

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

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# PHA Plans-

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

**FINAL**

**Columbia Housing Authority**  
**201 Dyer Street**  
**Columbia, TN 38402-0115**

**TN046v03**

**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: Columbia Housing Authority**

**PHA Number: TN046**

**PHA Fiscal Year Beginning: (mm/yyyy) 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: (state mission here)  
The Columbia Housing Authority shall at all times develop and operate each development solely for the purpose of providing decent, safe, and affordable housing for eligible families in a manner that promotes serviceability, efficiency, and stability of the developments, and the economic and social well-being of the tenants.

**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:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

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

**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 Columbia Housing Authority has completed this FY 2004 Agency Plan in consultation with CHA residents and the local community. The Resident Advisory Board reviewed the plan on September 18, 2003. The public was afforded the opportunity to review the plan at a formal public hearing conducted on September 30, 2003. The Annual Agency Plan is summarized as follows:

1. Housing Needs  
Although our current waiting list of 32 applicants is not excessive, the demand for public housing is evident. Our greatest demand is for small bedroom units (1 and 2 bedroom units).
2. Financial Resources  
The CHA expects to expend approximately \$1,000,000 in the fiscal year 2004 for operations, capital improvements and administrative costs.
3. Eligibility, Selection and Admission Policies  
The CHA has revised its standard operating policies to comply with the requirements of the QHWRA through regulations published in the Federal Register on April 30, 1999.
4. Rent Determination - Discretionary Policies  
Our discretionary rent policies currently include:  
\$50.00 minimum rent

The CHA has developed a flat rent option for residents in order to comply with HUD QHWRA regulations. Residents will have a choice between an income-based rent and a flat rent.

5. Operations and Management

The CHA has developed policies relating to public housing administration, management, maintenance, leasing and occupancy. These policies have been revised to comply with the recently mandated requirements of the QHWRA.

6. Grievance Procedure

We have revised our Grievance Procedure to comply with the QHWRA and we will continue to make revisions as additional issues are addressed by HUD regulations.

7. Capital Improvements

Our projected FY 2004 funding under the Capital Fund Program is approximately \$381,300. Our primary focus for the FY2004 program year is to:

Development TN046-01 - Install central heat and air conditioning systems, closet doors, interior painting, and replace deteriorated sidewalks.

8. Demolition and/or Disposition

The CHA has no current plans for demolition or disposition.

9. Designation

The CHA has no plans to designate any additional elderly/disabled units in FY 2004.

10. Conversion of Public Housing

The CHA has no current plans to designate any developments or buildings to tenant-based assistance.

11. Homeownership

The CHA has no current plans to develop a Homeownership Program. However, the CHA does provide information and referrals for our residents.

12. Community Services and Self-Sufficiency Programs

The CHA is presently implementing a HIV prevention program, child support group, and teenage support group at our community centers in Development TN046-002 and TN046-004/005. The CHA is in the process of developing a Foster Grandparent Program for implementation at these community center facilities.

13. Safety and Crime Prevention

The CHA, in cooperation with the Columbia Police Department, will continue to provide police and security services for the CHA. The CHA has established and funded two police precincts in CHA developments in an effort to address safety and crime. In addition, the CHA provides drug prevention and educational activities.

14. Ownership of Pets  
The CHA has had a policy related to tenant-owned pets for many years. This policy permits all CHA residents to own pets subject to compliance with specific requirements of our pet lease. This policy is in compliance with the requirements of the QHWRA July 10, 2000, Pet Ownership in Public Housing Final Rule.
15. Civil Rights Certification  
We have included the required certification regarding Fair Housing and Civil Rights in this plan.
16. Annual Audit  
Our most recent annual audit is on file at our local HUD office in Nashville, Tennessee, and is available for review at our main office during normal business hours.
17. Asset Management  
It is the goal of the CHA to manage our assets (physical property, financial resources and manpower) as efficiently as possible to meet the intent of our mission statement.



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

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

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

#### Required Attachments:

- Admissions Policy for Deconcentration (**Attachment A**)
- FY 2004 Capital Fund Program Annual Statement (**See Attachment H**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan (**See Attachment I**)
- Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
- Attachment B – Definition of Substantial Deviation**
  - Attachment C – Membership of Resident Advisory Board**
  - Attachment D – Resident Membership of the PHA Board of Commissioners**
  - Attachment E – Organizational Chart**
  - Attachment F – Progress Statement in meeting the 5-Year Mission and Goals**
  - Attachment G – Voluntary Conversion – Initial Assessment**
  - Attachment J – Performance and Evaluation Reports**
  - Attachment K – Pet Policy**
  - Attachment L – Community Service Requirement**

**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>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<b>X</b>	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
<b>NA</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

<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>	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
<b>X</b>	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
<b>NA</b>	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>NA</b>	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	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
<b>X</b>	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>NA</b>	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<b>NA</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<b>X</b>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
<b>NA</b>	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
<b>NA</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<b>NA</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

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

# 1. 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	967	4	2	NA	NA	NA	NA
Income >30% but <=50% of AMI	625	4	2	NA	NA	NA	NA
Income >50% but <80% of AMI	755	4	1	NA	NA	NA	NA
Elderly	477	4	2	NA	NA	NA	NA
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity/B	832	4	2	NA	NA	NA	NA
Race/Ethnicity/W	1,515	4	2	NA	NA	NA	NA
Race/Ethnicity/H	0	NA	NA	NA	NA	NA	NA
Race/Ethnicity/	NA	NA	NA	NA	NA	NA	NA

\* Source: CHAS Data, Columbia Tennessee Jurisdiction Area, 1990 Census

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 **State of Tennessee**  
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)

## 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 type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>32</b>		<b>119</b>
Extremely low income <=30% AMI	<b>1</b>	<b>3%</b>	
Very low income (>30% but <=50% AMI)	<b>27</b>	<b>84%</b>	
Low income (>50% but <80% AMI)	<b>4</b>	<b>13%</b>	
Families with children	<b>10</b>	<b>31%</b>	
Elderly families	<b>3</b>	<b>9%</b>	
Families with Disabilities	<b>5</b>	<b>16%</b>	
Race/ethnicity/white	<b>12</b>	<b>38%</b>	
Race/ethnicity/black	<b>19</b>	<b>59%</b>	
Race/ethnicity/hisp.	<b>1</b>	<b>3%</b>	
Race/ethnicity/other	<b>0</b>	<b>0%</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<b>18</b>	<b>56%</b>	<b>24</b>
2 BR	<b>12</b>	<b>38%</b>	<b>42</b>
3 BR	<b>1</b>	<b>3%</b>	<b>39</b>
4 BR	<b>1</b>	<b>3%</b>	<b>13</b>
5 BR	<b>0</b>	<b>0%</b>	<b>1</b>
5+ BR	<b>NA</b>	<b>NA</b>	<b>NA</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)? <b>NA</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes <b>NA</b>			
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			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)  
**The CHA has not identified a significant shortage of housing. The CHA will develop strategies if future needs are identified, provided that adequate funding is available.**

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)  
**The CHA has not identified a specific family type need. The CHA will develop strategies if future needs are identified, provided that adequate funding is available.**



**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)  
**The CHA has not identified a specific family type need. The CHA will develop strategies if future needs are identified, provided that adequate funding is available.**

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

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

Select if applicable

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

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)  
**The CHA has not identified a fair housing problem. The CHA will develop a strategy if future needs are identified.**

**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 2004 grants)</b>		
a) Public Housing Operating Fund	<b>\$572,669.00</b>	
b) Public Housing Capital Fund	<b>\$381,300.00</b>	
c) HOPE VI Revitalization	<b>\$0.00</b>	
d) HOPE VI Demolition	<b>\$0.00</b>	
e) Annual Contributions for Section 8 Tenant-Based Assistance	<b>\$0.00</b>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<b>\$0.00</b>	
g) Resident Opportunity and Self-Sufficiency Grants	<b>\$0.00</b>	
h) Community Development Block Grant	<b>\$0.00</b>	
i) HOME	<b>\$0.00</b>	
Other Federal Grants (list below)	<b>\$0.00</b>	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
FY 2003 CFP	<b>\$381,300.00</b>	<b>Capital Fund Program</b>
FY 2002 CFP	<b>\$0.00</b>	<b>Capital Fund Program</b>
<b>3. Public Housing Dwelling Rental Income</b>		
	<b>\$302,582.00</b>	<b>Operations</b>
<b>4. Other income (list below)</b>		
Excessive Utilities	<b>\$16,542.00</b>	<b>Operations</b>
Investment Income	<b>\$10,110.00</b>	<b>Operations</b>
Other operating receipts	<b>\$0.00</b>	
<b>5. Non-federal sources (list below)</b>		
	<b>\$0.00</b>	
<b>Total resources</b>	<b>\$1,664,503.00</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

**Waiting list moves quickly. We verify as we receive applications.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- 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)

**Component 3, (6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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

**B. Section 8 NOT APPLICABLE**

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)



- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

**(2) Waiting List Organization**

**NOT APPLICABLE**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

**(3) Search Time**

**NOT APPLICABLE**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

**NOT APPLICABLE**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 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.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

5. If the PHA 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 NOT APPLICABLE**

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

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0
- \$1-\$25
- \$26-\$50      **\$50.00**

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

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

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)

**B. Section 8 Tenant-Based Assistance NOT APPLICABLE**

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)

**(2) Minimum Rent    NOT APPLICABLE**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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



## B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	296	70
Section 8 Vouchers	NA	NA
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs(list individually)	NA	NA

## 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)

[Admissions and Continued Occupancy Policy](#)  
[Blood Borne Diseases Policy](#)  
[Capitalization Policy](#)  
[Disposition Policy](#)  
[Drug-Free Workplace Policy](#)  
[Equal Housing Opportunity Policy](#)  
[Hazardous Material Policy](#)  
[Investment Policy](#)  
[Maintenance Policy](#)  
[Natural Disaster Response Guidelines](#)  
[Pest Control Policy](#)  
[Procurement Policy](#)  
[Public Housing Grievance Procedure](#)  
[Public Housing Lease](#)

(2) Section 8 Management: (list below) **NA**

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) [See Attachment H](#)

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) [See Attachment I](#)

-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:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

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

- 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:

- 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:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

**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.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</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: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.7 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)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**(B) Voluntary Conversion Initial Assessments**

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **All (5)**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **None**
- c. How many Assessments were conducted for the PHA's covered developments? **5**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

<b>Development Name</b>	<b>Number of Units</b>
<b>None</b>	

**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: <u>(DD/MM/YYYY)</u>
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**

**NOT APPLICABLE**

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

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

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

1. Cooperative agreements:

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

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Adult Education	10	PHA Adults	Creekside Center	Public Housing
Youth Resource Center	25	PHA Youth	Creekside Center	Public Housing

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	NA	NA

- 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
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

- Safety and security survey of residents
- 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
- Other (describe below)

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

None

**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 [Contract with Columbia Police Department](#)
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)  
[None](#)

**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)

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

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

PHAs eligible for FY 2000 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 2000 in this PHA Plan? [Not Applicable](#)
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: [NA](#))

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

[See Attachment K](#)

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
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)  
**The PHA will undertake physical improvements/modernization activities as discussed in the Attachments of this Agency Plan.**

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

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

### 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) **State of Tennessee**
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)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

### 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 A - DECONCENTRATION POLICY FOR THE COLUMBIA HOUSING AUTHORITY**

#### 1. DECONCENTRATION POLICY

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

#### 2. INCOME TARGETING

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

The Columbia Housing Authority will not hold units vacant to accomplish these goals.

## **ATTACHMENT B: DEFINITION OF SUBSTANTIAL DEVIATION**

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

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

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

## **ATTACHMENT C: MEMBERSHIP OF THE RESIDENT ADVISORY BOARD**

BOARD MEMBERS:

Delinda Graham, 1535 Ryan Place, Columbia (TN046-05)

Katie Fowler, 309 Beech Street, Columbia (TN046-02)

Lisa Fields, 220 Dyer Street, Columbia (TN046-01)

Ramona Howard, 1267 McBride Circle, Columbia (TN046-04)

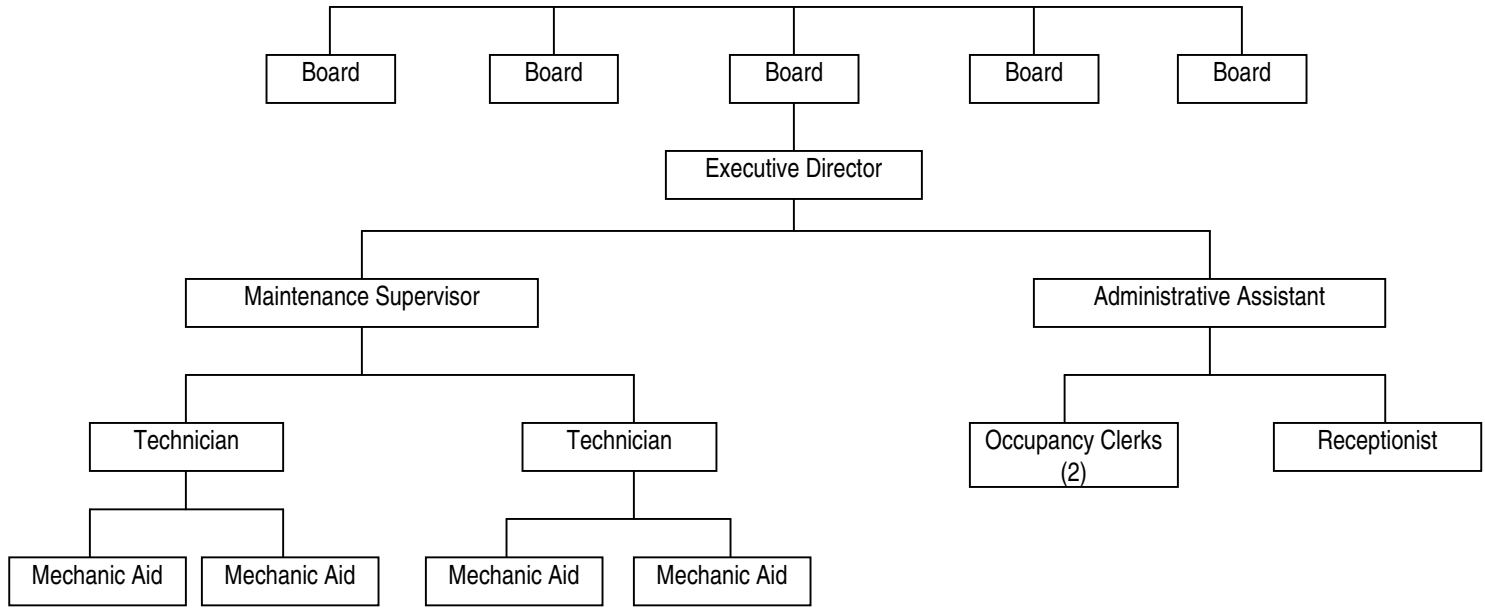
Martha Dodson, 122 Paul Craft, Columbia (TN046 06)

## **ATTACHMENT D: RESIDENT MEMBERSHIP OF THE PHA BOARD OF COMMISSIONERS**

Resident Member: Ms. Ruth Hawkins  
206 Dyer Street  
Columbia, TN 38401

Terms Dates: October 15, 2002 through July 19, 2006

**ATTACHMENT E – ORGANIZATIONAL CHART**



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

1. **Goal – Improve public housing management:** The Columbia Housing Authority continues to work towards improving overall management. We have increased the frequency of unit inspections and improvements. CHA staff attends as many training programs related to public housing management as is possible with our limited budget.
2. **Goal – Implement measures to promote income mixing and deconcentration by bringing higher income public housing households into lower income developments:** The CHA has revised its ACOP to promote deconcentration and income mixing.
3. **Goal – Implement public housing security improvements:** The CHA worked closely with the Columbia Police Department in increase patrols in the developments, as well as to initiate a neighborhood watch program. The results of those efforts have been very positive. The CHA presently maintains two police substations in two separate developments.
4. **Goal – Provide or attract supportive services to improve assistance recipients' employability:** The CHA continues to work with the County Board of Education, local agencies, and churches in various programs, including; adult education, GED classes, summer reading programs.
5. **Goal – Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:** The CHA continues to operate its public housing program to ensure equal access to all regardless of race, color, religion, national origin, sex, familial status, and disability.
6. **Goal – Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:** Our inspections, maintenance and modernization programs are spread equally among all of our developments.
7. **Goal – Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:** The CHA provides accessible units where needed by our residents. To date we have more resources than necessary to meet the current needs.

**ATTACHMENT G: VOLUNTARY CONVERSION INITIAL ASSESSMENT**

**(B) Voluntary Conversion Initial Assessments** **Assessment completed in FY2002**

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **5**
- 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)? **0**
- c. How many Assessments were conducted for the PHA's covered developments? **5**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
<b>None</b>	

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

[Attachment H](#)

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

<b>PHA Name:</b> Columbia Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>TN43P04650104</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>FY 2004</b>
--	---	---

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00			
2	1406 Operations	50,500.00			
3	1408 Management Improvements	20,000.00			
4	1410 Administration	0.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	53,300.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	10,000.00			
10	1460 Dwelling Structures	240,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable	2,500.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	1,000.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	4,000.00			
18	1499 Development Activities	0.00			
19	1501 Collaterization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	381,300.00			
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of line 21 Related to Section 504 compliance	0.00			
24	Amount of line 21 Related to Security – Soft Costs	0.00			
25	Amount of Line 21 Related to Security – Hard Costs	0.00			
26	Amount of line 21 Related to Energy Conservation	150,000.00			

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

PHA Name: <b>Columbia Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P04650104</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	
PHA Wide	Transfer of modernization to pay operating expenses	1406		50,500.00				
	Pay the cost of staff for monitoring vacancies/unit turnover	1408		20,000.00				
	Pay the cost of A/E preparation modernization plans and specifications	1430		16,800.00				
	Pay the cost of A/E inspection of modernization activities	1430		11,500.00				
	Clerk of the Works	1430		8,000.00				
	Agency Plan consultant services	1430		6,500.00				
	Energy Audit consultant services	1430		5,000.00				
	Utility Allowance consultant services	1430		5,500.00				
PHA-Wide	Sidewalks/parking/landscaping	1450		10,000.00				
TN046-001	Interior painting	1460		7,500.00				
TN046-001	Install new closet doors	1460		46,000.00				
PHA-Wide	Roofing	1460		4,500.00				
PHA-Wide	Railings	1460		2,000.00				
TN046-001	Install new HVAC	1460	30	150,000.00				
TN046-001	Upgrade electrical	1460	30	30,000.00				
PHA-Wide	Ranges and refrigerators	1465.1		2,500.00				
PHA-Wide	Purchase tools and equipment for Maintenance Department	1475		1,000.00				
TN046-001	Resident relocation	1495.1		4,000.00				



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

PHA Name: <b>Columbia Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>TN43P04650104</b> Replacement Housing Factor No:					Federal FY of Grant: <b>FY 2004</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	6/30/06			6/30/08			
TN046-001	6/30/06			6/30/08			

**Attachment I**

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name: <b>Columbia Housing Authority</b>				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: <b>2005</b> PHA FY: <b>2005</b>	Work Statement for Year 3 FFY Grant: <b>2006</b> PHA FY: <b>2006</b>	Work Statement for Year 4 FFY Grant: <b>2007</b> PHA FY: <b>2007</b>	Work Statement for Year 5 FFY Grant: <b>2008</b> PHA FY: <b>2008</b>
	Annual Statement				
PHA Wide		124,800.00	150,800.00	124,800.00	191,200.00
TN046-001		256,500.00	0.00	0.00	0.00
TN046-002		0.00	230,500.00	256,500.00	0.00
TN046-004		0.00	0.00	0.00	29,600.00
TN046-005		0.00	0.00	0.00	0.00
TN046-006		0.00	0.00	0.00	160,500.00
CFP Funds Listed for 5-year planning		\$381,300.00	\$381,300.00	\$381,300.00	\$381,300.00
Replacement Housing Factor Funds		\$0.00	\$0.00	\$0.00	\$0.00



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

Activities for Year: <u>4</u> FFY Grant: <b>2007</b> PHA FY: <b>2007</b>			Activities for Year: <u>5</u> FFY Grant: <b>2008</b> PHA FY: <b>2008</b>		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
PHA Wide	Transfer of modernization funds to pay operating expenses	\$51,300.00	PHA Wide	Operations	\$31,700.00
PHA Wide	Pay the cost of staff for monitoring vacancies/unit turnover	\$20,000.00	PHA Wide	Pay the cost of staff for monitoring vacancies/unit turnover	\$20,000.00
PHA Wide	Pay the cost of AE preparation modernization plans and specs	\$22,000.00	PHA Wide	Fees and Costs	\$65,500.00
PHA Wide	Pay the cost of AE inspection of modernization activities	\$13,000.00	PHA Wide	Interior painting	\$10,000.00
PHA Wide	Agency Plan consultant services	\$6,500.00	PHA Wide	Interior doors/ hardware	\$10,000.00
PHA Wide	Clerk of the Works	\$12,000.00	PHA Wide	Ranges/Refrigerators	\$5,000.00
TN046-002	Construct mechanical closet for heat equipment	\$12,500.00	PHA Wide	Site Improvements	\$15,000.00
TN046-002	Install new central HVAC systems (40 units)	\$200,000.00	PHA Wide	Interior light fixtures	\$5,000.00
TN046-002	Upgrade Electrical (40 units)	\$40,000.00	PHA Wide	Roofing	\$5,000.00
TN046-002	Resident relocation	\$4,000.00	PHA Wide	Pay the cost of relocating residents for modernization activities	\$4,000.00
			PHA-Wide	Replace water heaters	\$10,000.00
			TN046-004	Replace water heaters	\$29,600.00
			TN046.006	New aluminum downspouts and gutters	\$10,500.00
			TN046-006	Install new central HVAC system (20 units) and mechanical closets	\$130,000.00
			TN046-006	Upgrade Electrical (20 units)	\$20,000.00
			PHA-Wide	Bathroom renovations	\$5,000.00
			PHA-Wide	Kitchen renovations	\$5,000.00
Total CFP Estimated Cost		\$381,300.00			\$381,300.00

[Attachment J](#)

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:</b> <b>Summary</b>					
<b>PHA Name:</b> <b>Columbia Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>TN43P04650103</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>FY 2003</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" 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	.00		0.00	0.00
2	1406 Operations	56,000.00		0.00	0.00
3	1408 Management Improvements	20,000.00		0.00	0.00
4	1410 Administration	0.00		0.00	0.00
5	1411 Audit	0.00		0.00	0.00
6	1415 Liquidated Damages	0.00		0.00	0.00
7	1430 Fees and Costs	20,000.00		0.00	0.00
8	1440 Site Acquisition	0.00		0.00	0.00
9	1450 Site Improvement	2,000.00		0.00	0.00
10	1460 Dwelling Structures	230,000.00		0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	3,300.00		0.00	0.00
12	1470 Nondwelling Structures	40,000.00		0.00	0.00
13	1475 Nondwelling Equipment	10,000.00		0.00	0.00
14	1485 Demolition	0.00		0.00	0.00
15	1490 Replacement Reserve	0.00		0.00	0.00
16	1492 Moving to Work Demonstration	0.00		0.00	0.00
17	1495.1 Relocation Costs	0.00		0.00	0.00
18	1499 Development Activities	0.00		0.00	0.00
19	1501 Collateralization or Debt Service	0.00		0.00	0.00
20	1502 Contingency	0.00		0.00	0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	381,300.00		0.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00		0.00	0.00
23	Amount of line 21 Related to Section 504 compliance	0.00		0.00	0.00
24	Amount of line 21 Related to Security – Soft Costs	0.00		0.00	0.00
25	Amount of Line 21 Related to Security – Hard Costs	0.00		0.00	0.00
26	Amount of line 21 Related to Energy Conservation	230,000.00		0.00	0.00

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

PHA Name: <b>Columbia Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P04650103</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Transfer of modernization to pay operating expenses	1406		56,000.00		0.00	0.00	
	Pay the cost of staff for monitoring vacancies/unit turnover	1408		20,000.00		0.00	0.00	
	Pay the cost of A/E preparation modernization plans and specifications	1430		7,000.00		0.00	0.00	
	Pay the cost of A/E inspection of modernization activities	1430		4,000.00		0.00	0.00	
	Clerk of the Works	1430		2,500.00		0.00	0.00	
	Agency Plan consultant services	1430		6,500.00		0.00	0.00	
	New maintenance building/cover	1470	1	40,000.00		0.00	0.00	
	Maintenance equipment	1475		10,000.00		0.00	0.00	
TN046-005	Install new central a/c and heating system	1460	40	180,000.00		0.00	0.00	
PHA-Wide	Roofing	1460		50,000.00		0.00	0.00	
PHA-Wide	Parking/sidewalks/landscaping	1450		2,000.00		0.00	0.00	
PHA-Wide	Ranges/refrigerators	1465.1		3,300.00		0.00	0.00	

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

PHA Name: <b>Columbia Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>TN43P04650103</b> Replacement Housing Factor No:				Federal FY of Grant: <b>FY 2003</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	09/17/05			09/17/07			
TN046-005	09/17/05			09/17/07			

[Attachment J](#)

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: <b>Columbia Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P04650102</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>FY 2002</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )						
<input checked="" 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	\$0.00	\$0.00	\$0.00	\$0.00	
2	1406 Operations	\$80,244.00	\$80,244.00	\$80,244.00	\$80,244.00	
3	1408 Management Improvements	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
4	1410 Administration	\$0.00	\$0.00	\$0.00	\$0.00	
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00	
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00	
7	1430 Fees and Costs	\$30,004.00	\$30,004.00	\$30,004.00	\$30,004.00	
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00	
10	1460 Dwelling Structures	\$390,300.00	\$347,882.00	\$347,882.00	\$343,309.00	
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00	
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00	
13	1475 Nondwelling Equipment	\$1,000.00	\$31,000.00	\$31,000.00	\$31,000.00	
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00	
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00	
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00	
17	1495.1 Relocation Costs	\$13,200.00	\$0.00	\$0.00	\$0.00	
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00	
19	1501 Collateralization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00	
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$516,748.00	\$491,130.00	\$491,130.00	\$486,557.00	
22	Amount of line 21 Related to LBP Activities	\$80,100.00	\$0.00	\$0.00	\$0.00	
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00	
24	Amount of line 21 Related to Security – Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00	
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00	
26	Amount of line 21 Related to Energy Conservation	\$174,800.00	\$0.00	\$0.00	\$0.00	



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

PHA Name: <b>Columbia Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P04650102</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>FY 2002</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Transfer of modernization to pay operating expenses	1406		\$80,244.00	\$80,244.00	\$80,244.00	\$80,244.00	
	Purchase new computer software	1408		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
	Pay the cost of A/E preparation modernization plans and specifications	1430		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
	Pay the cost of A/E inspection of modernization activities	1430		\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	
	Clerk of the Works	1430		\$6,004.00	\$6,004.00	\$6,004.00	\$6,004.00	
	Purchase tools and equipment for maintenance department	1475		\$1,000.00	\$31,000.00	\$31,000.00	\$31,000.00	
	Pay the cost of relocating residents for modernization activities	1495		\$13,200.00	0.00	0.00	0.00	
TN046-001	Install new interior doors and hardware	1460		\$35,600.00	\$35,600.00	\$35,600.00	\$35,600.00	
	Install new interior frame	1460		\$44,500.00	\$44,500.00	\$44,500.00	\$44,500.00	
	Replace porch light fixtures with 911 fixtures	1460		\$7,920.00	\$7,920.00	\$7,920.00	\$7,920.00	
	Remove existing asbestos tile and install new vinyl composition floor tile	1460		\$69,180.00	\$69,180.00	\$69,180.00	\$69,180.00	
	Build mechanical closet for heating equipment	1460		\$13,800.00	\$13,800.00	\$13,800.00	\$13,800.00	
	Install new door with hardware at mechanical closet	1460		\$8,050.00	\$8,050.00	\$8,050.00	\$8,050.00	
	Install new light fixture and switch for mechanical closets	1460		\$3,450.00	\$3,450.00	\$3,450.00	\$3,450.00	
	Install new central a/c and heating system	1460		\$174,800.00	\$174,800.00	\$174,800.00	\$170,227.00	
	Scrape patch and paint all walls and ceilings	1460		\$33,000.00	\$33,000.00	\$33,000.00	\$33,000.00	

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

PHA Name: <b>Columbia Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>TN43P04650102</b> Replacement Housing Factor No:					Federal FY of Grant: <b>FY 2002</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	03/30/04	03/30/04		09/30/05	09/30/05		
TN046-001	03/30/04	03/30/04		09/30/05	09/30/05		

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

<b>PHA Name:</b> Columbia Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>TN43P04650101</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>FY 2001</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations	\$54,444.00	\$67,878.00	\$67,878.00	\$67,878.00
3	1408 Management Improvements	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$500.00	500.00	\$500.00	\$500.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$93,200.00	\$92,200.00	\$92,200.00	\$92,200.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$28,675.00	\$16,246.00	\$16,246.00	\$16,246.00
10	1460 Dwelling Structures	\$301,729.00	301,729.00	\$301,729.00	\$301,729.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$25,000.00	24,995.00	24,995.00	24,995.00
14	1485 Demolition	\$0.00	0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$13,200.00	13,200.00	\$13,200.00	\$13,200.00
18	1499 Development Activities	\$0.00	0.00	\$0.00	\$0.00
19	1501 Collaterization or Debt Service	\$0.00	0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$516,748.00	\$516,748.00	\$516,748.00	\$516,748.00
22	Amount of line 21 Related to LBP Activities	\$46,200.00	\$46,200.00	\$46,200.00	\$46,200.00
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of Line 21 Related to Security – Hard Costs	\$143,550.00	\$143,550.00	\$143,550.00	\$143,550.00
26	Amount of line 21 Related to Energy Conservation	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: <b>Columbia Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P04650101</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>FY 2001</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Operations	1406		\$54,444.00	\$67,878.00	\$67,878.00	\$67,878.00	Complete
	Advertising	1410		\$500.00	\$500.00	\$500.00	\$500.00	Complete
	Fees and Costs	1430		\$93,200.00	\$92,200.00	\$92,200.00	\$92,200.00	Complete
	New maintenance vehicle	1475		\$25,000.00	\$24,995.00	\$24,995.00	\$24,995.00	Complete
	Relocation	1495		\$13,200.00	\$13,200.00	\$13,200.00	\$13,200.00	Complete
TN046-001	Replace handrails and Install railing at 3-step riser	1450		\$28,675.00	\$16,246.00	\$16,246.00	\$16,246.00	Complete
	Replace fascia boards and cover with aluminum	1460		\$82,000.00	\$82,000.00	\$82,000.00	\$82,000.00	Complete
	Replace rotten wood underlayment	1460		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Complete
	Replace columns painted with LBP and install new	1460		\$28,800.00	28,800.00	\$28,800.00	\$28,800.00	Complete
	Remove LBP painted soffits and install vinyl soffits	1460		\$17,179.00	\$17,179.00	\$17,179.00	\$17,179.00	Complete
	Remove LBP painted porch ceilings and cover with alum.	1460		\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	Complete
	Remove LBP painted wood trim and cover with new wood and aluminum	1460		\$5,250.00	\$5,250.00	\$5,250.00	\$5,250.00	Complete
	Install new shelving and rod in closets	1460		\$10,400.00	\$10,400.00	\$10,400.00	\$10,400.00	Complete
	Replace pantry shelving	1460		\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00	Complete
	Replace attic access doors	1460		\$11,500.00	\$11,500.00	\$11,500.00	\$11,500.00	Complete
	Install new steel doors	1460		\$92,400.00	\$92,400.00	\$92,400.00	\$92,400.00	Complete
	Install heavy duty security doors	1460		\$39,600.00	\$39,600.00	\$39,600.00	\$39,600.00	Complete

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

PHA Name: <b>Columbia Housing Authority</b>		Grant Type and Number Capital Fund Program No: <b>TN43P04650101</b> Replacement Housing Factor No:				Federal FY of Grant: <b>FY 2001</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	03/31/03		11/30/02	10/01/04		04/30/03	
TN046-001	03/31/03		11/30/02	10/01/04		04/30/03	

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

<b>PHA Name:</b> Columbia Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>TN43P04650100</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>FY 2000</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations	\$38,746.00	101,246.00	101,246.00	101,246.00
3	1408 Management Improvements	\$25,095.00	\$25,095.00	\$25,095.00	\$25,095.00
4	1410 Administration	\$38,628.00	\$10,542.00	\$10,542.00	\$10,542.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$24,500.00	\$17,157.00	\$17,157.00	\$17,157.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$50,000.00	\$5,550.00	\$5,550.00	\$5,550.00
10	1460 Dwelling Structures	\$280,000.00	\$289,066.00	\$289,066.00	\$289,066.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$20,000.00	\$28,433.00	\$28,433.00	\$28,433.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$29,587.00	\$29,467.00	\$29,467.00	\$29,467.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collaterization or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$506,556.00	\$506,556.00	\$506,556.00	\$506,556.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security – Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: <b>Columbia Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN43P04650100</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>FY 2000</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		
PHA Wide	Operations	1406		\$38,746.00	\$101,246.00	\$101,246.00	\$101,246.00	Complete	
PHA Wide	Drug Elimination/Prevention	1408		\$25,095.00	\$25,095.00	\$25,095.00	\$25,095.00	Complete	
PHA Wide	Executive Director 20%	1410		\$9,000.00	\$0.00	\$0.00	\$0.00		
PHA Wide	Administrative Assistant 20%	1410		\$4,646.00	\$0.00	\$0.00	\$0.00		
PHA Wide	Clerk of the Works 20%	1410		\$16,068.00	\$10,542.00	\$10,542.00	\$10,542.00	Complete	
PHA Wide	Fringe Benefits	1410		\$8,914.00	\$0.00	\$0.00	\$0.00		
PHA Wide	Architect/Engineer fees	1430		\$24,500.00	\$17,157.00	\$17,157.00	\$17,157.00	Complete	
PHA Wide	Roofs and related work	1460		\$150,000.00	\$144,753.00	\$144,753.00	\$144,753.00	Complete	
PHA Wide	Electrical renovation	1460		\$30,000.00	\$0.00	\$0.00	\$0.00		
PHA Wide	Stoves and refrigerators	1465.1		\$20,000.00	\$28,433.00	\$28,433.00	\$28,433.00	Complete	
PHA Wide	Computer equipment	1475		\$5,000.00	\$7,967.00	\$7,967.00	\$7,967.00	Complete	
PHA Wide	New maintenance truck w/lift	1475		\$24,587.00	\$21,500.00	\$21,500.00	\$21,500.00	Complete	
	Lead Based Paint and Asbestos Abatement	1460		\$0.00	\$152,490.00	\$152,490.00	\$152,490.00	Complete	
TN046-001	Replacement of sewer lines	1450		\$50,000.00	\$5,550.00	\$5,550.00	\$5,550.00	Complete	
TN046-001	Electrical renovations, furnaces, air conditioning, water heaters	1460		\$100,000.00	\$8,980.00	\$8,980.00	\$8,980.00	Complete	

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

PHA Name: <b>Columbia Housing Authority</b>			Grant Type and Number Capital Fund Program No: <b>TN43P04650100</b> Replacement Housing Factor No:				Federal FY of Grant: <b>FY 2000</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	03/31/02		03/31/02	10/01/03		04/30/03	
TN046-001	03/31/02		03/31/02	10/01/03		04/30/03	



**ATTACHMENT K: Lease Addendum to Allow for Pets**

Lessee: \_\_\_\_\_ Account No. \_\_\_\_\_

Co-Lessee: \_\_\_\_\_ Pet Deposit \_\_\_\_\_

Names and Description of Pet: \_\_\_\_\_

I, \_\_\_\_\_, agree to the following rules and statement made in this Lease Addendum as set by the Columbia Housing Authority. When the Columbia Housing Authority refers to pets, that means that only dogs, cats, birds and fish are included. This Lease Addendum tells me what I am responsible for and what the Columbia Housing Authority is responsible for concerning my dog or cat.

Only one pet is allowed per family.

- (a) Dog – 15 inches tall when full grown
- (b) Cat – 10 inches tall when full grown

I agree to pay \$100.00 as a pet deposit. I must pay this amount in full before I can have my pet in my apartment. The Columbia Housing Authority can use this money to pay for damages “beyond normal” wear and tear caused by my pet, or for any other damages to the Columbia Housing Authority property caused by my pet while I am a resident. I understand that this pet deposit is paid in addition to me required Security Deposit, and this amount must remain in my account during my tenancy as a resident or as long as I have a pet.

**WHAT I MUST**

1. I must provide the Columbia Housing Authority with all verification of my pet’s inoculations each year at the annual reexamination time.
2. I must make sure my pet receives the medical care necessary for my pet to maintain good health.
3. I must have my dog on a leash and muzzle any time it is out of my own apartment. I must have my cat on a leash any time it is out of my own apartment.
4. I must not walk or exercise my pet anywhere in the building. I will exercise my pet only in the areas on the Columbia Housing Authority grounds that are marked exercise areas.
5. I must accept complete responsibility for any damages to property caused by my pet. This includes others residents’ property as well as all Columbia Housing Authority property.
6. I will hold harmless the Columbia Housing Authority for any injuries or damages caused by my pet.
7. I must accept complete responsibility for the behavior and conduct of my pet at all times.
8. In the event of my pet’s death. I must dispose of the remains according to local health regulations.

**WHAT THE COLUMBIA HOUSING AUTHORITY WILL NOT DO**

1. The Columbia Housing Authority will not be responsible for my pet at any time regardless of the circumstances.
2. The Columbia Housing Authority will not be responsible for any damages or injuries caused by my pet.
3. The Columbia Housing Authority will not permit my pet to become a nuisance to management or other residents.

WHAT THE COLUMBIA HOUSING AUTHORITY WILL DO

1. When it is necessary for the Columbia Housing Authority to spray for fleas and ticks or insects caused by my pet other than at the regular appointment time, the Columbia Housing Authority will charge me for the cost of spaying.
2. The Columbia Housing Authority will dispose of my pet in any way necessary, if at any time I leave my pet unattended or abandoned.
3. The Columbia Housing Authority will take appropriate actions if my pet is causing the living or working conditions in my building to be unsafe, unsanitary or indecent.
4. The Columbia Housing Authority will give me a Notice to Vacate and will end my lease if there are repeated or continuous problems with my pet.

DO I UNDERSTAND THIS LEASE ADDENDUM

By signing this Lease Addendum, I am saying that the Columbia Housing Authority has gone over it with me. I am also saying that I understand all of it. I understand that this is an agreement between me and the Housing Authority and that it is a legally binding contract between me and the Columbia Housing Authority.

We signed this Lease Addendum on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
LESSEE

COLUMBIA HOUSING AUTHORITY

\_\_\_\_\_

By: \_\_\_\_\_

**ATTACHMENT L: Community Service Program Description**

The CHA is implementing the Community Service Program as required by HUD Notice PIH 2003-17 (HA), issued June 20, 2003, and titled Reinstatement of the Community Service and Self-Sufficiency Requirement.

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

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

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

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

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

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