that could adversely affect the health, safety or welfare of other tenants
7. Sex Offender Registration  
An applicant may be denied if the applicant is a dangerous sex offender or appears on a sex offender registration list maintained by any Federal, State or local law enforcement or other authority (ies). An applicant, will however, be found unsuitable for public housing for life if he/she has a lifetime requirement to be registered under a state sex offender registration program.
8. Eviction from Public Housing  
Any applicant who has been evicted from any public housing community for any reason cannot be placed on any Site Based Waiting List for a period of twelve (12) months from the date of the eviction. Furthermore if the eviction is due to drug-related criminal activity or other serious criminal activity the applicant cannot be placed on any Site Based Waiting List for a minimum of five (5) years after the date of the eviction. Any applicant who owes a verified or admitted move-out balance to CHA (regardless of time) or any other HUD subsidized program will not be considered for readmission until the account is paid in full.
9. Duty to Cooperate.  
Applicants are required to respond to the site based management office(s) within the specified time frames to any request to review their application and/or submit or update information and/or execute any necessary documents. Failure of the applicant to do so will result in removal of the applicant from the applicable waiting list(s). CHA reserves the right to

require applicant status checks, changes to applications regarding income and Family circumstances, etc., to be done in person, by mail or electronically.

10. **Fraud or Misrepresentation**

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

- **Conditional Admission**

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

**D. Resident Screening**

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

1. Eligibility and Suitability Criteria.

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

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

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

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

appropriate. Failure to comply will result in removal from the site based waiting list(s).

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

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

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

4. Unfavorable or Derogatory Family Information.

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

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

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

5. Additional Documentation

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

6. Extraordinary Needs of Applicant.

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

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

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

B. Formal Interviews.

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

1. Private Interview.

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

2. Consistency of Information.

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

3. Additional Documentation.

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

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

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

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

**E. Informal Hearing**

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

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

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

With regard to informal hearings:

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



## V. VERIFICATION

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

### ACCEPTABLE METHODS OF VERIFICATION

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

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

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

When neither third party verification nor hand-carried verification can be obtained, the Site Based Management Offices will accept a notarized statement signed by the head, spouse or co-head. Such notarized documents will be maintained in the file.

### TYPES OF VERIFICATION

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

### Verification Requirements for Individual Items

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

### Verification Requirements for Individual Items

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

### Verification Requirements for Individual Items

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

#### **VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS [24 CFR 5.508]**

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

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

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

Prior to being admitted or at the first reexamination, all eligible non-citizens under 62 years of age must sign a declaration of eligibility immigration status and a verification consent form and provide original INS documentation. The Site Based Management Office will copy the individual's INS documentation and place the copy in the file. The Site Based Management Office will also verify the individual's status through the INS

SAVE system. If the INS SAVE system cannot confirm eligibility, the Site Based Management Office will mail information to the INS in order that a manual check can be made of INS records.

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

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

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

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

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

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

### **Mandatory Social Security Numbers [24 CFR 5.216]**

Families are required to provide verification of Social Security Numbers for all family members age 6 and older prior to admission, if the Social Security Administration has issued them a number. This requirement also applies to persons joining the family after admission to the program.

Failure to furnish verification of Social Security numbers is grounds for denial of admission or termination of tenancy.

The best verification of the Social Security number is the original Social Security card. If the card is not available, the Site Based Management Office will accept letters from the Social Security Administration that establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the

number. Driver's licenses, military IDs, passports, or other official documents that establish and state the number are also acceptable.

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

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

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

#### **TIMING OF VERIFICATION**

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

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

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

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

### **A. INCOME**

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

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

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

### **B. ANNUAL INCOME**

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

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

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

Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the Family [24 CFR § 5,609(b)(2)].

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

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

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

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



2. The maximum amounts that the welfare assistance agency could in fact allow the Family for shelter and utilities. If the Family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
- b. Imputed welfare income
1. A Family's annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction, as specified in notice to the CHA by the welfare agency) plus the total amount of other annual income.
  2. At the request of the CHA, the welfare agency will inform the CHA in writing of the amount and term of any specified welfare benefit reduction for a Family member, and the reason for such reduction, and will also inform the CHA of any subsequent changes in the term or amount of such specified welfare benefit reduction. The Site Based Management Office will use this information to determine the amount of imputed welfare income for a Family.
  3. A Family's annual income includes imputed welfare income in Family annual income, as determined at an interim or regular reexamination of Family income and composition during the term of the welfare benefits reduction (as specified in information provided to the CHA/Site Based Management Office by the welfare agency).
  4. The amount of the imputed welfare income is offset by the amount of additional income a Family receives that commences after the time the sanction was imposed. When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.
  5. The Site Based Management Office will not include imputed welfare income in annual income if the Family was not an assisted resident at the time of the sanction.

6. If a resident is not satisfied that the Site Based Management Office has calculated the amount of imputed welfare income in accordance with HUD requirements, and if the Site Based Management Office denies the Family's request to modify such amount, the Site Based Management Office shall give the resident written notice of such denial, with a brief explanation of the basis for the Site Based Management Office's determination of the amount of imputed welfare income. The Site Based Management Office's notice shall also state that if the resident does not agree with the determination, the resident may grieve the decision in accordance with our grievance policy. The resident is not required pay an escrow deposit for the portion of the resident's rent attributable to the imputed welfare income in order to obtain a grievance hearing.
7. Relations with welfare agencies
  - a) The CHA/Site Based Management Office will ask welfare agencies to inform it of any specified welfare benefits reduction for a Family member, the reason for such reduction. If the welfare agency determines a specified welfare benefits reduction for a Family member, and gives the Site Based Management Office written notice of such reduction, the Family's annual incomes shall include the imputed welfare income because of the specified welfare benefits reduction.
  - b) The Site Based Management Office is responsible for determining the amount of impute welfare income that is included in the Family's annual income as a result of a specified welfare benefits reduction as determined by the welfare agency, and specified in the notice by the welfare agency to the housing authority. However, the Site Based Management Office is not responsible for determining whether a reduction of welfare benefits by the welfare agency was correctly determined by the welfare agency in accordance with welfare program requirements and procedures, or for providing the opportunity for review or hearing on such welfare agency determinations.

- c) Such welfare agency determinations are the responsibility of the welfare agency, and the Family may seek appeal of such determination through the welfare agency's normal due process procedures. The Site Based Management Office shall rely on the welfare agency notice to the Site Based Management Office of the welfare agency's determination of a specified welfare benefits reduction.

8. Medical Expenses

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

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

- 1. Income from employment of children (including foster children) under the age of 18 years; [24CFR§5.609(c) (1)].

2. Payments received from the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant Family, who are unable to live alone)[24CFR§5.609(c)(2)]
3. Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;[24CFR§5.609(c)(3)]
4. Amounts received by the families that are specifically for or in reimbursement of, the cost of medical expenses for any Family member; [24CFR§5.609(c)(4)]
5. Income of a live-in aide; [24CFR§5.609(c)(5)]
6. The full amount of student financial assistance paid directly to the student or to the educational institution; [24CFR§5.609(c)(6)]
7. The special pay to a Family member serving in the Armed Forces who is exposed to hostile fire; [24CFR§5.609(c)(7)]
8. The amounts received from the following programs:  
[24CFR§5.609(c)(8)(1)]
  - a. Amounts received under training programs funded by HUD;
  - b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
  - c. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program; [24CFR§5.609(c)(8)(iii)]
  - d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the CHA/Site Based Management on a part-time basis, that enhances the quality of life in the development as determined by the CHA. Residents enrolled in job training programs administered by the CHA/Site Based Management are paid and stipend for hours spent in training. The training program and stipend cannot exceed 18 months. No resident may receive more than one such stipend

during the same period of time. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination and serving as a member of CHA's governing board;[24CFR§5.609(c)(8)(iv)]

- e. Incremental earnings and benefits resulting to any Family member from participation in qualifying state and local employment training programs (including training programs not affiliated with a local government) and training of a Family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the Family member participates in the employment training program; [24CFR§5.609(c)(8)(v)]
- f. Temporary, nonrecurring or sporadic income (including gifts); [24CFR§5.609(c)(9)]
- g. Reparation payment paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era; [24CFR§5.609(c)(10)]
- h. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse); [24CFR§5.609(c)(11)]
- i. Adoption assistance payments in excess of \$480 per adopted child; [24CFR§5.609(c)(12)]
- j. Under [24CFR§5.609(c)(8)(i)] earnings and benefits from employment training and family supportive in accordance with the Family Support Act of 1988, section 22 of the 1937 act(42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period.

For purposes of this paragraph the following definitions apply:

- 1. Comparable federal, state or local law means a program providing employment training and supportive services that:
  - a. is authorized by a federal, state or local law;
  - b. is funded by the federal, state or local government;
  - c. is operated or administered by a public agency; and
  - d. has as its objective to assist participants in acquiring employment skills.
- 1) Exclusion period is the period during which the Family member participates in a program described in this section,

plus 18 months from the date the Family member begins the first job acquired by the Family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the Family member is terminated from employment with good cause, the exclusion period shall end.

- 2) Earnings and benefits mean the incremental earnings and benefits resulting from a qualifying employment training program or subsequent jobs.
- k. The incremental earnings due to employment during a cumulative 12-month period following date of the initial hire shall be excluded. This exclusion (paragraph k)(L/C) will not apply for any Family who concurrently is eligible for exclusion (j) 4c additionally, this exclusion is only available to the following families: [24CFR960.255(b)(1)]/[24CFR§5.617(c)(1)]
- 1) Families whose income increases as a result of employment of a Family member who was previously unemployed for one or more years.
  - 2) Families whose income increases during the participation of a Family member in any economic self-sufficiency or other job training program.
  - 3) Families who are or were, within 6 months, assisted under a state TANF or Welfare-to-Work program. TANF includes regular monthly income and one-time benefits and/or services that total at least \$500 over a six-month period.

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

The disallowance of increased income of an individual Family member is limited to a 48 month period and income is excluded for 12 months at the 100 percent exclusion and an additional 12 months at the 50 percent exclusion.

(HUD regulations allow for a PHA to offer an escrow account in lieu of having a portion of their income excluded under this paragraph.)

- l. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump-sum amount or in prospective monthly amounts;
- m. Amounts received by the Family in the form of refunds or rebates under state and local law for property taxes paid on the dwelling unit.
- n. Exclusion - The deconcentration plan and the Quality Housing and Work Responsibility Act of 1998 provided for income mixing in developments that were designed for general occupancy. The currently adopted deconcentration plan allows for certain earned income disregards for seven-Family oriented developments: College Hills Courts, Emma Wheeler Homes, Cromwell Hills Courts, East Lake Courts, Harriet Tubman, Maurice Poss, all seven-Family oriented Scattered Sites and three high-rise sites; Mary Walker Towers, Boynton Terrace and Gateway Towers as follows:

**Permissive deductions:**

- a. Exclude travel expenses in the amount of \$25 per week for household members employed full-time.

**C. DEDUCTIONS FROM ANNUAL INCOME**

The following deductions will be made from annual income:

- 1. \$480 for each household member who is under 18 years of age, or is over 18 and has disability or is a full-time student in a college or vocational program, but is not the Family head or spouse.
- 2. \$400 per Family when the head or spouse is at least 62 years of age or disabled. *Note: Only \$400 is an allowable deduction, even if both the head and the spouse are elderly or disabled.*
- 3. The sum of the following, to the extent the sum exceeds 3 percent of annual income:
  - a. Unreimbursed medical expenses of any elderly Family or disabled Family; and
  - b. Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the Family who is a person with disabilities, to the extent necessary to enable any member of the

Family (including the member who is a person with disabilities) to be employed, but his allowance may not exceed the earned income received by Family members who are 18 years of age or older who are able to work because of such attendant care or auxiliary apparatus.

- c. Reasonable childcare expenses necessary to enable a member of the Family to be employed or to further his or her education. This deduction shall not exceed the amount of employment income that is included in annual income. *Note: Children must be under 13 years of age to claim childcare expenses. This deduction is not limited to childcare payments from publicly assisted programs. There are two forms of acceptable documentation - notarized statements of payment by childcare provider or CHA/Site Based Management generated third-party form [24CFR§5.611(a) (4)].*

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

1. If a public housing resident receives a letter or notice from HUD concerning the amount of verification of Family income, the letter shall be brought to the person responsible for income verification within ten (10) days of receipt by the resident.
2. The Site Based Management Office shall reconcile any difference between the amount reported by the resident and the amount listed in the HUD communication. This shall be done as promptly as possible.
3. After the reconciliation is complete, the Site Based Management Office shall adjust the resident's rent beginning at the start of the next month unless the reconciliation is completed during the final five (5) days of the month and then the new rent shall take effect on the first day of the second month following the end of the current month. In addition, if the resident had not previously reported the proper income, the Site Based Management Office shall do one of the following:
  - a. Immediately collect the back rent due to the agency;
  - b. Establish a repayment plan for the resident to pay the sum due to the agency;
  - c. Terminate the lease and evict for failure to report income; or
  - d. Terminate the lease, evict for failure to report income, and collect the back rent due to the agency.

#### **E. COOPERATING WITH WELFARE AGENCIES**



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

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

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

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

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

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

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

### **FLAT RENT**

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

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

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

Families who opt for the flat rent may request to have a reexamination and return to the income based method at any time for any of the following reasons:

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

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

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

## **THE INCOME METHOD**

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

1. 10 percent of the Family's monthly income;
2. 30 percent of the Family's adjusted monthly income; or
3. The minimum rent of \$25 dollars.

## **MINIMUM RENT**

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

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

The financial hardships include the following situations:

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

3. The income of the Family or individual has decreased because of a changed circumstance, including loss of employment;
4. A death in the Family has occurred.

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

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

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

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

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

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

hardship is of long-term duration, the CHA shall retroactively exempt the Family from the minimum rent requirement.

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

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

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

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

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

1. Determine the 95<sup>th</sup> percentile of gross rents (tenant rent plus utility allowance) for the CHA. The 95<sup>th</sup> percentile is called the maximum rent.
2. Subtract the Family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.

3. Divide the maximum subsidy by the number of Family members and multiply the result times the number of eligible Family members. This yields the prorated subsidy.
4. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full allowance to obtain the prorated tenant rent.

## **UTILITY ALLOWANCE**

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

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

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

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

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

## PAYMENT METHODS

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

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

## VIII. COMMUNITY SERVICE AND CONTINUED OCCUPANCY

### GENERAL

Community service is the performance of voluntary work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community.

Community service is not employment and may not include political activities. [24 CFR 960.601]

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

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

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

### I. EXEMPTIONS [24 CFR 960.601]

An exempt individual is an adult who:

1. Is 62 years or older; or
2. Is a blind or disabled individual as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability he or she is unable to comply with the community service requirement, or is a primary caretaker for such an individual;
3. Is engaged in work activities for at least 20 hours per week;
4. Meets the requirements from having to engage in a work activity under the State program funded under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the CHA is located, including a State-administered welfare to work program; or



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

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

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

The notification will also advise Family members that the community service obligation will begin upon the effective date of their first annual reexamination on or after October 1, 2003. For families paying a flat rent, the obligation begins on the date that the annual reexamination would have been effective had an annual reexamination taken place. The notification will also advise that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

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

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

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

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

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

The Site Based Management Office's notice must:

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

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

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

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

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

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

## **IX. RECERTIFICATIONS**

### **A. General**

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

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

### **B. Annual Reexamination**

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

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

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

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

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

- **Flat Rent**

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

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

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

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

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

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

- **Income Method**

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

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

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

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

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

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

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

### **C. Interim**

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

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

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

### **D. Additions to Lease**

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

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

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

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

**E. Misrepresentation**

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

## X. RESIDENT TRANSFER POLICY

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

### I. TRANSFERS

#### **Administrative Transfers**

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

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

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

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

- a) when the tenant is “under-housed” (in an apartment that is too small based on Family size) or “over-housed” (in an apartment that is too large, based on Family size);
- b) when there is a non-emergency, but medically advisable impairment that could be substantially improved by a transfer to a different unit; or



- c) as an incentive, when a Family resides in a development in which the Family's income category based on area median income predominates and the Family desires to move to a development in which the Family's income category does not predominate. [24 CFR 903]

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

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

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

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

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

- a) the tenant has been living at the CHA for three years and has not been granted a transfer for good cause within the previous twelve months from the date of application,
- b) for a minimum of one year, at least one adult Family member is enrolled in an economic self-sufficiency program or is working at least thirty five hours per week, or the adult Family members are 62 years of age or older or are disabled or are the primary caregivers to others with disabilities;
- c) the Family is currently in its community service responsibilities;
- d) the Family has attended an orientation class offered by the Site Based Management Resident Services Division; and
- e) the Family has not paid rent late for a minimum of one year prior to the date of application.

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

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

### **A. Administrative Transfers**

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

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

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

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

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

## **III. UNIT OFFERS**

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

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

If a tenant refuses to move pursuant to an Administrative Transfer, the Site Based Management Office will take action to terminate the tenancy. If a tenant refuses a unit pursuant to a Transfer for Good Cause, the tenant's transfer application will be removed from the site based transfer waiting list(s). Any resident who fails to accept a suitable apartment within the established number of offers (subject to documented undue transfer hardship objections), or fails to respond to a verification request or an apartment offer by CHA (whether in writing or verbal),

shall be withdrawn from the Transfer Wait List. Any resident withdrawn from the Transfer Wait List for this reason is not eligible to apply for another transfer based on the same priority code and supporting documentation for a period of twenty-four (24) months.

**B. Tenant Expense**

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

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

**A. CHA Expense**

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

**B. Tenant Expense**

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

1. when the transfer is made at the request of the Family or by others on behalf of the Family (i.e. by the police);
2. when the Family was originally properly housed and the transfer is needed to move the Family to an appropriately sized unit, either larger or smaller, due to a change in Family composition;
3. when a Family that did not require an accessible unit accepted the unit and must transfer because a disabled Family needs an accessible unit. (Prior to acceptance of the unit, the Family generally signs a statement acknowledging an understanding that a transfer may be required if a disabled Family needs the unit.)
4. When the transfer is needed because action or inaction by the Family caused the unit to be unsafe or uninhabitable.

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

## V. SECURITY DEPOSIT AND RENT CHARGES

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

## VI. APPEAL

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

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

- A. "Appropriate size unit" refers to CHA's established occupancy standards as to the minimum and maximum number of persons that may occupy a dwelling unit of a specific size.
- B. "Authority mandated transfer" refers to a transfer initiated by CHA.
- C. "An available unit" refers to a unit that is vacant and is in a suitable condition or can be made into a suitable condition within thirty (30) days
- D. "Head of Household" refers to the individual who executes a dwelling lease and is so designated in that lease.
- E. "Inter-community transfer" refers to the process of transferring a resident from one community to another.
- F. "Intra-community transfer" refers to the process of transferring a resident from one apartment to another within the same community.
- G. "Overhoused" refers to a household whose members, identified in the lease, do not equal the minimum number of persons for which a specific size unit is designated.
- H. "Resident" refers to the occupant signing the lease and includes the household members identified as such in the executed dwelling lease.

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

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

## XI. PET POLICY

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

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

### *I. Definitions*

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

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

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

#### **B. Exclusions**

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

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

No birds of prey are allowed as pets. (i.e. Eagles, Falcons, Hawks, Owls)

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

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

**3. Vicious Dogs**

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

a. Propensity for Unprovoked Attacks

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

**4. Snakes/Reptiles**

No types of snakes or reptiles are allowed.

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

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

**D. Dog Bite**

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

**E. Prohibited Breeds of Dogs**

Any dog of the Pit Bull, Rottweiler, Chow or Boxer breeds.

**F. Prohibited Types of Birds**

Any Pigeon, Dove, Minah bird, Psittakos bird and birds of other species that are hosts of the organism causing Psittacosis in humans.

**G. Weight Limit**

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

## II. *Limitations on Pets*

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

*\* Please note a resident may not have two dogs.*

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

## III. Application Process

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

### A. **Approval**

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

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

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

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

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



**B. Denial**

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

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

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

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

**IV. Pet Owner Rights And Responsibilities**

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

1. The pet owner shall be responsible for proper pet care, good nutrition, grooming, flea control, routine veterinary care and yearly inoculations. Dogs and cats must wear identification collars and tags with the tenant's name and phone number and the dates of the most recent inoculations and collars. A pet owner must keep a dog on a short leash, at all times, in common areas.
2. The pet owner is responsible for cleaning up after the pet inside the unit and anywhere on the CHA's property. A "pooper scooper" and disposable plastic bags should be carried at all times in common areas. The pet owner shall bag and dispose of waste in a receptacle designated by the Site Based Management Office. Toilets are not designed to handle pet litter; therefore no pet debris shall be deposited in a toilet. Pet owners shall be responsible for the cost of repairs or replacements of any damaged toilets or pipes.
3. For hygienic reasons, pet blankets and bedding shall not be cleaned or washed in the laundry room.
4. The pet owner shall maintain the unit and its patio, porch and yard, if any, in a sanitary, insect-free, and odor-free condition at all times.
5. The pet owner must provide litter boxes for cat waste, which must be kept in the owner's unit. The pet owner shall bag and dispose of litter box waste in a receptacle designated by the Site Based Management Office. Litter boxes shall be kept clean and odor free.

6. The pet owner shall prevent the pet from gnawing, chewing, scratching or otherwise defacing doors, walls, windows and floor covering of the unit, other units and common areas, as well as shrubs and landscaping of the development. Pet owners shall be responsible for cost of repair or replacement for any damages caused by the pet. Charges for damages will include materials and labor. Payment plans may be negotiated between the Site Based Management Office and the pet owner. A dispute concerning the amount of damages is subject to the CHA Tenant Grievance Procedure.
7. The pet owner shall be responsible for the cleaning, deodorizing and sanitizing of carpeting and other floor coverings in the unit.
8. Pets are not to be tied outside or left unattended on a patio or porch.
9. The pet owner shall not alter the unit, patio, or other outside area to create an enclosure for a pet.
10. The pet owner shall not allow the pet to disturb the health, safety, rights, comfort or quiet enjoyment of other tenants. A pet will not create a nuisance to neighbors, residents, staff and/or visitors with excessive barking, whining, snapping, biting, chirping or other unruly behavior.
11. No pet is to remain unattended without proper care for more than twenty-four (24) hours, except in the case of a dog, which shall be no more than eight (8) hours. If the pet is left unattended and no arrangements have been made for its care, the Site Based Management Office shall have the right to enter the premises to take the pet to be boarded at a local animal care facility at the expense of the resident.
12. The pet owner shall allow the Site Based Management Office to inspect a pet owner's unit on a quarterly basis to ensure that the unit is being cared for properly. The Site Based Management Office may increase the number of inspections at its discretion.
13. All female dogs and rodents over the age of six months and all female cats over the age of five months must be spayed. All male dogs and rodents over the age of eight months and all male cats over the age of ten months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become a resident of the development and the exception will be at the Executive Director's or his/her designee's discretion.
14. The pet owner is responsible for providing the Site Based Management Office with the information regarding the pet's inoculations, licensing, photograph and other information as required. This information shall be kept in the pet owner's file.
15. The pet owner is responsible for keeping the Site Based Management Office informed of any change of information.

**V. Caretakers**

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

- a. two (2) alternate caretakers, their names, addresses and telephone numbers, who will assume immediate responsibility for the care of the pet, should the owner become incapacitated; these caretakers shall sign the Pet Lease Addendum and acknowledge their responsibilities as specified;
- b. pet owner shall be responsible for pre-arranging emergency boarding accommodations; AND

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

**VI. CHA Rights and Responsibilities**

The Site Based Management Office shall:

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

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

The Site Based Management Office will assess a non refundable, annual Pet Fee in the amount of \$50.00 per pet to families who reside in Family developments to cover the costs to the Site Based Management Office relating to this Policy. The tenant shall pay the

annual fee at the time of reexamination each year and provide proof of inoculations at such time.

*\* Elderly Developments are exempt from paying the annual Pet Fee.*

### **VIII. Pet Deposit**

- ***Family Developments***

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

- ***Elderly Developments***

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

*\* No pet deposit is necessary for medically documented service animals' i.e. Seeing Eye dogs.*

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

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

If the Site Based Management Office determines on the basis of objective facts, supported by written statements that the pet owner has violated a rule set out in this Policy, the Site Based Management Office may serve a written notice of pet rule violation on the pet owner. The notice should:

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

#### **b. Pet Rule Violation Meeting**

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

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

**c. Notice of Pet Removal**

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

The notice must:

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

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

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

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

## **XII. INSPECTIONS**

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

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

### **B. ANNUAL INSPECTIONS**

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

### **C. PREVENTATIVE MAINTENANCE INSPECTIONS**

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

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

### **D. SPECIAL INSPECTIONS**

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

### **E. HOUSEKEEPING INSPECTIONS**

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

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

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

**G. EMERGENCY INSPECTIONS**

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

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

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

**I. MOVE-OUT INSPECTIONS**

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

## **XIV. TERMINATION**

### **A. TERMINATION BY TENANT**

The tenant may terminate the lease at any time upon submitting a 30-day written notice. If the tenant vacates prior to the end of the thirty (30) days, he/she will be responsible for rent through the end of the notice period.

In the event of a tenant's death in a single person household, the Site Based Management Office shall terminate rent charges effective on the date of death. In the event of the death of an adult with income in a multi-person household, the Site Based Management Office will recalculate the Family's rent based on the change of income effective on first day of the month following the date of death.

### **B. TERMINATION BY THE SITE BASED MANAGEMENT OFFICE**

Until further notice, one year after the community service suspension has been lifted; the Site Based Management Office will not renew the lease of any Family that is not in compliance with the community service requirement or an approved Agreement to Cure. [24 CFR 966.4(a) (2) (ii)] If the Family does not voluntarily leave the property, eviction proceedings will begin.

The Site Based Management Office will terminate the lease for serious or repeated violations of material lease terms. Such violations include, but are not limited to, the following:

1. Nonpayment of rent or other charges;
2. A history of three (3) or more late/*delinquent* rental payments within the current reexamination period;
3. Failure to provide timely and accurate information regarding Family composition, income circumstances, or other information related to eligibility or rent;
4. Failure to allow inspection or exterminations to the unit;
5. Failure to maintain the unit in a safe and sanitary manner;
6. Assignment or subletting of the premises;
7. Use of the premises for purposes other than as a dwelling unit (other than for Site Based Management approved resident businesses);



8. Destruction of property;
9. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;
10. Any criminal activity on the property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on the premises of the CHA;
11. Non-compliance with Non-Citizen Rule requirements;
12. Permitting persons not on the lease to reside in the unit for more than fourteen (14) days each year without the prior written approval of the Site Based Management Office; and
13. Other good cause.

The Site Based Management Office will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a state sex offender registration program.

### **C. ABANDONMENT**

A tenant's unexplained and/or extended absence from the premises for thirty days or more without payment of rent as due shall be *prima facie* evidence of abandonment.

When a unit has been abandoned, a Site Based Management Office representative may enter the unit and remove any abandoned property. It will be stored in a reasonably secure place. A notice will be mailed to the resident stating where the property is being stored and when it will be sold. If the Site Based Management Office does not have a new address for the resident, the notice will be mailed to the unit address so it can be forwarded by the post office.

The Site Based Management Office will mail a notice of the sale or disposition to the resident and then wait 30 days before sale or disposition. The Site Based Management Office may sell or dispose of personal papers, Family pictures, and keepsakes at the same time as the other property.

The Site Based Management Office will apply any money raised by the sale of the property to monies owed by the tenant such as back rent and the cost of storing and selling the property. The Site Based Management Office will mail the balance of any money to the Family if the forwarding address is known. Otherwise, the Site Based Management Office will retain the money for six months pending the Family's claim for its return. If the Family does not claim the money at the end of six months, the money becomes the property of the Site Based Management Office.

Within thirty (30) days of learning of abandonment, the Site Based Management Office will either return the deposit to the tenant or provide a statement of why all or part of the security deposit is being kept.

**D. RETURN OF SECURITY DEPOSIT**

The Site Based Management Office will return the security deposit within 30 days of the date that the tenant vacated the premises and/or give the Family a written statement of why all or part of the security deposit is being retained. The Site Based Management Office may apply the security deposit to the expense of restoring the unit to the same conditions as when the Family moved in, except for normal wear and tear. The Site Based Management Office may also apply the security deposit to any outstanding balance.

**XV. ADMISSIONS AND CONTINUED OCCUPANCY GUIDELINES FOR PUBLIC HOUSING**

The following criteria will be used in making the recommendation of DENIAL into CHA housing. Criteria are based upon the Federal One Strike Policy and Chattanooga Housing Authority's ACOP Manual.

1. Drug Possession – Any drug possession charge listed within 5 years of the application date or recertification date.
2. Aggravated Assault or Other Violence – (Violent Felony) any aggravated assault charge listed within 5 years of the application date or recertification date.
3. Assault – Simple assaults within 5 years of application date or recertification date.
4. Drug Paraphernalia – Any drug paraphernalia charge listed within 5 years of the application date or recertification date.
5. Illegal Manufacture, Sale, Distribution or Possession of any Controlled/Schedule Substance – Any charge within five years of application date or recertification date.

\*Manufacture of methamphetamine is a lifetime ban.\*

6. Murder – Any history of homicide or attempted homicide in any degree.
7. Sex Offense – Any history of sex offenses to include but not limited to Rape, Sexual Battery, Unlawful Sexual Contact, and Indecent Exposure.  
\*Listing on the Sex Offender Registry is a lifetime ban.\*
8. Any violent felony within 5 years to include but not limited to Arson, Robbery, and Mayhem. Some may be looked at on a case-by-case basis.

9. Public order crimes within 5 years of application date or recertification date, including but not limited to Public Intoxication, Disorderly Conduct, Vandalism, and Prostitution. These are crimes that seriously affect the quality of life issues with residents. These will be looked at on a case-by-case basis.
10. Any other Criminal Act determined to be detrimental to the safety and well being of the CHA Public Housing Community.
11. Membership Status of the CHA No-Trespass List.

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

### **XVI. Payment Agreements**

At the discretion of CHA, a Family may enter into a written payment agreement to pay back all excessive maintenance charges and program fraud (unreported income). The payment agreement sets out the nature of the debt, the terms of payment, the time period in which payment is to be made, any other provisions relating to the payment arrangements and the remedies available to the CHA upon breach of the arrangement. The CHA requires a down payment of 25% of the balance owed as a good faith payment. Payment agreements will not be entered into for non-payment of rent, legal fees, excess utilities, security deposits and pet deposits.

Full payment must be made within the following specified time periods:

Fire Damage or Casualty to Unit:	Up to 24 months
Program Fraud:	Up to 12 months
Maintenance Charges:	Up to 12 months

If the current payment balance is not paid prior to the first of the following month, then the terms of the Payment Agreement shall become null and void and the entire balance owing to the CHA shall become due and payable.

The CHA will file eviction proceedings against any tenant Family that owes money to the CHA due to program fraud in excess of \$2000. The case can be referred to the Inspector General for criminal prosecution.

## **XVII. FRAUD AND MISREPRESENTATION**

### **PURPOSE**

This section explains the consequences of misrepresentation and falsification of any application, reexamination or transfer related information by applicants or residents.

### **FEDERAL LAW PROHIBITIONS**

Under Federal law:

Any person who knowingly and willingly makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. 18 U.S.C. §1001.

### **APPLICANT AND RESIDENT CERTIFICATION**

- A.** Initial applications and applications for continued occupancy for the Public Housing Program shall contain a warning that falsification of information is punishable under State and Federal Law.
- B.** CHA shall consider the misrepresentation of income and/or Family status to be a serious lease and policy violation as well as a crime and shall take appropriate action if fraud is discovered. Specifically:
  - 1.** An applicant Family who has misrepresented income or Family status shall be declared ineligible for housing assistance.
  - 2.** If an examination of a resident's file discloses that the resident made any misrepresentations (at the time of admission or during any previous reexamination) which resulted in the applicant/resident being classified as eligible when, in fact, the applicant/resident was ineligible, the resident shall be required to vacate the apartment unit, even though the resident may be currently eligible.
  - 3.** Resident Family who has made misrepresentations of income, transfer or Family status shall be subject to both eviction and being declared ineligible for future housing assistance.
  - 4.** If it is determined that the resident's misrepresentations resulted in paying a lower rent than should have been paid, the resident shall be required to pay the difference between rent owed and the amount that

should have been paid. CHA reserves the right to demand full payment within thirty (30) days.

5. CHA may report apparent cases of applicant/resident fraud to the appropriate governmental agency. It is the policy of CHA to cooperate with Federal, State, County or local authorities in prosecuting cases which, in the CHA's judgment, appear to be willful or deliberate misrepresentation.

# Annual Statement / Performance and Evaluation Report

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

PHA Name: <b>Chattanooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450104</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> 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	\$933,040.00			
3	1408 Management Improvements	\$933,040.00			
4	1410 Administration	\$216,688.00			
5	1411 Audit	\$10,000.00			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$414,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$1,000.00			
10	1460 Dwelling Structures	\$1,662,615.00			
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures	\$100,000.00			
13	1475 Nondwelling Equipment	\$12,000.00			
14	1485 Demolition	\$300,000.00			
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$30,000.00			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	\$52,819.00			
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$4,665,202.00			
22	Amount of line 21 Related to LBP Activities	\$7,500.00			
23	Amount of line 21 Related to Section 504 compliance	\$10,000.00			
24	Amount of line 21 Related to Security - Soft Costs	\$273,500.00			
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00			

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450104</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2004</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-3</b> Harriet Tubman	Demo/repair structurally damaged buildings	1485		150,000.00				
	Conduct development study	1430		30,000.00				
	Financing/development package	1430		30,000.00				
	Collateralization/Debt Service	1501		<u>26,410.00</u>				
				<b>236,410.00</b>				
<b>TN 4-5</b> Poss Homes	Conduct development study	1430		30,000.00				
	Financing/development package	1430		30,000.00				
	Demolition	1485		150,000.00				
	Collateralization/Debt Service	1501		<u>26,409.00</u>				
				<b>236,409.00</b>				
<b>TN 4-10</b> Boynton Terrace	Install automatic doors	1460		6,000.00				
	Install park benches	1450		1,000.00				
	Renovate/expand lobbies	1460		<u>200,000.00</u>				
				<b>207,000.00</b>				
<b>TN 4-22</b> Gateway Tower	Renovate bathrooms	1460	52 d.u.	152,626.00				
	Renovate kitchens	1460	52 d.u.	152,626.00				
	Install/replace interior doors & window accessories	1460	52 d.u.	57,235.00				
	Replace windows	1460	52 d.u.	38,156.00				
	Repair/install floors, ceilings, walls & trim	1460	52 d.u.	64,469.00				
	Abate asbestos	1460	52 d.u.	3,816.00				
	Paint interior	1460	52 d.u.	19,078.00				

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

**Part II: Supporting Pages**

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				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-22</b> Gateway Tower (Continued)	Pest control	1460	52 d.u.	3,816.00				
	Replace shelving & closet accessories	1460	52 d.u.	11,447.00				
	Replace/install electrical fittings, fixtures, wiring	1460	52 d.u.	64,469.00				
	Replace interior sewer/water lines, plumbing fixtures	1460	52 d.u.	57,235.00				
	Install HVAC	1460	52 d.u.	78,000.00				
	Install sprinkler system	1460	52 d.u.	190,133.00				
	Convert efficiencies to 1 br	1460	52 d.u.	88,053.00				
	Convert to handicap accessibility	1460	52 d.u.	10,000.00				
	Convert laundry room to common dining area	1460	52 d.u.	100,000.00				
				<b>1,091,159.00</b>				
<b>HA-Wide</b>	Manager of Development	1408		32,979.00				
	Administrative Assistant	1408		12,969.00				
	Resident Greeter Coordinator	1408		31,400.00				
	Resident Upward Mobility Program	1408		275,000.00				
	Resident Service Apprenticeship Program	1408		56,192.00				
	Summer Youth Program	1408		150,000.00				
	Resident Greeters	1408		36,000.00				
	Maintain Marketing Program	1408		25,000.00				



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Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b> (Continued)	Management Development/Training	1408		30,000.00				
	Provide Security	1408		273,500.00				
	Upgrade Computer Software	1408		<u>10,000.00</u> <b>933,040.00</b>				
	Construction Specialist	1410		46,468.00				
	Cost Control Specialist	1410		36,486.00				
	Special Projects Engineer	1410		38,688.00				
	Employee Benefits	1410		89,546.00				
	Environmental review	1410		500.00				
	Legal Services	1410		<u>5,000.00</u> <b>216,688.00</b>				
	Operations	1406		<b>933,040.00</b>				
	Audit	1411		<b>10,000.00</b>				
	Contract Management Services	1430		<b>104,000.00</b>				
	Consulting services	1430		<b>75,000.00</b>				
	LBP testing	1430		<b>7,500.00</b>				
	Mold testing	1430		<b>7,500.00</b>				
Master Planning/Grant Writing	1430		<b>100,000.00</b>					

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Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b> (Continued)	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		<b>365,456.00</b>				
	Acquisition/lease of new office space	1470		<b>75,000.00</b>				
	Office relocation	1470		<b>25,000.00</b>				
	Computer hardware	1475		<b>12,000.00</b>				
	Relocation	1495		<b>30,000.00</b>				
	<b>Total</b>			<b>4,665,202.00</b>				

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaoooga Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>TN37P00450104</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2004</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>TN 4-3</b> Harriet Tubman	12/31/2005			12/31/2007			
<b>TN 4-5</b> Poss Homes	12/31/2005			12/31/2007			
<b>TN 4-10</b> Boynton Terrace	12/31/2005			12/31/2007			
<b>TN 4-22</b> Gateway Towers	12/31/2005			12/31/2007			
<b>HA-Wide</b>							
Manager of Development	12/31/04			12/31/2007			
Administrative Assistant	12/31/04			12/31/2007			
Resident Greeter Coordinator	12/31/04			12/31/2007			
Resident Greeters	12/31/05			12/31/2007			
Resident Upward Mobility Program	12/31/05			12/31/2007			
Resident Service Apprentice- ship Program	12/31/05			12/31/2007			
Summer Youth Program	12/31/05			12/31/2007			
Upgrade Computer Software	12/31/05			12/31/2007			

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaoooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450104</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>HA-Wide (Continued)</b>							
LBP Testing	12/31/05			12/31/2007			
Mold testing	12/31/05			12/31/2007			
Contract Management services	12/31/05			12/31/2007			
Consulting services	12/31/05			12/31/2007			
Master planning/grant writing	12/31/05			12/31/2007			
Renovate vacant units to HUD Mod standards/codes extraordinary maintenance	12/31/05			12/31/2007			
Acquisition/lease of office	12/31/05			12/31/2007			
Relocate office	12/31/05			12/31/2007			
Upgrade computer hardware	12/31/05			12/31/2007			
Relocation	12/31/05			12/31/2007			

**Capital Fund Program Five-Year Action Plan**

Capital Fund Program Grant No: **TN37P00450104**

**Part I: Summary**

PHA Name Chattanooga Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: <b>TN37P00450105</b> PHA FY: <b>2005</b>	Work Statement for Year 3 FFY Grant: <b>TN37P00450106</b> PHA FY: <b>2006</b>	Work Statement for Year 4 FFY Grant: <b>TN37P00450107</b> PHA FY: <b>2007</b>	Work Statement for Year 5 FFY Grant: <b>TN37P00450108</b> PHA FY: <b>2008</b>
	Annual Statement				
TN 4-1, College Hill				\$1,160,000.00	
TN 4-2, East Lake Courts		\$45,000.00		\$65,000.00	
TN 4-3, Harriet Tubman				\$321,000.00	
TN 4-5, Poss Homes				\$1,039,740.00	
TN 4-8, Emma Wheeler		\$936,800.00	\$844,800.00		
TN 4-10, Boynton Ter.		\$150,000.00	\$325,000.00	\$357,500.00	
TN 4-11, Mary Walker			\$327,000.00		
TN 4-13, Missionary Hts.					\$623,050.00
TN 4-14E, Judson Lane					\$382,250.00
TN 4-14N, Devel Lane					\$913,583.00
TN 4-16, Steiner					\$686,424.00
TN 4-18, Rev. Johnson					\$630,492.00
TN 4-19-1, Gurley St.					
TN 4-19-2, Fairmount			\$514,500.00		
TN 4-19-3, Woodside Ave.		\$643,000.00			
TN 4-21, Cromwell Hills		\$132,000.00	\$415,000.00	\$400,000.00	
TN 4-22, Gateway Tower				\$12,000.00	
HA-Wide		\$1,609,580.00	\$988,580.00	\$780,317.00	\$850,317.00
CFP Funds Listed for 5-Year Planning		\$366,688.00	\$366,688.00	\$366,688.00	\$366,688.00
<b>Totals</b>		<b>\$3,883,068.00</b>	<b>\$3,781,568.00</b>	<b>\$4,502,245.00</b>	<b>\$4,452,804.00</b>

# Capital Fund Program Five-Year Action Plan

## Part II: Supporting Pages -- Work Activities

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: <b>TN37P00450105</b> PHA FY 2005			Activities for Year: <u>3</u> FFY Grant: <b>TN37P00450106</b> PHA FY 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>TN 4-2</b> East Lake Courts	Replace bleachers Remove tennis court, landscape Install monument sign	20,000.00 15,000.00 <u>10,000.00</u> <b>45,000.00</b>	<b>TN 4-8</b> Emma Wheeler	Repair/waterproof/clean ext. walls Install gable-end siding Replace/repair ext. doors & windows Renovate bathrooms Renovate kitchens Install/replace interior doors & window accessories Abate asbestos Repair/install floors, ceilings, walls & trim Paint interior Pest control	22,000.00 16,800.00 33,000.00 102,000.00 64,000.00 36,000.00 17,000.00 90,000.00 45,000.00 3,000.00
	<b>TN 4-8</b> Emma Wheeler Homes	Repair/waterproof/clean ext. walls Install gable-end siding Replace/repair ext. doors & windows Renovate bathrooms Renovate kitchens Install/replace interior doors & window accessories Abate asbestos Repair/install floors, ceilings, walls & trim Paint interior Pest control Floor coverings Replace shelving & closet accessories Replace/install electrical fittings/fixtures/wiring Lead-based paint abatement	22,000.00 16,800.00 33,000.00 102,000.00 64,000.00 36,000.00 17,000.00 90,000.00 45,000.00 3,000.00 40,000.00 8,000.00 61,000.00 90,000.00		Replace shelving & closet accessories Replace/install electrical fittings/fixtures/wiring Lead-based paint abatement Replace interior sewer/water lines, plumbing fixtures Replace sanitary sewer lines Floor coverings Replace underground water lines Replace clothesline poles and wire Replace water heaters	16,000.00 61,000.00 90,000.00 110,000.00 14,000.00 40,000.00 4,000.00 7,000.00 6,000.00

# Capital Fund Program Five-Year Action Plan

## Part II: Supporting Pages -- Work Activities

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: <b>TN37P00450105</b> PHA FY 2005			Activities for Year: <u>3</u> FFY Grant: <b>TN37P00450106</b> PHA FY 2006			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
See Annual Statement	<b>TN 4-8</b> Emma Wheeler Homes  (Continued)	Replace interior sewer/water lines, plumbing fixtures	110,000.00	<b>TN 4-8</b> Emma Wheeler  (Continued)	Grading for storm drainage	6,000.00	
		Replace sanitary sewer lines	14,000.00		Landscaping	2,000.00	
		Replace underground water lines	4,000.00		Sidewalks	15,000.00	
		Replace clothesline poles and wire	7,000.00		Convert to handicap accessibility	<u>45,000.00</u>	
		Replace water heaters	6,000.00			<b>844,800.00</b>	
		Grading for storm drainage	6,000.00		<b>TN 4-10</b> Boynton Terrace	Convert to handicap accessibility	300,000.00
		Landscaping	2,000.00			Carpport roofs	5,000.00
		Sidewalks	15,000.00			Garbage chute doors	<u>20,000.00</u>
		Replace ranges & refrigerators	20,000.00				<b>325,000.00</b>
		Convert to handicap accessibility	45,000.00		<b>TN 4-11</b> Mary Walker Towers	Convert to handicap accessibility	300,000.00
	Financing package	30,000.00	Install handrails/guardrails	<u>27,000.00</u>			
	Debt service	<u>50,000.00</u>		<b>327,000.00</b>			
			<b>936,800.00</b>				
	<b>TN 19-3</b> Woodside Ave	Renovate bathrooms	60,000.00	<b>TN 4-19-2</b> Fairmount Ave.	Renovate bathrooms	92,000.00	
		Renovate kitchens	30,000.00		Renovate kitchens	58,000.00	
		Install/replace interior doors & window accessories	70,000.00		Replace/repair ext. doors & windows	43,500.00	
		Repair/install floors, ceilings, walls & trim	90,000.00		Repair/install floors, ceilings, walls & trim	72,000.00	
		Abate asbestos	20,000.00		Paint interior	35,000.00	
Floor coverings		20,000.00	Pest control		3,000.00		
Paint interior		85,000.00	Replace shelving & closet accessories		13,000.00		
Pest control		3,000.00	Floor coverings		20,000.00		
					Lead-based paint abatement	9,000.00	

**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: <b>TN37P00450105</b> PHA FY 2005			Activities for Year: <u>3</u> FFY Grant: <b>TN37P00450106</b> PHA FY 2006			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
	<b>TN 19-3</b> Woodside Ave (Cont.)	Replace shelving & closet accessories	15,000.00	<b>TN 4-19-2</b> Fairmount Ave. (Cont.)	Upgrade electrical service	51,000.00	
		Replace/install electrical fittings, fixtures, wiring	65,000.00		Upgrade HVAC	100,000.00	
		Replace interior sewer/water lines, plumbing fixtures	75,000.00		Replace ranges & refrigerators	18,000.00	
		Development study	30,000.00		Development study	30,000.00	
		Financing package	30,000.00		Financing package	30,000.00	
		Debt service	<u>50,000.00</u>		Debt service	<u>50,000.00</u>	
			<b>643,000.00</b>			<b>514,500.00</b>	
	<b>TN 4-21</b> Cromwell Hills	Replace exterior doors	<b>132,000.00</b>	<b>TN 4-21</b> Cromwell Hills	Renovate bathrooms	102,000.00	
					Renovate kitchens	64,000.00	
					Install/replace interior doors & window acces.	36,000.00	
See Annual Statement	<b>HA-Wide</b>	Handrails	14,000.00	<b>TN 4-21</b> Cromwell Hills (Continued)	Repair/install floors, ceilings, walls & trim	90,000.00	
		Relocation	35,000.00		Paint interior	45,000.00	
		Signs	5,000.00		Replace water heaters	5,000.00	
		Fencing	5,000.00		Floor coverings	20,000.00	
		Parking lot paving & striping	48,000.00		Exterior doors	34,000.00	
		A/E Services	300,317.00		Replace ranges & refrigerators	<u>19,000.00</u>	
		Computer hardware	20,000.00			<b>415,000.00</b>	
		Audit	10,000.00		<b>HA-Wide</b>	Test/replace GFI outlets (FA)	10,000.00
		Legal services	10,000.00			Handrails	14,000.00
		Landscaping	25,000.00			Relocation	35,000.00
		LBP testing	10,000.00			Signs	5,000.00
		Install HVAC as needed	1,106,263.00			Fencing	5,000.00
		Sidewalks	<u>21,000.00</u>			Parking lot paving & striping	50,000.00
	<b>1,609,580.00</b>		A/E Services	149,317.00			
			Computer hardware	12,000.00			



**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: <b>TN37P00450105</b> PHA FY 2005			Activities for Year: <u>3</u> FFY Grant: <b>TN37P00450106</b> PHA FY 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement				<b>HA-Wide</b> (Continued)	Install HVAC as needed	638,263.00
					Audit	10,000.00
					Legal services	10,000.00
					Landscaping (FA)	<u>50,000.00</u>
						<b>988,580.00</b>
		Total CFP Estimated Cost	<b>3,366,380.00</b>			<b>3,714,880.00</b>

**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: <b>TN37P00450107</b> PHA FY 2007			Activities for Year: <u>5</u> FFY Grant: <b>TN37P00450108</b> PHA FY 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>TN 4-1</b> College Hill courts	Replace windows	500,000.00	<b>TN 4-13</b> Missionary Heights	Renovate bathrooms	92,000.00
		Demo buildings /build parking lots	500,000.00		Renovate kitchens	58,000.00
		Development study	30,000.00		Replace/repair ext. doors & windows	43,500.00
		Financing package	30,000.00		Repair/install floors, ceilings, walls & trim	72,000.00
	Debt service	<u>100,000.00</u>			Paint interior	35,000.00
		<b>1,160,000.00</b>			Pest control	4,500.00
	<b>TN 4-2</b> East Lake Courts	Playground equipment	15,000.00		Replace shelving & closet accessories	13,000.00
		Fencing for front yards	50,000.00		Lead-based paint abatement	9,000.00
			<b>65,000.00</b>		Upgrade electrical service	51,000.00
	<b>TN 4-3</b> Harriet Tubman	Repair roofs, add draft stops & porch soffit,fascia	13,000.00		Upgrade HVAC	93,000.00
		Repair/waterproof/clean ext. walls	2,500.00		Replace ranges & refrigerators	17,050.00
		Replace/repair ext. doors & windows	50,000.00		Development study	30,000.00
		Renovate bathrooms	15,000.00		Financing package	30,000.00
		Renovate kitchens	20,000.00		Debt service	<u>75,000.00</u>
		Install/replace interior doors & window accessories	20,000.00			<b>623,050.00</b>
Asbestos abatement		6,500.00	<b>TN 4-14N</b> Devel Lane	Renovate bathrooms	46,000.00	
Repair floors, walls ceilings and trim		32,500.00		Renovate kitchens	29,000.00	
Paint interior		20,000.00		Replace/repair ext. doors & windows	21,750.00	
Pest control		1,500.00		Repair/install floors, ceilings, walls & trim	36,000.00	
				Paint interior	17,500.00	
			Pest control	1,500.00		

**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: <b>TN37P00450107</b> PHA FY 2007			Activities for Year: <u>5</u> FFY Grant: <b>TN37P00450108</b> PHA FY 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>TN 4-3</b> Harriet Tubman  (Continued)	Replace shelving & closet accessories	10,000.00	<b>TN 4-14N</b> Devel Lane  (Continued)	Replace shelving & closet accessories	6,500.00
		Upgrade exterior electrical service	10,000.00		Lead-based paint abatement	4,500.00
		Replace/install electrical fittings, fixtures & wiring	32,500.00		Upgrade electrical service	25,500.00
		Replace electric heaters	5,000.00		Upgrade HVAC	50,000.00
		Lead-based paint abatement	37,500.00		Replace ranges & refrigerators	9,000.00
		Replace interior sewer/water lines, plumbing	30,000.00		Development study	30,000.00
		Replace sanitary sewer lines	10,000.00		Financing package	30,000.00
		Replace clothesline poles & wire	5,000.00		Debt service	<u>75,000.00</u>
			<b>321,000.00</b>			<b>382,250.00</b>
	<b>TN 4-5</b>  Poss Homes	Replace locks	40,000.00	<b>TN 4-19</b> Gurley Street	Renovate bathrooms	92,000.00
		Replace exterior doors	200,000.00		Renovate kitchens	58,000.00
		Relocate playground	10,000.00		Install/replace interior doors & window accessories	43,000.00
		Replace gutters, downspouts, splashblocks	25,000.00		Repair/install floors, ceilings, walls & trim	85,000.00
Replace siding, soffitt & fascia	144,740.00	Paint interior	35,000.00			
Repair/waterproof/clean ext. walls	25,000.00	Pest control	1,500.00			
Abate asbestos	250,000.00	Replace water heaters	1,500.00			
			Upgrade HVAC	87,000.00		
			Replace/repair ext. doors & windows	97,992.00		

**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: <b>TN37P00450107</b> PHA FY 2007			Activities for Year: <u>5</u> FFY Grant: <b>TN37P00450108</b> PHA FY 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	TN 4-5 Poss Homes (Continued)	Replace windows	250,000.00	TN 4-19 Gurley Street (Continued)	Replace ranges & refrigerators	14,500.00
		Replace Community Center roof	30,000.00		Development study	30,000.00
		Security screens on doors	35,000.00		Financing package	30,000.00
		Site lighting	10,000.00		Debt service	<u>55,000.00</u>
		Demo/repair damaged bldg	<u>20,000.00</u>			<b>630,492.00</b>
			<b>1,039,740.00</b>	TN 4-18 Rev. Johnson	Renovate bathrooms	48,964.00
	TN 4-10 Boynton Terrace	Upgrade elevators	100,000.00		Renovate kitchens	30,722.00
		Outdoor benches	3,000.00		Repair floors, ceilings, walls & trim	115,209.00
		Laundry room sinks	3,000.00		Replace electrical fittings/fixtures/wiring	44,643.00
		Monument sign	1,500.00		Replace/repair exterior doors & windows	14,881.00
		New kitchen outlets	150,000.00		Interior painting	45,124.00
		Fire pumps	<u>100,000.00</u>		Pest control	1,920.00
			<b>357,500.00</b>		Replace shelving & closet accessories	7,680.00
	TN 4-21 Cromwell Hills	Site lighting	25,000.00		Replace ranges & refrigerators	17,281.00
		HVAC for gym	25,000.00		Development study	30000
		Tables & chairs for Community Center	2,500.00		Financing package	30,000.00
		Copier	5,000.00		Debt service	50,000.00
		Erosion control	10,000.00		Demolition	<u>250,000.00</u>
		Renovate bathrooms	51,000.00	HA-Wide	Test/replace GFI outlets (FA)	10,000.00
		Renovate kitchens	32,000.00		Handrails	14,000.00
		Install/replace interior doors & window acces.	18,000.00		Relocation	35,000.00
		Repair/install floors, ceilings, walls & trim	45,000.00		Signs	5,000.00
						<b>686,424.00</b>

**Capital Fund Program Five-Year Action Plan**

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

Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: <b>TN37P00450107</b> PHA FY 2007			Activities for Year: <u>5</u> FFY Grant: <b>TN37P00450108</b> PHA FY 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	<b>TN 4-21</b> Cromwell Hills  (Continued)	Paint interior  Replace water heaters Exterior doors Replace ranges & refrigerators Development study Financing package Debt service <b>400,000.00</b>	22,500.00  2,500.00 17,000.00  9,500.00 30,000.00 30,000.00 <u>75,000.00</u> <b>400,000.00</b>	<b>HA-Wide</b>  (Continued)	Fencing Parking lot paving & striping A/E Services  Computer hardware Install HVAC as needed Audit Legal services Landscaping (FA)	5,000.00  50,000.00 149,317.00  12,000.00 500,000.00 10,000.00 10,000.00 <u>50,000.00</u>
	<b>TN 4-22</b> Gateway Tower	Replace maintenance shop doors	<b>12,000.00</b>			<b>850,317.00</b>
	<b>HA-Wide</b>	Handrails Relocation Signs Fencing Parking lot paving & striping A/E Services Computer hardware Install HVAC as needed Audit	14,000.00 35,000.00 5,000.00 5,000.00 50,000.00 149,317.00 12,000.00 500,000.00 10,000.00  <b>780,317.00</b>			
		Total CFP Estimated Cost	<b>4,135,557.00</b>			<b>3,172,533.00</b>

Administrative Plan for the  
Section 8 Housing Choice Voucher  
Programs

THE CHATTANOOGA HOUSING AUTHORITY  
505 Martin Luther King Jr, Boulevard  
Chattanooga, TN 37402

Administrative Plan for the  
Section 8 Housing Choice Voucher  
Program

Section I. Program Overview

The Chattanooga Housing Authority (CHA) administers the Section 8 Housing Choice Voucher Programs. Effective October 1, 1999, the Quality Housing and Work Responsibility Act merged the Section 8 tenant-based programs into the Housing Choice Voucher (Voucher) Program. Administration of these programs is in compliance with the U.S. Department of Housing and Urban Development (HUD) regulations for each Section 8 Program, as specified in 24 Code of Federal Register (CFR), HUD directives, CHA policy and this Plan. CHA complies with all federal, state and local housing regulations. Definitions of terms used in this Administrative Plan are included in Definition of Terms for Housing Assistance Programs administered by CHA.

A. Objectives of Housing Choice Voucher Program

The objective of the Chattanooga Housing Authority is to provide decent, safe and sanitary housing to low income Families otherwise unable to obtain adequate housing. The number of Families served is limited only by the funding available through local, state and federal programs, CHA's budget, and the availability of adequate housing.

The Section 8 Programs provide participating Families with a greater choice of housing opportunities by subsidizing rent payments to private Landlords. Through these programs, CHA helps low-income Families obtain quality housing within CHA's geographical jurisdiction. CHA's jurisdiction refers to all cities located in whole or in part in Hamilton County.

Through program administration, CHA will:

1. ensure Housing Quality Standards are enforced for all units under contract in the Section 8 Program;
2. offer all current and future Section 8 Voucher Program Families counseling and referral assistance on the following priority basis:
  - a. all Section 8 Families residing in a unit that is located in an area within which there is an uncorrected perimeter inspection or a unit in which payment to the Landlord is abated because of a failed inspection; and
  - b. all other Section 8 Families;

3. make every good faith effort to locate a substantial percentage of its Section 8 Voucher Families into low poverty and low minority geographical areas.

B. Statutory and Regulatory Compliance

The CHA will comply with all federal and state statutes and regulations as applicable in its administration of the Program addressed by this Plan including, but not limited to, 24 CFR Part 5, 24 CFR 982, 24 CFR 983, the Quality Housing and Work Responsibility Act of 1998 (“QHWRA”), the Privacy Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act (“ADA”), Title VI of the Civil Rights Act of 1964, and regulations promulgated by HUD relating to fair housing and equal opportunity

Section II. Non-Discrimination and Accessibility

The Plan is designed to ensure that all applicants, voucher holders and landlords involved in the Program are treated fairly, equitably, and in compliance with applicable federal, state, and local laws and regulations.

A. Fair Housing

The CHA shall affirmatively further fair housing in the administration of the Program. [24 CFR 5.105(a), 24 CFR 903.7(o), 24 CFR 982.53]

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

To further its commitment to full compliance with applicable civil rights laws, the CHA will provide federal/state/local information to applicants/participants of the Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be available at the CHA's Central Office located at 505 West Martin Luther King Jr. Boulevard, Chattanooga, TN and at the Section 8 Office located at 801 North Holtzclaw Avenue, Chattanooga, TN. In addition, all CHA written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The CHA will assist any family that believes it has suffered illegal discrimination by providing copies of the appropriate housing discrimination forms. The CHA will also assist in completing the forms, if requested, and will provide the address



of the nearest HUD Office of Fair Housing and Equal Opportunity. [24 CFR 982.304]

B. Reasonable Accommodation

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

The CHA will provide Requests for Reasonable Accommodation Forms at the Section 8 Office lobby for applicants and voucher holders who desire to request an accommodation based on a disability. The CHA will make known the availability of these forms in Pre-Certification Meetings, Voucher Issuance meetings, recertification briefings, newsletters and other CHA communications with those involved in the Program.

The CHA will appoint a staff member who will be responsible for reviewing all requests for accommodations and for responding in writing to the requestors.

C. Other Services to Promote Accessibility to Programs

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

The CHA's offices are accessible to persons with disabilities. Accessibility for the hearing impaired is provided by TDD of Bell South. The TDD telephone number is (423) 752-0830.

Persons with disabilities who require a reasonable accommodation in completing an application or other requirement of the Program may call the CHA to make special arrangements.

Section III. Marketing and Outreach

Marketing and outreach efforts are used to provide the local community with awareness of the CHA's various housing programs. The CHA will conduct outreach to the community to create an awareness of the availability of the Program to families of extremely low income, very low income and low income. The CHA shall maintain an adequate application pool, taking into consideration the availability of vouchers through turnover and waiting list characteristics.

The CHA will provide informational materials and/or presentations to prospective participants, prospective landlords, participants, landlords, neighborhood associations, groups, social service agencies and others upon request to provide information about eligibility criteria and other aspects of the Program.

The CHA will seek to reach potential applicants and landlords through advertising in local newspapers, including newspapers that serve minority populations as well as radio and television media when feasible. The Equal Housing Opportunity logo will be used in all advertisements.

The CHA will comply with the income targeting requirements of the QHWRA. Not fewer than 75% of new admissions will have income at or below 30% of the area median income. For the project-based program, not fewer than 40% of new admissions will have income at or below 30% of the area median income. All other new admissions to the project based programs must be at or below 80% of the area median income. [24 CFR 982.201(b)(2)]

A. Expanding Housing Opportunities

The CHA encourages owners of units outside areas of poverty or minority concentration to participate in the Program. The CHA has identified locations in its jurisdiction as areas of poverty or minority concentration, based on information obtained from the Federal Register, the Chattanooga Area Chamber of Commerce, the United States Census Bureau and regulations governing the Program found at 24 CFR 982.

B. Areas of Poverty

The CHA has identified “areas of poverty” as the following locations where 40% or more families have a gross income that is at or below poverty level as defined by the U.S. Census Bureau.

Location	% Below Poverty Level	Census Tract Number
Erlanger-UTC	56.7	15
West Side	53.7	16
South Broad / Alton Park	61.2	19
South Side	82.8	20
Downtown	47.0	31

C. Areas of Minority Concentration

The CHA has identified “areas of minority concentration” as the following locations where 50% or more families are minorities within the stated zip code.

Location	% Minority	Zip Code
Erlanger-UTC	54.88	37403
Highland Park	66.82	37404
East Chattanooga	82.58	37406
South Broad	88.92	37408
Alton Park	90.81	37410
Brainerd	57.55	37411

The CHA will seek out and educate owners of units outside these areas of poverty or minority concentration by way of quarterly landlord meetings and prospective landlord workshops. CHA representatives will join community organizations such as the Apartment Association, the Realtors Association and conduct other community outreach programs to develop relationships to support this effort to expand housing opportunities.

C. Required Postings

In the lobby of the CHA Central Office, the CHA will post, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, a statement that the following information is available for review at the CHA's Central Office lobby receptionist's desk and at the Section 8 Office lobby:

1. The Plan;
2. Notice of the status of the waiting list (s) (opened or closed);
3. Address of all CHA offices, office hours, telephone numbers, TDD numbers and hours of operation;
4. Income limits for admission to the Program;
5. Informal review procedures;
6. Utility allowance schedule;
7. Fair Housing Poster;
8. Equal Opportunity in Employment Poster; and
9. Any current CHA notice.

#### Section IV. Eligibility and Occupancy Policies

A Family is eligible for assistance under the Section 8 Program, according to 24 CFR, Part 5, if, at the time they initially received assistance under the Section 8 Program, the Family:

- A. has been continuously assisted under the 1937 Housing Act with no breaks in assistance exceeding six consecutive months; or
- B. qualifies as a Very Low-Income Family (including Extremely Low) under HUD's approved Income Limits; or
- C. qualifies as a Lower Income Family (other than Very Low-Income) and is displaced by Rental Rehabilitation or Development activities assisted under section 17 of the 1937 Act (42 U.S.C.), or as a result of activities under the Rental Rehabilitation Demonstration Program; or
- D. qualifies as a Moderate Income Family and is displaced while living in housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990.

In accordance with HUD regulations, CHA will document the citizenship or immigration status of each Family member, and, if applicable, verify the non-citizen eligibility status for each Family member, regardless of age. CHA is prohibited from making housing assistance available for the benefit of non-citizens with ineligible immigration status.

#### Section V. Application Intake

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

The CHA will determine the method that will be used for the opening of a waiting list. The CHA may elect to accept applications on a first come, first served basis. In such case, the CHA will date and time stamp an application upon receipt by the Section 8 Office.

As an alternative, the CHA may elect to use a lottery system for the issuance of vouchers. The Executive Director or his designee is responsible for the determination of whether and when a lottery system will be used. In the event that the CHA elects to

adopt and use a lottery system for the selection of applicants, the date and time of application will not apply, as said selection will be superseded by the lottery selection.

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

A. Outreach to Lower Income Families

CHA will engage in outreach efforts directed toward potential Applicants, including Families that do not generally apply for assisted housing. CHA will: conduct outreach on a continuous basis using the following marketing methods:

1. use the Chattanooga Free-Times newspaper, local minority papers and local radio stations to advise the public of available housing opportunities;
2. publish brochures, leaflets and/or handouts describing CHA's available housing assistance and make these publications available to the public;
3. contact community groups/organizations and neighborhood papers to promote available housing programs; and
4. hold quarterly outreach meetings and seminars in neighborhoods where Hispanic, white and Asian populations predominate (Hispanic and Southeast Asian populations are less likely to apply for CHA housing assistance); and
5. designate a day for taking applications from Persons who are Elderly, Handicapped or Disabled. As a reasonable accommodation for Persons with a Disability or Handicap, CHA may take applications at alternate sites.

B. Closing of the Waiting List

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

## B. Placement on the Waiting List

The application constitutes the basic record of each Family applying for admission; therefore, each Applicant must supply complete information and sign the application attesting to its accuracy. The application, together with all other materials relating to the Applicant's eligibility, will be placed in the Applicant's file.

After verification, Applicants are placed on the Section 8 Waiting List according to the adopted preferences and date and time of application. Placement on the tenant- based waiting list will be in the following order:

1. Applicants with Involuntary Displacement Preference (by date and time of application)
2. Applicants with Domestic Violence Preference (by date and time of application)
3. Applicants with Rent Burden Preference (by date and time of application)
4. Applicants with Working Preference (by date and time of application)
5. Applicants with No Preference (by date and time of application).

## C. Rent Burden Preference

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

### 1. Documentation of Rent Burden

Families must submit a copy of the current lease agreement that includes the monthly rent and utility responsibility; copies of three months utility bills at the lease address; and documentation of all household income from each family member. The lease agreement and utilities must be documented as the responsibility of the Head of Household.

### 2. Verification of Preference

CHA will use third-party written verification of all information provided

by the family to determine eligibility for the preference. Verifications that conflict with information provided on the application may disqualify the preference.

D. Working Family Preference: [24 CFR 982.207(b)(2)]

An applicant household where the Head of Household, spouse or sole member of the household is considered working in a full-time capacity (32 hours or more per week), long term part-time capacity (20 hours weekly for six continuous months), or an approved job training capacity in accordance with the following provisions:

1. Full-time Employment

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

2. Part-time Employment

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

3. Approved Job Training Program

Head of Household or spouse who is participating in, or enrolled to participate in a training, education or employment program funded by HUD, Workforce Investment Board, or any other Federal, State, or local organization, provided that the program's primary purpose is to prepare low and very low-income individuals for economic independence or family self-sufficiency. Such participation must be for a minimum of

twenty (20) hours per week and must be verified, in writing, by the training, education, or employment provider.

3. Elderly and Disabled

The Working Family Preference is also extended equally to all elderly families and all families whose head or spouse meets the Social Security definition of disabled.

E. Documentation of Employment

Families must document on the pre-application the source and amount of income received for all household members, and submit copies of documents to support the income.

F. Verification of Employment

CHA will use third-party written verification of all information provided by the family to determine eligibility for the preference. Verifications that conflict with information provided on the application may disqualify the preference.

G. Documentation of Disability

Families eligible to receive the working preference based on a disability must meet the HUD definition of a disability as defined in Section 223 of the Social Security Act. To qualify as a disabled family, the disabled member must be the Head of Household, spouse or Co-Head. Families must provide documentation to support the disability claim.

Section VI. Project-Based Waiting List Placement

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

A. Residents in Units at Time of Project-Based Award

This selection preference is available to individuals who reside in the targeted development at the time of award of project-based vouchers.

B. Applicants on Tenant-Based Waiting List at Time of Project -Based Award

Applicants at the top of the Tenant-based waiting list may be offered the opportunity to reside in the project-based development if they meet the criteria for



occupancy in the project.

C. Rent Burden Preference

This selection preference is available to individuals who meet criteria noted above in tenant-based Rent Burden Preference.

D. Unit Offer for Project-Based Program

After a verified determination of eligibility and suitability is made, and the applicant's name is at the top of the waiting list, or is otherwise the next candidate for unit offer, the CHA shall allow the applicant to choose from available developments for which the applicant is suitable or shall offer up to three unit offers in available developments, whichever is greater. If the applicant does not accept a unit subject to this system, the applicant will forfeit his/her preference status and will be placed at the bottom of the project-based waiting list.

Section VII. Selection From the Waiting List

A final determination of eligibility is made when the Applicant's name is selected from the waiting list, and the income and family composition is verified using third-party methods. At that time, the Family's total household income may not exceed the current HUD Income Limits for the family size.

In accordance with Income Targeting requirements, seventy-five percent (75%) of the new admissions to the Section 8 Voucher Program must have incomes at or below 30% of the area median income (extremely low-income). CHA verifies the income of Families when they reach the top of the Waiting List to ensure that the Family's income is in the Extremely Low category.

Applicants are selected from the waiting list in sequential order and sent an appointment letter with a date and time to appear for final eligibility in accordance with the application date and time.

A. Required Eligibility Documents

CHA will provide housing assistance to United States citizens and eligible immigrants only. A household with only one eligible member is considered a Mixed Family, and assistance will be provided for the eligible member only, although the non-citizens may reside in the household.

The Family must provide the following documents for each member as evidence of citizenship:

1. United States Citizens
  - a. A written and signed Declaration by each family member; and
  - b. An original social security card, if one has been issued; or
  - c. A United States passport; or
  - d. A Resident Alien Card; or
  - e. A Registration Card
  
2. Eligible Immigrants
  - a. A written and signed Declaration by each family member; and
  - b. One of the documents described in the form "Acceptable INS Documents; and
  - c. A signed Verification Consent Form.

B. Other Required Information for Admission

All Applicants must sign HUD's Authorization to Release Information and disclose the social security number for each Family member age 6 and over who has been issued one. If a social security number has never been issued for a member, the member must sign the certification statement.

If at the end of a 60-day period, a Family member cannot disclose the original Social Security card issued by the Social Security Administration, CHA will accept photo identification and one or more of the following documents:

1. A driver's license with the social security number
2. Identification card issued by a federal, state or local agency
3. Identification card issued by an employer
4. Internal Revenue Form 1099
5. Benefit award letter from a government agency.

C. Family Relations Documentation

CHA considers a Family to be made up of members related by blood, marriage or operation of law. Each Family member must provide documentation to verify the relationship to the Head of Household. Acceptable documents include:

1. Birth Certificate
2. Certificate of birth issued by a physician, midwife, or hospital
3. Guardianship papers issued by a judiciary
4. Benefit Award Letter on behalf of a minor or disabled adult
5. Divorce decree

C. Other Eligibility Criteria and Execution of Consent Forms

Applicants must meet or exceed the following additional eligibility requirements. Each member of the family who is at least 18 years of age shall sign one or more consent forms. The consent form(s) must contain, at a minimum, the following:

1. SWICA Authorization

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

2. Employer Authorization

A provision authorizing HUD or CHA to verify with previous or current employers income and job related information pertinent to the family's eligibility for or level of assistance;

3. IRS and SSA Authorization

A provision authorizing HUD to request income information from the Internal Revenue Service and the Social Security Administration for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits;

4. Substance Abuse Treatment Records Authorization

A provision authorizing the release of certain medical and treatment history for persons who have enrolled in an alcohol or substance or drug abuse facility and evidencing that the applicant has been rehabilitated from the alcohol and substance or drug abuse;

5. Criminal History Authorization

A provision authorizing the CHA to conduct a criminal background investigation of the applicant and each member of the applicant's family who is at least 18 years old; and

6. Expiration Statement

A statement that the authorization(s) to release the information requested by the consent form expires 15 months after the date the consent form is signed. This provision will not apply to the Criminal History Authorization.

D. Removal from the Waiting List

Applicants who do not meet the basic eligibility requirements below at the time of selection from the waiting list will be removed from the list.

1. Income

The gross annual household income must not exceed the HUD-determined Income Limits for the Family size.

2. Eligible Family Member

At least one Family member must be a U.S. Citizen or Eligible Immigrant

3. Criminal Background Screening

All family members age 18 and over will receive criminal history reviews.

4. The Head of Household is responsible for providing required documents within the sixty-day allowed period.

Section VIII. Denials for HUD-Mandated Offenses

In accordance with 24 CFR.982.553 and FR-4495-F-02, Screening and Eviction for Drug Abuse and Other Criminal Activity published May 24, 2001, CHA will conduct criminal background checks on all new Applicants for a period of five (5) years prior to the application date; and a residency check for the past ten (10) years. CHA may use the services of a contractor to conduct residency research outside the state of Tennessee. CHA will use the following standards to deny admission to the Section 8 Housing Choice Voucher Program.

A. Drug -Related Eviction

CHA will review residential history to determine if the Family has lived in federally assisted housing, and deny admission if any Family member was evicted from a federally assisted housing unit within ten (10) years of the application date. An exception may be made if the member responsible for the eviction is no longer a member of the household due to imprisonment or death.

B. Illegal Drug Use

CHA will deny admission to any Family if there is reason to believe that a Family member uses or sells any illegal drugs; or that a member's use of drugs will threaten other residents, cause damage to property, or generate police activity on or near the premises

C. Conviction for Methamphetamine Production

CHA will permanently deny admission if any Family member has been convicted for the manufacture of Methamphetamine on the premises of a federally assisted unit.

D. Sex Offenders

CHA will use the services of state and private agencies to check state registers for each state that the Family resided to ensure that no registered sex offenders are admitted to the program.

E. Alcohol Abuse

CHA will deny admission if there is reason to believe that any Family member has a pattern of abusing alcohol to the extent that it is a threat to other residents, will cause property damage, or generate police activity on or near the premises.

CHA shall notify the Applicant of his/her ineligibility and shall provide the Applicant an opportunity to dispute the accuracy and relevance of the record. A copy of the criminal record will be provided upon request.

Section XIX. CHA Elected Denials of Admission

If prior to admission, CHA learns that a Family member is currently engaging in, or within the past year, has engaged in any of the following acts, admission will be denied.

A. Drug-Related Criminal Activity

Regardless of whether a Family member was arrested or convicted, if the preponderance of evidence indicates that the member engaged in the manufacture, sale, use or distribution of illegal drugs, admission will be denied.

B. Violent Criminal Activity

Regardless of whether a Family member was arrested or convicted, if the preponderance of evidence indicates that the member engaged in any of the listed

criminal acts, admission will be denied:

1. Crime involving extreme physical force, such as forcible rape, murder, armed robbery, assault and battery through use of a weapon; or
2. An activity involving the use of weapons against persons or property, such as armed robbery.

C. Other Crimes that Threaten the Health and Safety of Others

The following crimes are considered crimes of violence and commitment of such by a Family member is grounds for denial of admission:

1. Voluntary manslaughter
2. Kidnapping
3. Mayhem
4. Burglary
5. Arson
6. Terrorist threats
7. Assault

D. Pattern of Negative Rental History

CHA may elect to conduct rental history checks for new Applicants. A negative rental history may prevent eligibility for the Section 8 program if the Family has a history of violating the lease or disturbing the peaceful enjoyment of the premises. Information obtained from the rental history check may be shared with the potential Landlord.

E. Public Housing Residents and Former Program Participants

Applicants transferring from CHA's public housing developments will be screened the same as new Applicants to the Section 8 program. The record of former Section 8 participants will be researched for possible program violations. The following violations are grounds for denial of admission:

1. While participating in the Section 8 Program the Family must not have violated any Family Obligation, as set forth in 24 CFR

982.551 as amended. An exception may be granted by CHA if the Family member who violated the Family Obligation is not a current member of the household on the application.

2. No Family member may have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program in the last five years.
3. The Family must have paid any outstanding debt owed CHA or another housing authority as a result of prior participation in any federal housing program.
4. Families entering the Section 8 Voucher Program from CHA's conventional housing programs must be in good standing under the terms of the CHA lease. The rent and other payments due under the lease must be current, and there must be no evidence of lease violations that would constitute grounds for termination.
5. Families assessed a debt to CHA in excess of \$100.00 after being issued a Voucher and prior to a Section 8 HAP being executed on their behalf, may be offered the opportunity to enter into an agreement to pay the amount owed. Under such an agreement, CHA may accept 25% of the debt and negotiate a promissory note to repay the remaining balance within twelve (12) months.
6. No Family member may have been evicted from public housing for non-payment of rent during the past 24 months.
7. No Family member may have engaged in or threatened abusive or violent behavior toward CHA personnel during the past 60 months.

E. Notification of Ineligibility

CHA will notify all Applicants determined to be ineligible for assistance. Applicants will be notified in writing of the reason(s) for the determination. The letter will notify the Applicants of the right to request an Informal Review of the determination. All requests for Informal Reviews must be requested within fourteen (14) calendar days of the notification letter.

F. Informal Review

Applicants who refute a denial for admission to CHA housing programs will have the opportunity to present information and evidence to the Director of Assisted Housing in an Informal Review. The decision of the Director will be final.

If the Director determines that the Applicant is eligible, the Family's name will be placed on the Section 8 Waiting List without loss of position during the period of ineligibility, or issued a Voucher, whichever is appropriate.

If, after conducting a review, CHA determines that the Applicant is ineligible, staff will notify the Applicant, in writing. This procedure does not prevent the Applicant from exercising his/her other rights if the Applicant believes he/she is being discriminated against on the basis of race, color, national origin, religion, sex, handicap, familial status or age. A copy of the application, the notification letters, the Applicants' response (if any), the record of any Informal Reviews and a statement of the final disposition will be maintained by CHA for a period of three (3) years.

#### Section X. Subsidy Standards and Total Tenant Payment

The CHA thoroughly screens each individual applicant in accordance with HUD regulations and sound management practices to determine whether an applicant is both eligible and suitable for the Program. To demonstrate eligibility, an applicant must satisfy five separate eligibility requirements and show that he/she: (i) qualifies as a family, (ii) has income within the appropriate income limits, (iii) meets citizenship/eligible immigration criteria, (iv) provides documentation of Social Security numbers, and (v) meets or exceeds the eligibility and suitability selection criteria as described in [24 CFR 982.201]

CHA will determine the Family bedroom size and family contribution to rent in accordance with 24 CFR Subpart E and Subpart G, using third party, independent verification. Only the Section 8 staff may change the subsidy size at annual recertification.

##### A. Subsidy Standards

An eligible Family is determined based upon the members included on the original application and personally identified at the eligibility interview. All members must appear in person with photo identification. Members that are not identified will not be considered as a member of the assisted household.

Once the Family composition has been determined, the only additions to the household will be minor children by birth, adoption or guardianship; the only adult addition will be a spouse of the Head of Household; a live-in-aide; or the addition of a family member as companion for an elderly or disabled single household member, upon approval of CHA staff.

The subsidized bedroom size will be based upon the following criteria:



1. No more than two (2) persons will occupy a bedroom.
2. A bedroom will be allowed for opposite sexes over the age of five (5) with the exception of husband and wife.
3. A single Head of Household will share a room with a child under age 5.
4. Other than the Head of Household, two same sex persons will share a bedroom, up to the age of 18.
5. A bedroom will be allocated for an approved live-in-aide to provide continuous medical assistance to an elderly or disabled Family member.
6. A bedroom will not be allocated to house medical equipment, additional children of other adults (including adult children of the Head of Household), or other relatives.
7. A foster child will be considered in determining unit size only if he/she will be in the unit for more than twelve (12) months.
8. Children removed from the household and placed in foster care must anticipate returning within six months.

#### B. Family Breakup and Remaining Family Member

Under certain circumstances the original Family composition may alter due to the Head of Household leaving the household; or a breakup of a husband and wife with minor children.

If the Head of Household dies, and there is another adult Family member, the voucher assistance will pass to the Remaining Member, who will then become the Head of Household. Another client number will be issued to the new Head for tracking purposes.

If there is not an adult Family member, the voucher assistance will terminate the month of the death.

#### C. Split Family

In cases of divorce or separation under a settlement or judicial decree, CHA will follow a court's ruling in determining which Family members continue to receive Section 8 assistance. Also of consideration will be:

1. The interest of any minor children, or ill, elderly or disabled Family members; and
2. whether Family members are forced to leave a unit as a result of actual or threatened physical violence against Family members by a spouse or other Family members of the household; and
3. who retains custody of the minor children, and provides housing for 51% or more of the time.

D. Caregiver

If the Head of Household with minor children leaves the unit and there is no adult remaining in the household to assume the subsidy, then CHA will allow another adult (i.e. caretaker) to assume the subsidy to care for the child(ren). The adult must meet CHA's eligibility standards, and his/her income will be used to determine the Family's share of rent.

E. Family Total Tenant Payment (TTP)

The Family's contribution to the rent will be based upon the verified annual adjusted income after consideration of earned income, benefits, and assets, exclusions, Mandatory Earned Income Disallowance (MEID), HUD medical deductions and income exclusions for all Family members.

The amount of the Total Tenant Payment will be calculated based on the highest of:

1. ten percent (10%) of the monthly Family Income; or
2. thirty percent (30%) of the Family's monthly adjusted income; or
3. Preservation minimum rent; or
4. CHA minimum rent (\$25.00).

F. Income Verification

CHA determines annual income and adjusted income in accordance with regulations stipulated in 24 CFR.5.609, and considers all excluded income and mandatory deductions. Income verification will be through third-party written information directly from the employer; or third-party oral verification; or documented uses of information provided by the Family. If independent verification is not received from the source within a timely period, CHA will review the documents provided by the Family to make a determination of gross

annual household income.

G. Seasonal or Cyclic Income

CHA will annualize seasonal income over a twelve-month period based upon the past income; and spread cyclical income over a twelve-month period rather than redetermining income throughout the year (ex. for 9-month school employees, income will be divided over 12 months. No interim rent adjustment will be required).

H. Utility Allowance

The CHA maintains a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the CHA uses normal patterns of consumption for the community and current utility rates.

Section XI. Purging the Section 8 Waiting List

When it appears that the wait for housing will be more than twenty-four (24) months, CHA will confirm applicants' continued interest in the Section 8 Program and purge the Waiting List accordingly. CHA will contact Section 8 Applicants at their last known address to determine their continued interest in the program. Applicants not responding to the inquiry within 14 calendar days or responding negatively will be removed from the Section 8 Waiting List. Once an Applicant is removed from the waiting list, he/she will have to re-apply for assistance.

Section XII. Selection of Families for Special Section 8 Programs

CHA operates special Section 8 Programs under special allocations and regulations provided specifically for each program. Applicants may be admitted for participation in special programs without being on the Section 8 Waiting List; or if the Applicant is on the Section 8 Waiting List, and eligible for selection for a special program, he/she may be selected before other Applicants. Applicants are admitted as a special admission when HUD awards funding that is targeted for specific types of Families.

The programs are outlined below.

A. Mainstream Vouchers for Persons with Disabilities

Participants in the Mainstream Housing for Persons with Disabilities Program are Persons with Disabilities who have moved out of one of CHA's elderly high rises, or Applicants on the Section 8 Waiting List who have a disability. Following admittance into the Section 8 Program, participants follow all Section 8 rules and regulations.

B. Project-Based Vouchers for the Elderly and Persons with Disabilities

Participants in the Project-Based Voucher for Persons with Disabilities Program agree to move into units designated for this program. The housing assistance is tied to the unit and participants who move out of their units lose their housing assistance. This program is covered in full in the Administrative Plan for the Section 8 Voucher Program Assistance Attached to Units (Project-Based Voucher Assistance) (CHA Policy 500-3).

C. Welfare-to-Work Program

Participants in the Welfare-to-Work program are recipients of Temporary Assistance for Needy Families (TANF) who have agreed to actively participate in projects that will equip them to become financially self-sufficient. The project was originally scheduled for a five year period. CHA was awarded 650 vouchers for families.

Section XIII. Family Briefing and Voucher Issuance

All Families who are entering the Section 8 Voucher Program for the first time; and Porting Families entering CHA's jurisdiction will be briefed on the program regulations and CHA's policies.

A. Conducting a Briefing Session and Issuing Materials to Voucher Holders

Applicants and Porting Families are allowed two (2) appointments to attend a briefing session. Any Applicant who does not attend one of the two sessions will be denied assistance. Briefings are normally conducted as group sessions. When necessary, staff members will conduct individual briefings to accommodate the needs of the homebound or Persons with Disabilities. All new Section 8 Families are briefed in accordance with 24 CFR 982.301, as amended.

Fair Housing and social service organizations may provide presentations at the briefings with prior approval of the Director of Assisted Housing.

B. Briefing Topics:

1. A description of how the program works;

2. Family and owner responsibilities;
3. Where the family may rent a unit, including inside and outside the CHA's jurisdiction;
4. Types of eligible housing;
5. An explanation of how portability works;
6. The advantages of living in an area that does not have a high concentration of poor families;
7. An explanation of the family's affordability rate
8. Specifications of any local obligations for Welfare-to-Work Voucher recipients

C. Briefing Packet

During the briefing, the CHA will provide the family with a packet of information on the following topics:

1. The term of the voucher and the CHA's policy on extensions and suspensions of the term. The packet will include information on how to request an extension and forms for requesting extensions;
2. How the CHA determines the housing assistance payment and total tenant payment for the family;
3. Information on the payment standard, exception payment standard rent areas (if applicable), and the utility allowance schedule;
4. How the CHA determines the maximum rent for an assisted unit;
5. Where the family may lease a unit. For families qualified to lease outside the CHA's jurisdiction, the packet must include an explanation of how portability works;
6. The HUD-required tenancy addendum that provides the language that must be included in any assisted lease;
7. The Request for Tenancy Approval Form and an explanation of how to request CHA's approval of a unit;
8. A statement of the CHA's policy on providing information to prospective owners. This policy requires applicants to sign

disclosure statements allowing the CHA to provide prospective owners with the family's current and prior addresses and the names and addresses of the landlords for those addresses. Upon request, the CHA will also supply any factual information or third party verification relating to the applicant's history as a tenant or their ability to comply with material standard lease terms or any history of drug trafficking, drug-related criminal activity or any violent criminal activity;

9. The CHA's subsidy standards, including when the CHA will consider granting exceptions to the standards;
10. The HUD brochure on how to select a unit ("A Good Place to Live");
11. The HUD-required lead-based paint brochure;
12. Information on federal, state, and local equal opportunity laws; the brochure "Fair Housing: It's Your Right;" and a copy of the housing discrimination complaint form;

#### D. Extending Vouchers

Section 8 Vouchers expire at the end of sixty days from the date of issuance unless the Family submits a Request for Tenancy Approval (RFTA) and other appropriate documents, or CHA extends the Voucher in writing.

A request for an extension must be submitted to the Section 8 Office in person and be accompanied by a list of no less than fifteen (15) verifiable landlord contacts.

Staff members will review, together with the Family, the efforts made by the Family to find a suitable dwelling unit and the types of problems encountered during the search. If the staff member believes there is a reasonable possibility that the Family can, with additional assistance from CHA, find a suitable unit, CHA will grant an extension.

Families will be considered successful in a housing search should they submit a Request for Tenancy Approval (RFTA) prior to the expiration date on their Section 8 Voucher. The Family may submit only one RFTA at a time. Once the RFTA is received, CHA will suspend the term of the Family's Voucher. Should the Family be required to resume their search for housing (e.g., the unit selected fails inspection), the Family will be allowed to resume their search for housing using the remainder of the time left on their Voucher.

The voucher will be withdrawn if the Family fails to lease suitable housing during

the term of the Voucher. Expiration or withdrawal of a Voucher does not preclude the Family from filing a new application for another Voucher, provided CHA has not suspended the taking of applications.

#### Section XIV. Rent Reasonableness

CHA uses a computer-based databank of unassisted housing to produce comparable units when a reasonable rent must be determined. The same method is used for the initial rent at move in, when a rent increase is requested, or at any time that HUD dictates.

Addresses of unassisted units throughout CHA's jurisdiction are continuously added to the databank. The reasonable rent for subject units is determined by requesting three units from the databank that match the subject unit's zip code, bedroom and bath size and square footage. The program will select the units that most closely match the subject unit. The comparable data includes the value of utilities included in the rent, the value of amenities, and the monthly rent. If the requested rent for the subject unit is within the range of the rent of the comparables, the rent is reasonable.

#### Section XV. Denying Owner Participation

CHA requires participating landlords to abide by the Housing Assistance Payment (HAP) contract and enforce the lease agreement with the Family. Failure to abide by the HAP contract could result in penalties from abatement of HAP to permanent banning from participation.

CHA may disapprove, bar or suspend a single unit, an apartment complex or Landlord from participation in the Section 8 Program. The length of the penalty is left to the discretion of the Director of Assisted Housing in conjunction with the severity of the problem that causes the suspension.

- A. CHA will suspend a unit, an apartment complex or Landlord for three (3) to 12 months if:
  1. the complex/unit consistently fails HQS inspections for failure of the Landlord to properly maintain the unit/complex in a decent, safe and sanitary manner; or
  2. the Landlord charges Families a security deposit that exceeds what is charged to unsubsidized renters.
- B. CHA will ban a Landlord for a minimum of six months to permanently if:
  1. the complex/Landlord charges assisted families extra rent or executes a "side agreement" for rent or other charges not approved

- prior to the execution of the HAP contract; or
2. the Landlord commits fraud, bribery or any other corrupt or criminal act in connection with the Section 8 Program; or
  3. the Landlord violates Section 8 Program regulations, the HAP contract or CHA policy; or
  4. the Landlord engages in violent or drug related criminal activity; or
  5. the Landlord engages in any criminal activity that results in a felony conviction; or
  6. the Landlord has a history or practice of not complying with the HQS for units leased on the program; or
  7. the Landlord has a history or practice of not enforcing the Lease; or
  8. the landlord has a history or practice of not terminating a family when the head-of-household, household member, guest or a person under the control of the household engages in activity that:
    - a. threatens the right to peaceful enjoyment of the premises by other residents; or
    - b. threatens the health or safety of other residents, or landlord's employees or managers of landlord's property; or
    - c. threatens the health or safety of or the right to peaceful enjoyment of their residences, by persons living in the immediate vicinity of the premises.

#### Section XVI. Change of Ownership

The CHA requires a written request by the owner who executed the HAP contract in order to make changes regarding who is to receive the CHA's rent payment or the address as to where the rent payment should be sent.

In addition, the CHA requires a written request from the new owner to process a change of ownership. The following documents must accompany the written request:

- A. Deed of Trust showing the transfer of title; and



B. Tax Identification Number or Social Security Number.

New owners will be required to execute IRS form W-9. The CHA may withhold the rent payment until the taxpayer identification number is received.

Section XVII. Relocating Families

Families on the Section 8 program may move anywhere within the United States and U.S. territory. Families who wish to move out of CHA's jurisdiction may do so utilizing the portability feature of their Voucher. The Family must provide a minimum of thirty (30) days advance notice to the Chattanooga Housing Authority and to their Landlord before moving.

A. Families Eligible for Relocation

Families who are currently receiving subsidy may relocate under any of the following conditions:

1. The Family has resided in their present unit for at least twelve (12) months; or
2. The Family has resided in their present unit for the time required under the most recent lease provided to CHA, and has given a 30 day written notice of their intent to vacate to their Landlord and CHA; or
3. The Family has not resided in their present unit for the required amount of time under their current lease, but has obtained the Landlord's written approval to terminate the lease due to extenuating circumstances that require the Family to move. Such moves are based on conditions that threaten the safety and welfare of the Family (e.g., domestic violence), or changes in the family composition or for economic reasons (job change) and require the review and approval of the Director of Assisted Housing; or
4. The unit has failed a Housing Quality Standards (HQS) inspection and the Landlord failed to meet CHA's deadline for correcting identified problems and/or failed to request a re-inspection of the unit; or
5. The unit has been damaged or destroyed by fire or natural disaster; or
6. The family is no longer eligible for their unit in accordance with existing subsidy standards; or

7. The Landlord does not wish to continue participation in the Section 8 Program (Federal regulations prohibit a Landlord from leaving the Section 8 Program during the first year of Family occupancy by a Section 8 recipient); or
8. CHA determines the Landlord has breached the contract; or
9. The Family has been evicted by the Landlord for reasons that do not violate the terms of their family obligations as set forth in 24 CFR 982.552, as amended.

All Families who are relocating are scheduled to attend a briefing session. Families that CHA determines must relocate are allowed two appointments to attend a briefing session. Failure to attend a briefing will result in withdrawal of the voucher offer.

B. Restriction on Moves

1. CHA will limit the number of times a Family may search for housing to once every 12 months, except:
  - a. in circumstances where the unit is in violation of the Landlord's responsibilities under Housing Quality Standards; or
  - b. when the environment in which the Family resides has a level of criminal activity at rates higher than the overall rate for the City of Dallas for any category of crime for six continuous months; or
  - c. the Family can no longer reside in the unit due to medical conditions verified by a physician.
2. Families in non-compliance with a promissory note and/or an agreement to repay a bad debt with CHA will not be permitted to move until the debt is brought current under the terms of the agreement.
3. CHA will not relocate Families evicted by a Landlord for serious or repeated violations of their lease agreement as spelled out in CHA Procedure 501-2.2.
4. Families must honor the thirty-day notice of intent to vacate given to the landlord. A new contract will not be executed prior to the

month stipulated in the notice. Families who move early will be responsible for the rent to the landlord until the new contract is executed.

5. CHA will pay the current landlord the HAP through the end of the month the contract will terminate, unless the HAP has been abated.

C. Family Absence from Unit

The Family is obligated to use the assisted dwelling unit for residence by members of the Family as listed on the HAP Contract and Lease. The unit must be the Family's only place of residence.

The Family may be absent from the unit for brief periods, not to exceed three weeks in duration. Absence is defined to mean no member of the family is residing in the unit. Special consideration shall be given to a Family's absence due to hospitalization, provided such hospitalization can be documented. No special provision will be made for absences due to incarceration.

D. Portability Absorption by the CHA

If funding is available under the consolidated ACC for the CHA's Voucher Program when the portable family is received, the CHA will absorb the family into its Voucher Program. After absorption, the family is assisted with funds available under the consolidated ACC for the CHA's Tenant-Based Program.

When funding is limited, or CHA has utilized its allocation of vouchers, families porting into the jurisdiction will not be absorbed. CHA will administer the initial housing authority's voucher and bill for the services.

Section XVIII. Annual Recertification

Within twelve months of the Family's last examination, the Section 8 division will conduct a reexamination of Family income, assets, composition, and the extent of medical expenses for Elderly and Disabled Families, or other unusual expenses incurred by the Family. CHA will conduct criminal background checks on all Family members, including juveniles. Any matter found that is a ground for termination of assistance will be reviewed and appropriate action taken to terminate assistance.

Each Family will be briefed on CHA's policy regarding their obligations under the Section 8 program. Failure to attend the briefing after two scheduled appointments will result in termination from the program.

CHA will also review and collect all delinquent balances owed to CHA by the Family. Such balances include but are not limited to:

- A. payments made under a special claim to a Section 8 Landlord on behalf of the Family;
- B. back-rent agreements made by the Family during participation in any of CHA's programs; and
- C. charges incurred by the Family when they moved from a unit owned or operated by CHA.
- D. program abuse resulting in overpayment of rental subsidy.
- E. Repayment Agreement

Families owing a debt in excess of \$300.00 may be offered the opportunity to enter into an agreement to pay the amount owed, provided the Family has not already entered such an agreement for the debt. CHA may accept 25% of the debt and negotiate a promissory note to repay the remaining balance within twelve (12) months.

#### Section XIX. Interim Reexamination

When warranted, the Section 8 division will make interim reexaminations of the amount of the Total Tenant Payment and the amount of the HAP. Families are required to report changes in the source of income, decreases in Family Income, additional income and changes in Family composition within 10 days of the change.

The CHA requires a reasonable amount of time to process interim reexaminations. Changes in family composition or income that result in a decrease in the Family's share of the rent will require fifteen (15) days to review, verify and initiate the new payments to the Landlord. The new HAP payment will take effect the first of the month following this 15-day time frame. The Family is responsible for all rent payment to the Landlord until such time as the new rent takes effect. New income that increases the Family's share of the rent will become effective the first of the month following a 30-day notice to the Family and the Landlord.

#### Section XX. Special Zero-Income Reexaminations

For Families reporting zero household income and families whose share of rent is zero, the CHA will make complete a recertification of the household's income, assets and family composition once every ninety days until it can be established that the household has continuous income. The quarterly review will include credit bureau inquiries and any other resource that may provide income information. When continuous household income is established, the CHA will adjust the Family's share and the HAP to the owner

accordingly.

#### Section XXI. Exception to Minimum Rent Requirement

Families paying the minimum rent required by CHA may request an exception to the minimum rent requirements for hardship circumstances. Such financial hardship situations include the following:

- A. The Family has lost eligibility for, or is awaiting an eligibility determination for Federal, State, or local assistance program; or
- B. The income of the family has decreased because of changed circumstances, including loss of employment; or
- C. A death in the Family has occurred.

#### Section XXII. Treatment of Income Changes Resulting from Welfare Assistance

Reduction in welfare assistance will not reduce the Family contribution if the reduction in benefits is specifically because of fraud by a family member in connection with a welfare program; or specifically for failure of a Family member to comply with a work activities program.

Families whose income is reduced due to a reduction in TANF benefits as a result of the expiration of a lifetime term limit; or Families that have complied with the State's requirements, but cannot find a job, may have their rent reduced accordingly.

#### Section XXIII. Maximum Initial Rent Burden

A Family must not initially pay more than 40% of their monthly-adjusted income toward their portion of the rent and utility allowance for occupancy of a Section 8 unit. This rent burden is applied when CHA executes a new HAP contract on behalf of the Family and the gross rent exceeds the payment standard.

#### Section XXIV. Lease Form

The CHA prefers the lease used by landlords participating in the Section 8 Program be a form lease that complies with all Federal, State and local laws.

Section XXV. Housing Quality Standards

Housing leased in the Section 8 Housing Programs for the Chattanooga Housing Authority will meet the standards and acceptability criteria set forth in 24 CFR 982.401, as amended. The Landlord will, at a minimum, maintain the unit(s) in compliance with those requirements during the term of the contract. Annual inspections will be made of all units on the program to ensure compliance with HUD's requirements. The Landlord and Family will be notified of the repairs necessary for compliance.

The CHA will inspect all units prior to entering into a HAP contract. A detailed review of at least 10% of the units passing inspection on the Section 8 Voucher program will be conducted to ensure the quality of the inspections.

The CHA will document violations of HUD's Housing Quality Standards (HQS). When units are found to be in violation, CHA will take steps in accordance with HUD regulations. CHA will notify the code enforcement office of the city where the unit is located when code violations are observed and not corrected.

A. Initial Inspection

Before approving a lease, CHA will ensure the dwelling unit is inspected for compliance according to CHA procedure. All HQS inspections of units shall be conducted within seven days of the date the unit is ready using a HUD approved inspection form. A copy of the inspection will be mailed to both the landlord and family. A report for every inspection will be prepared and maintained in the Family's file in the Section 8 Office. Each report will specify the defects or deficiencies, if any, which must be corrected by the Landlord before the contract can be executed.

1. Unit Failure

If, as a result of the initial inspection, CHA determines violations exist, CHA will notify the Landlord and the Family in writing, and require the defects be corrected within fifteen days of the failure. A copy of this notification will be retained in the Family's file in the Section 8 office. If CHA determines, as a result of the re-inspection, that the Landlord has satisfactorily corrected all defects or deficiencies, CHA will execute the HAP Contract.

2. Correcting Deficiencies and Approval

If the Landlord fails to make the required repairs within fifteen days, the Landlord and Family will be notified that the RFTA has been denied. The Family may then be issued new paperwork to search for alternate housing provided there is time left on the Voucher to search for housing.

B. Annual Inspection

Regular annual inspections will be made of each unit prior to the anniversary date of the last passed initial or annual inspection. If the unit passes the inspection, CHA will continue payments. If the unit fails inspection, corrective action will be taken.

C. Emergency Inspections

Emergency Inspections will be conducted when there are deficiencies in a unit that are considered to be life-threatening. The deficiencies must be corrected within 24 to 72 hours of the inspection date.

D. Complaint Inspections

The CHA will respond to all Families reporting violations of Housing Quality Standards in their units. Requests for complaint inspections are made to Landlord Services. Families may call the HQS Hotline or submit a written request.

Once the complaint is received, CHA will notify the Landlord of the complaint and give the Landlord a reasonable amount of time to address the complaint and make necessary repairs. If the complaint is not addressed appropriately within the time frame specified, CHA will perform an inspection of the unit and staff will take the steps outlined for such situations according to the terms of the HAP contract.

A "reasonable time" will be determined by the severity of the condition.

- a. Any hazard that represents an immediate threat to the health and safety of the Family must be corrected within 24 hours.
- b. Any hazards that represent a potential threat to the health and safety of the Family must be corrected with three days.
- c. Any violations that pose no threat to the health and safety of the Family must be corrected within 21 days unless the Director of Assisted Housing grants an extension.

D. Exceptions to Housing Quality Standards

CHA has received permission from HUD to exceed the standard requirements of HQS in circumstances where the health and safety of families is at risk. The following exceptions overrule the basic tenets of HQS:

1. Window Screens

In units that do not have central air conditioning, the required openable windows must contain a screen. This applies to the bathroom, if no mechanical exhaust is present; and one window in each sleeping room.

2. Door Locks

Thumb latch dead bolt locks are required on entry doors. Keyed locks are prohibited.

3. Security Bars

Security bars on the openable window must be of the type that opens or is removed without the use of a key.

4. Heating Equipment

The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Electric heaters are acceptable as a secondary source of heat only.

5. Privacy

Bathrooms must have a door with a properly operating knob and locks. Bedrooms must have a door with properly operating hardware, including door knob.

6. Smoke Detectors

CHA will accept security systems that include monitoring devices for detecting smoke. Inspectors will identify the cause of a smoke detector failure as lack of battery or inoperable for other reasons. Families will be cited for lack of battery.

7. Utility Meters

If the family is responsible for utilities, each unit must have separate metering device(s) for measuring utility consumption.

8. Water Heating

A  $\frac{3}{4}$ " overflow pipe must be present on the hot water heater safety valves and installed down to within six inches of the floor.



Section XXVI. Landlord HQS Enforcement

CHA will not conduct a reinspection of a failed unit until the landlord or family calls to request an inspection. The call will indicate that the deficiencies have been repaired and will pass HQS. At the time of inspection, landlords and families will be given instructions on how to request a reinspection of the unit. Corrective action will begin if a reinspection or extension has not occurred within 30 days of the failed inspection.

CHA will abate payment to a Landlord for a unit when it fails HQS and the Landlord fails to make corrections within the required time frame. However, the Landlord is not responsible for a breach of the HQS the Landlord does not cause, and for which the Family is responsible. After fifteen (15) days of HAP abatement, CHA will provide housing mobility services to the Family.

A. Housing Assistance Payment Abatement

CHA will automatically abate housing assistance payments when the unit fails a re-inspection for a violation of HQS that is the responsibility of the Landlord; or the Landlord fails to request a re-inspection within the time allowed. After fifteen (15) days of HAP abatement, the family will be offered the opportunity to move from the deficient unit.

B. Move Tenant .

Once abatement has occurred, a letter will be generated informing the Landlord of the abatement and the fifteen (15) day compliance time. If the Landlord does not bring the unit into compliance after fifteen (15) days of abatement, CHA will begin the process of relocating the Family. CHA will cancel the HAP Contract when the family moves from the unit or sixty (60) days after CHA after the abatement date, whichever comes first.

C. Continued Occupancy

After the Move Tenant notice is given, the Family must move from the unit or execute a Continued Occupancy document with the landlord and present it to the Section 8 staff. The landlord must correct all deficiencies and pass the inspection before the HAP terminates. CHA will reestablish the HAP payments when the unit passes inspection, but will not make any retroactive payments for any period the unit did not meet HQS.

D. HAP Cancellation

If the unit does not pass inspection prior to the HAP termination date, and the Family decides not to move, but to instead enter into a separate lease with the Landlord, CHA will terminate the assistance to the Family in accordance with the HAP Contract.

Any overpayment of the HAP will be deducted from the landlord's other assisted properties, or from the first HAP for any property leased under the program.

Section XXVII. Family HQS Enforcement

If the Family is the responsible party and fails to correct any deficiencies, on the 31<sup>st</sup> day, the inspection office will make a recommendation to terminate the family for violation of Family Obligations.

A. Family Termination

The Section 8 Program Rep will send the Family a thirty-day notice of termination, and a copy to the landlord. The Family will be allowed fourteen (14) days from the letter date to request an informal hearing to dispute the termination; or the family may correct the deficiencies and request a reinspection.

If the landlord has no pending deficiencies, the HAP payment will continue through the termination date if the tenant remains in the unit.

B. Continued Occupancy

During the waiting period, the landlord has the option to assist the family to correct the deficiencies if they agree to continue the tenancy. If agreed upon, the landlord and family must complete and sign the Notice of Continued Occupancy and return it to Section 8 office so that a reinspection may be made. The termination will be suspended if the unit passes inspection before the pending termination date.

C. Family Termination

If the Family is terminated for HQS violations, and requests a hearing, an informal hearing will be held prior to the pending termination date.

Section XXVIII. Determination of Contract Rent

CHA will monitor the rents within its jurisdiction and disapprove a lease for a rent that is not reasonable, based on the rents charged for comparable rental units in the immediate area. CHA will exercise this authority for all Section 8 tenant-based program participants.

Section XXIX. Rent Increase Procedures/Affordability Adjustments

The Voucher Contract requires the Landlord to notify the Family, in writing, of proposed increases, and the date the increase will go into effect. A copy of this letter must be sent to CHA at least sixty (60) days prior to renewal. All proposed rent increases must be approved by CHA as reasonable and cannot exceed rents charged for comparable unassisted units in the same complex.

CHA will conduct a rent reasonable survey using the computer databank of unassisted units to select comparable units. If the requested increase is determined reasonable, the approved increase will become effective the first day of the month following the 60 day notice.

Section XXX. Term of the HAP Contract

The initial term of the Lease and the HAP contract shall be 12 months. After such time, the HAP contract shall extend automatically to coincide with the term of the lease. Any changes to the lease must be approved by CHA, and the landlord must provide CHA with a copy of the new lease.

Section XXXI. Payments to Landlords

New HAP contracts may begin when all program requirements have been met. CHA monitors its housing assistance payments to ensure system accuracy, timeliness and integrity. All payments to Landlords and Families are made by check and direct deposit, processed and prepared through CHA's Finance Department, independent of the Leased Housing Department. Payments are computed according to HUD approved formulas and schedules. The Landlord Services Department keeps on file a copy of each Landlord's Tax Identification Number or Social Security number.

A. Monthly HAP

HAP disbursements are deposited directly into the Landlord's bank account the first week of every month. All other payments are mailed to the Landlord the first week of every month. A computerized statement detailing payment activity accompanies the payment. Utility payments to Families are mailed directly to the Family at the assisted address.

All HAPs made by CHA to the Landlord are deemed received by the Landlord when the check is deposited by CHA into the U.S. Mail, Postage Pre-Paid or, in cases where payments are made pursuant to a Direct Deposit Agreement, when the funds are wired by CHA to the Landlord's bank.

B. Late Payments

The first HAP for a new contract will be received no later than two calendar months following the execution of the HAP contract. All other payments will be received by the fifth day of each calendar month. CHA shall pay a late fee of \$25.00 for HAPs not received (as defined above), due to factors within CHA's control. No other late fees will be paid. This payment is made upon request from the Landlord, provided the Landlord has a policy and practice of collecting late fees from private market tenants residing in his/her units.

No late fee will be assessed or paid by CHA if the payment is received late due to factors beyond CHA's control or receipt of the late payment is due to an adjustment in either the amount of contract rent to the owner or the HAP to be made by CHA

Section XXXII. Security Deposits in the Housing Choice Voucher Program

CHA encourages all Landlords to screen all Applicants. A Landlord need not accept Families that have a history of damaging units or vacating without giving proper notice. Effective November 1, 1995, the Section 8 Program will not provide for reimbursement to Landlords in cases where there are damages caused by the Family or its guests, where the Family vacates without giving proper notice, and/or paying rent owed under the lease.

Landlords executing HAP contracts on or after November 1, 1995 may collect a reasonable security deposit from the Family. Security deposits that CHA determines to be in excess of private market practice, or in excess of amounts charge by the Landlord to unassisted tenants are prohibited. When the Family moves out of the dwelling unit, the Landlord, subject to State or local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the Family, damages to the unit or for other amounts owed to the Landlord under the lease.

The Landlord must give the Family a written list of all items charged against the security deposit and the amount of each item. After deducting the amount, if any, used to reimburse the Landlord, the Landlord must refund promptly the full amount of the unused balance to the Family. If the security deposit is not sufficient to cover amounts the Family owes under the lease, the Landlord may seek to collect the balance from the Family.

CHA will not relocate the Family if the landlord provides documentation of debts owed due to nonpayment of rent or damages beyond normal wear and tear.

Section XXXIII. Assistance to Families Who Believe They Have Been Discriminated Against

Families who believe they have been discriminated against by a Landlord or potential Landlord may contact the Chattanooga Housing Authority Human Resources Department. Families will be provided with HUD's Fair Housing Complaint Form and staff members will assist the Family in completing the form.

Additionally, CHA may refer Families to the HUD Fair Housing Office or other Fair Housing Organizations that may be able to provide assistance.

Section XXXIV. Release of Family Information to Landlords/Prospective Landlords

CHA will conduct criminal background checks on all new Applicants and existing Families upon notice of possible criminal involvement by any member of the household. Applicants with a history of drug-related or violent criminal activity may be determined ineligible for the Section 8 Program. CHA may also conduct rental history checks for new Applicants, however a negative rental history will not preclude eligibility for the Section 8 Program. This information may be shared with the Landlord.

CHA will provide the Landlord with the Family's current address, as shown in CHA's records, and the name and address, if known, of the Family's current and previous Landlord.

Section XXXVI. Termination of Participation

CHA will terminate the participation of any Family for the following reasons:

- A. The Family moves out of their dwelling unit without giving proper written notice to the CHA and their Landlord; or
- B. CHA determines that the Landlord is entitled to payments due to non-payment of rent, damages, or other amounts owed under the Landlord's lease by the Family and the Family has failed to satisfy any such liability by repayment to the CHA; or
- C. The Family notifies CHA they wish to voluntarily terminate their assistance; or
- D. Any member of the Family has engaged in drug related criminal activity, or violent criminal activity as defined in 24 CFR, Part 982.553 as amended; or

- E. Any member of the Family has violated any Family obligation under the Section 8 Program as outlined in 24 CFR 982.551, as amended; or
- F. Any member of the Family is determined by CHA to be illegally using a controlled substance; or
- G. Any member of the Family is determined by CHA to abuse alcohol to such an extent that it would interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents; or
- H. Any member of the Family commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program; or
- I. A Family participating in the Family Self Sufficiency (FSS) Program fails to comply, without good cause, with the Family's FSS contract of participation; or
- J. Any member of the Family fails to sign and submit the HUD or CHA required consent form(s) for obtaining information; or
- K. Any member of Family is not a U.S citizen or eligible immigrant; or
- L. One Hundred and Eighty (180) days has elapsed since the last housing assistance payment was made on behalf on the Family; or
- M. Any member of the Family illegally uses, manufactures or possesses a controlled substance; or
- N. Any member of the Family engages in or has engaged in violent criminal activity or other criminal activity that threatens the safety of other residents, staff or other persons; or
- O. Any member of the Family engages in any criminal activity that resulted in a felony conviction; or
- P. Any member of the Family is convicted of manufacturing or producing methamphetamine on the premises of a federally assisted property.

Section XXXVII. Complaints and Appeals

A. Complaints

In responding to complaints from either Families or Landlords, CHA will:

1. notify the Landlord and the Family. The notice will include the

nature of the complaint; what remedial or corrective action(s) is required (including termination of the HAP Contract or assistance to the Family), and the time within which the action(s) must be completed; and

2. thoroughly investigate all complaints which may include an inspection of the dwelling unit; and
3. follow-up on any request for corrective action to determine whether the proper actions have been taken by the appropriate party; and
4. document the Landlord's and Family's files of all findings, notices and final actions.

B. Appeals by Applicants

1. Matters That the Applicant May Appeal

Applicants for the Section 8 Program who are withdrawn prior to admission into the program may appeal the decision. Admission is the point at which the CHA initially executes a HAP contract with a Landlord on behalf of the Family. CHA will give Applicants an opportunity for an Informal Review in the following cases:

- a. Applicant is determined ineligible for assistance; or
- b. Applicant is denied an extension on his/her Voucher.

2. Matters Not Subject to Appeal by Applicants

CHA will not provide an opportunity for an Informal Review to:

- a. review discretionary administrative determinations by CHA, or to consider general policy issues or class grievances; or
- b. review a determination of the Family's unit size under CHA's subsidy standards; or
- c. review CHA's determination not to approve leasing a unit under the Section 8 Program, or approve a proposed lease; or
- d. review CHA's determination that a unit selected does not

comply with HQS; or

- e. review CHA's determination that a unit selected is not in accordance with HQS because of the size of the Family; or
- f. review CHA's determination to refuse to extend the Family's Voucher past the maximum time allowed under CHA's policy.

### 3. Applicants' Informal Review

The request for the informal review must be made in writing within fourteen (14) calendar days from the date of the written determination. An Applicant who fails to respond to the written notice within fourteen (14) calendar days will be ineligible for an informal review and/or appeal. Should the Applicant fail to appear for a scheduled appointment, the withdrawal will stand. The Director may schedule a second appointment at his/her discretion.. All reviews will be conducted within 30 calendar days of the request.

Once the appointment date has been scheduled, the Applicant or Applicant's Representative may request to examine and have copies made of all documents, records, and CHA policies that are relevant to the complaint. The copies will be made by CHA at the Applicant's expense. Any document not made available after request by the Applicant may not be used or referred to by CHA during the informal review.

The Director or his/her designee will review the files; document facts presented and determine the disposition of the case. The outcome of the informal review will be recorded in the Applicant's file.

The Director will notify the Applicant of the outcome, in writing, within ten (10) calendar days after the Applicant's appointment.

### C. Appeals by Participating Families

#### 1. Matters That Participants May Appeal

Pursuant to 24 CFR 982, CHA will give a Family in its Section 8 Program an opportunity for an informal hearing to consider whether decisions relating to the Family's subsidy are in accordance with the law, HUD regulations, and CHA policy. Participating Families may request a hearing in the following cases:

- a. A determination of the amount of the Family's share of the rent and resulting HAP; or



- b. A determination of the Family's utility allowance for tenant-paid utilities, from the utility allowance schedule; or
- c. A decision to terminate assistance on behalf of the Family, because of the Family's action, or failure to act; or
- d. A determination that a Family is certified for a unit with a larger number of bedrooms than appropriate under CHA standards and CHA's determination to deny the Family's request for an exception from the subsidy standards; or
- e. A decision to terminate assistance to the Family because of the Family's absence from the unit for a period longer than three (3) weeks.

If CHA decides to terminate the HAP on behalf of a Family under an outstanding contract (if CHA is required to give the Family an informal hearing on the decision), the Family shall be offered the opportunity for an informal hearing before the termination of the HAP.

## 2. Matters That Participants May Not Appeal

CHA is not required to provide a hearing to:

- a. review discretionary administrative determinations by CHA, or to consider general policy issues or class grievances; or
- b. review the determination of the CHA's utility allowance schedule for participating Families; or
- c. review CHA's determination that a unit does not comply with HUD's Housing Quality Standards, or the rental unit is not adequate because of an increase in Family size or a change in the Family's composition; or
- d. review a decision by CHA to exercise any remedy against the Landlord under an outstanding Contract, including the termination of HAP to the Landlord; or
- e. review CHA's decision not to approve a Family's request to extend or suspend the term Voucher past the maximum time allowed under CHA's policy; or

- f. review a decision not to approve a lease.

### 3. Informal Hearing for Participating Families

The Director of Assisted Housing or a person or persons designated by CHA to fulfill the duties of the Hearing Officer will conduct an informal hearing. In no event shall a person or persons who made or approved the decision under review, or who are subordinate to the person(s) who made the decision under review conduct the hearing.

#### a. Requests for Informal Hearings

Requests for an informal hearing must be submitted, in writing, to the Director of Assisted Housing within fourteen (14) days of the notification of termination. When a Family requests a hearing, CHA will schedule the hearing within ten (10) calendar days of the receipt of the Family's request. The scheduled hearing date, time and place will be sent to the Family's mailing address on record.

#### b. Conducting Informal Hearings

The hearing will be conducted at CHA's Section 8 office facilities. The Head of Household must appear in person. Requests for postponement of a hearing shall be granted by the Director/Hearing Officer only upon showing of good cause by the Family.

If the Family chooses, they may also have an attorney or their representative(s) present at the hearing; however, an attorney or representative is not required.

The Family and/or the Family's representative may examine all documents one week prior to the hearing. Copies of the documents, records, and policies of CHA that are relevant to the hearing may be made at the Family's expense. Any document not made available at the Family's request may not be referred to by CHA in the hearing, with the exception of confidential medical records.

The CHA may examine records and documentation provided by the Family one week prior to the hearing. CHA may make copies of this documentation at no charge. In the hearing, the Family may not refer to any document not made available at CHA's request.

Arrangements for transcripts must be made one week in advance at the expense of the party making the request. If arrangements are

not made, CHA will not transcribe the hearings as a matter of course.

The Hearing Officer shall act to maintain decorum and assure that all Families in the hearing have a reasonable opportunity to present relevant oral and documentary evidence. The Hearing Officer may exclude any persons from the hearing for behavior that seriously obstructs the hearing. CHA may designate a staff person to present the facts in support of the adverse determination and examine witnesses. CHA has the burden of explaining the factual basis for its adverse decision.

The hearing need not be conducted strictly according to rules of law relating to the examination of witnesses or presentation of evidence. The hearing will be conducted in such a manner to ensure the Family's due process. Each party shall, prior to or during the hearing, be entitled to submit memoranda concerning any issue of law or fact and such memoranda shall become a part of the hearing record. The Director/Hearing Officer shall require that oral evidence be taken only on oath or affirmation administered by any person designated by the Director/Hearing Officer.

During the hearing each side shall have the right to:

- i) call and examine witnesses. The Family shall be permitted to present any and all evidence that supports its contention that CHA acted improperly;
- ii) present documentary evidence which may be introduced orally or in writing;
- iii) cross examine any witness on any matter relevant to the issues. The Director/Hearing Officer will determine the order of the witnesses and testimony. However, CHA staff members and the Family should present testimony prior to questions from the Director/Hearing Officer; and
- iv) rebut any evidence. CHA and the Family will have the opportunity for rebuttal of evidence or testimony presented by the other party.

d. Decision of the Director/Hearing Officer

The decision of the Director/Hearing Officer shall be final. The

Director/Hearing Officer shall prepare a written decision with the reason(s) for the decision within ten (10) days after the hearing. The Director/Hearing Officer will reaffirm or reverse CHA's determination. The decision shall be based upon facts presented at the hearing and upon applicable CHA and HUD regulations as they relate to the reason(s) for the determination.

The Director/Hearing Officer will forward one copy of the written decision to the Family; the Family's representative; the Family's file and the Director of Assisted Housing.

e. Matters for Which CHA is Not Bound by a Hearing Decision

CHA is not bound by a hearing decision in matters:

- i) for which CHA is not required to provide an opportunity for an informal hearing or otherwise in excess of the authority of the person conducting the hearing under the hearing procedures; or
- ii) contrary to HUD regulations or requirements, or otherwise contrary to Federal, State or local law.

If CHA determines that it is not bound by a hearing decision, CHA shall promptly notify the Family of the determination, and of the reasons for the determination.

Section XXXVIII. Voucher Payment Standards

To provide Families with the greatest choice of housing opportunities, CHA will adjust the Payment Standard for its Voucher Program to 110% of HUD's current Fair Market Rents.

Section XXXIX. Payment of Monies Owed by the Family to CHA

A. Section 8 Applicants Living in CHA's Conventional Public Housing

Families transferring from Public Housing to the Section 8 program must satisfy all outstanding debts under the Public Housing lease prior to transferring to the Section 8 program. Families accessed a debt to CHA in excess of \$300.00 after being issued a Voucher and prior to a Section 8 HAP contract being executed on their behalf, may be offered the opportunity to enter into an agreement to pay the

amount owed. Under such an agreement, CHA may accept 25% of the debt and negotiate a promissory note to repay the remaining balance within twelve (12) months.

B. Section 8 Applicants Living Outside of CHA's Conventional Public Housing

CHA will deny participation to any Applicant (including Family members) owing CHA money or to any Applicant (including Family Members) whose previous performance in any CHA program would disqualify them from further participation.

C. Additions to Families

CHA will allow the Family to enter into a repayment agreement in the event a spouse of the Head of Household is added to a Family and that adult has an outstanding debt to CHA. The total amount owed by the adult requesting to be added to the lease will be transferred to the Head of Household's account and payments will become the responsibility of the Head of Household and, if applicable, the Co-head. Failure to pay the repayment agreement may result in the Family's termination from the program.

D. Participants in the Section 8 Program

Families must satisfy, in full, all outstanding balances to CHA resulting from previous tenancy in any housing program administered or managed by CHA. This includes debts for damages, fraud and move-out expenses from public housing or special claims paid to a Section 8 Landlord. If the amount owed exceeds \$300, CHA may accept 25% of the debt and negotiate a promissory note to repay the remaining balance within twelve (12) months. Failure to pay monies owed CHA may result in termination of assistance.

Section XL Charges Against the Administrative Fee Reserve

Occasionally, it is necessary for the CHA to spend money from its Section 8 Administrative Fee Reserve to meet unseen or extraordinary expenditures or for its other housing related purposes consistent with State law.

The CHA Board of Commissioners authorizes the Executive Director to expend without prior Board approval up to \$4,000 for authorized expenditures.

Any item(s) exceeding \$4,000 will require prior Board of Commissioner approval before any charge is made against the Section 8 Administrative Fee Reserve.

Addendum  
Shared Housing Program

Section I. General

In accordance with 24 CFR. 982.Subpart M, and as a reasonable accommodation to families whose Head of Household, spouse or co-head is a person with disabilities, as described by HUD, the Chattanooga Housing Authority will permit a Section 8 tenant-based family to live in a Special Housing Type called Shared Housing,

Section II. HUD Definition of Disability

Federal regulations require that public housing agencies comply with Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act (ADA), and the Fair Housing Act to ensure the full benefits of the housing voucher program are accessible to persons with a disability. The CHA limits the Shared Housing Program to persons with disabilities as defined in this section.

A. Legislative Definition of Disabilities

The Code of Federal Regulations 5.403 defines disability as the inability to:

1. engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or

In the case of an individual who has attained the age of 55 and is blind,

2. Inability by reason of such blindness to engage in substantial gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.

B. Developmental Disabilities Assistance and Bill of Rights

Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act [42 U.S.C. 6001] defines disability as a severe, chronic disability of a person 5 years of age or older which:

1. is attributable to a mental or physical impairment or combination of mental and physical impairments;

2. is manifested before the person attains age twenty-two;
3. is likely to continue indefinitely;
4. results in substantial functional limitations in three or more of the areas of major life activity:
  - (a) self-care
  - (b) receptive and responsive language;
  - (c) learning;
  - (d) mobility;
  - (e) self-direction;
  - (f) capacity of independent living; and
  - (g) economic self-sufficiency; and
5. reflects the person's need for a combination and sequence of special care, treatment, or other services which are of lifelong or extended duration.

C. Individual With Handicaps

Under 24 CFR 8.3, for purposes of reasonable accommodation and accessibility, a disabled individual is a person having a physical or mental impairment that:

1. is expected to be of a long-continued and indefinite duration;
2. substantially impedes the ability to live independently; and
3. is of such a nature that such ability could be improved by more suitable housing conditions.

D. Documentation of a Disability

A person must meet at least one of the definitions of a disabled person, as indicated in Section II. A-C. CHA will use the following methods to verify the disability:

1. An original statement of Supplemental Social Security Disability Income (SSI) that identifies the recipient; or
2. Original documents from an agency (VA, insurance company...) that identifies compensatory payment as disability benefits; or
3. Third-party written verification from a medical professional that is competent to determine if the person meets at least one of the above-mentioned definitions of disabled.

### Section III. Eligibility for Shared Housing

As a reasonable accommodation for a disabled family, CHA will permit Section 8 tenant-based clients to share a housing unit

- A. Two or more persons with a disability may share a unit;

Two or more related or unrelated persons with disabilities that wish to share housing should make application for the Section 8 program together. They will be identified as a group; their names will be selected from the waiting list together as a unit; and they will be transmitted into the program as a unit. Each family head of household will be issued an individual voucher, and each must submit the Request For Tenancy Approval (RFTA) for an HQS inspection

- B. One or more persons with a disability may share a unit with one or more live-in aides.

- C. Relocating Families

Relocating disabled families that wish to share housing must receive an individual voucher and submit an RFTA for inspection of each private living space and common areas.

### Section III. Occupancy of a Shared Housing Unit

The disabled Family may select a house or apartment that will be accessible and usable by the disabled member. The unit must provide adequate bedrooms for the family members of each family, as well as a living room, food preparation area and sanitary facilities.

- A. Eligible Occupants

A unit may be shared by one or more disabled assisted families; or

A unit may be shared by one (1) or more disabled assisted families, and one (1) non-disabled assisted family; or

A unit may be shared by one or more disabled assisted families, and one unassisted family; or

A unit may be shared by one or more disabled assisted families, and one or more unassisted live-in aides; or

A unit may be shared by one or more disabled assisted families and the owner of the housing unit, as long as the owner is not a relative of the assisted family.



B. Ineligible Occupants and Owners

If the owner of the shared housing lives in the unit, no assistance may be paid on his behalf. The owner of the shared unit may not be related by blood or marriage to any member of the assisted family.

Section IV. Housing Assistance Contract

Each assisted disabled family must enter into a one-year lease agreement with the shared unit owner; and the owner must execute a separate housing assistance payment (HAP) contract with CHA for each assisted family.

The lease must identify the number of bedrooms the family will occupy in accordance with the certified bedroom size; the contract rent for the leased space; and the responsibility for utilities and appliances. An appliance allowance would be given only if the assisted family has a private kitchen.

Section V. Determining the Rent and Housing Assistance Payment

The contract rent for a shared housing unit is based upon a proration of the rental value of the entire unit. The owner is entitled to rental assistance only for the number of bedrooms the family is certified for.

At intake of the RFTA, the possible Rent Burden will be determined based upon the number of bedrooms identified on the lease.

During the inspection, the HQS inspector will verify the total number of bedrooms in the unit, and determine if the family will have a private kitchen.

A. Payment Standard

The payment standard for the assisted family in the shared unit will be the lower of the payment standard for the family unit size; or the pro-rata portion of the payment standard of the shared unit.

B. Utility Allowance

The assisted family will be entitled to a pro-rata utility allowance for any utilities for which they are responsible, and for a stove and refrigerator if a furnished private kitchen is available for the family's personal use.

### C. Rent Calculation

When calculating the rent, the number of certified bedrooms will be divided by the actual number of bedrooms in the entire unit. The rent for a 5 bedroom unit occupied by a 3 bedroom family will be prorated at three-fifths (3/5) of the total rental value. The HAP to the owner will never exceed the prorated amount for the shared unit.

### Section VI. Housing Quality Standards Inspections

The entire housing unit must meet housing quality standards. Facilities for each family must include a living room, sanitary facilities and a food preparation area. The facilities may be in a common area.

The unit must contain enough private bedrooms to accommodate all residents, whether assisted or not. The assisted family may never be allocated less than the number of certified bedrooms.

### Section VII. Moving From Shared Housing

A disabled family may move from the shared housing unit at any time in accordance with relocation procedures. Those families that initially lease as a family unit may separate since each has a voucher.