

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

FINAL

PHA Plans

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

Murfreesboro Housing Authority
415 North Maple Street
Murfreesboro, Tennessee 37130

TN020v02

**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: Murfreesboro Housing Authority

PHA Number: TN020

PHA Fiscal Year Beginning: (mm/yyyy) 04/2004

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 mission of the Murfreesboro Housing Authority is as follows:
To provide decent, safe and sanitary housing in good repair for eligible families in a manner that promotes serviceability, economy, efficiency and stability of the developments; and
To utilize all available resources to maximize the social and economic opportunities of our residents.

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 Annual Agency Plan is updated each year by the Murfreesboro Housing Authority (MHA) as a requirement of the Quality Housing and Work Responsibility Act (QHWRA) of 1998. The MHA is completing this annual Agency Plan in consultation with MHA residents and the local community. The Resident Advisory Board met on December 17, 2003 to discuss the Plan. All residents and the public had an opportunity to review and discuss the Plan at a public hearing conducted at 2:00 pm on January 7, 2004.

The Annual Agency Plan is summarized as follows:

1. Housing Needs
A review of the MHA public housing waiting list indicates that the demand for public housing is evident. We presently have 348 families on the public housing waiting list. Our greatest demand continues to be for small bedroom units (1 and 2 bedroom units). The Section 8 tenant-based assistance program has a current waiting list total of 550 families. The Section 8 waiting list was reopened on October 13, 2003.
2. Financial Resources
The MHA expects to expend approximately \$5 million in the FY 2004 for operations, capital improvements, drug elimination activities, Section 8 annual contributions, and MHA administrative costs (includes public housing and Section 8 administration).
3. Eligibility, Selection and Admission Policies
The MHA revised its standard operating policies in 2001 to comply with the requirements of the QHWRA through regulations published in the Federal Register on March 29, 2000.
4. Rent Determination - Discretionary Policies
Our discretionary rent policies include:
\$25.00 minimum rent

Flat rent according to bedroom size

5. Operations and Management
The MHA policies relating to administration, management, maintenance, leasing and occupancy were revised in 2001 to comply with the requirements of the QHWRA.
6. Grievance Procedure
The MHA revised our Grievance Procedures in 2001 to comply with the requirements of QHWRA.
7. Capital Improvements
Our projected FY 2004 funding under the Public Housing Capital Program will be approximately \$629,000. This is based on the MHA receiving an amount comparable to FY2003. In addition to proposed work items to be performed by our force account staff, our focus for the 2004 program year is as follows:
 - TN020-01 Franklin Heights – Landscaping, sidewalks and the following miscellaneous renovations: kitchen and HVAC.
 - TN020-02 Highland Heights – Landscaping, sidewalks, playground and the following miscellaneous renovations: kitchen, HVAC, and floor tile.
 - TN020-03 Oakland Court – Landscaping, sidewalks and sanitary sewer replacement, and the following miscellaneous renovations: kitchen, HVAC, and floor tile
 - TN020-04 Mercury Court - Landscaping, sidewalks and the following miscellaneous renovations: kitchen, floor tile and HVAC.
8. Demolition and/or Disposition
The MHA is considering submission of an application to HUD in the 2004 program year to demolish and revitalize Development No. TN020-002 (Highland Heights).
9. Designation
The MHA has no current plans to designate any additional units for the elderly or disabled.
10. Conversion of Public Housing
The MHA has no current plans to convert any developments or buildings to tenant-based assistance.
11. Homeownership
The MHA currently provides home ownership information and referrals to PHA residents.

In FY 2003 the MHA initiated the implementation of a Section 8 Homeownership Program in Rutherford County. The program allows eligible Section 8 families to use rent subsidy towards home purchase.
12. Community Services and self-sufficiency Programs

The MHA has partnered with the Murfreesboro City Schools to provide adult education and preschools at three of our developments with access by residents from our one remaining developments to promote self-sufficiency in Public Housing.

The MHA has established a computer lab to train public housing and Section 8 residents for job readiness.

13. Safety and Crime Prevention

Although HUD has eliminated the Public Housing Drug Elimination Program, the MHA will continue to provide prevention type activities such as police patrols, youth tutors and other measures.

14. Ownership of Pets

We are implementing a pet policy in compliance with the requirements of the QHWRA regulations.

15. Civil Rights Certification

We will include 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.

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.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	4
1. Housing Needs	8
2. Financial Resources	14
3. Policies on Eligibility, Selection and Admissions	15
4. Rent Determination Policies	22
5. Operations and Management Policies	26
6. Grievance Procedures	27
7. Capital Improvement Needs	28
8. Demolition and Disposition	30
9. Designation of Housing	31
10. Conversions of Public Housing	32
11. Homeownership	34
12. Community Service Programs	35
13. Crime and Safety	38
14. Pets	40
15. Civil Rights Certifications (included with PHA Plan Certifications)	40
16. Audit	40
17. Asset Management	40
18. Other Information	41

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 (**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 (**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 or Significant Amendment or Modification

Attachment C – Membership of Resident Advisory Board

Attachment D – Resident Membership of the PHA Board of Commissioners

Attachment E – Pet Policy

Attachment F – Progress Statement in Meeting the 5-Year mission and goals

Attachment G – REAC Follow-up Plan for Neighborhood Appearance

Attachment J – Capital Improvements Grants Performance and Evaluation Reports

Attachment K – Section 8 Homeownership Program Capacity Statement

Attachment L– Implementation of PH Resident Community Service Program

Attachment M – PHA Management Chart

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Included in Plan	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Included in Plan	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
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) 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	3,386	5	2	1	2	NA	NA
Income >30% but <=50% of AMI	2,277	5	2	1	2	NA	NA
Income >50% but <80% of AMI	3,017	3	2	1	2	NA	NA
Elderly	864	4	2	1	2	3	NA
Families with Disabilities	NA	3	2	1	2	3	NA
Race/Ethnicity (W)	6,339	NA	NA	NA	NA	NA	NA
Race/Ethnicity (B)	1,632	NA	NA	NA	NA	NA	NA
Race/Ethnicity (H)	392	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

***SOURCE: CHAS data for City of Murfreesboro, Tennessee, 2000 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
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	348		148
Extremely low income <=30% AMI	300	86	
Very low income (>30% but <=50% AMI)	45	13	
Low income (>50% but <80% AMI)	3	1	
Families with children	148	43	
Elderly families	14	4	
Families with Disabilities	65	19	
Race/ethnicity (W)	181	52	
Race/ethnicity (B)	151	44	
Race/ethnicity (H)	12	4	
Race/ethnicity (O)	0	0	
1BR	164	47.2	29
2 BR	108	31.0	70
3 BR	68	19.6	42
4 BR	7	2.0	5
5 BR	1	0.2	2
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? NA			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes NA			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	550		93
Extremely low income <=30% AMI	429	78	
Very low income (>30% but <=50% AMI)	121	22	
Low income (>50% but <80% AMI)	0	0	
Families with children	377	69	
Elderly families	28	5	
Families with Disabilities	116	21	
Race/ethnicity (W)	248	45	
Race/ethnicity (B)	289	53	
Race/ethnicity (H)	0	0	
Race/ethnicity (O)	13	2	
Characteristics by Bedroom Size (Public Housing Only) Not Applicable for Section 8			
1BR	NA	NA	NA
2 BR	NA	NA	NA
3 BR	NA	NA	NA
4 BR	NA	NA	NA
5 BR	NA	NA	NA
5+ BR	NA	NA	NA
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)? Reopened 10/13/2003			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes NA			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Special list for disabled & homeless			

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)

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)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 Grants)		
a) Public Housing Operating Fund	\$444,441.00	Operating Subsidy
b) Public Housing Capital Fund	\$629,893.00	Capital Improvements
c) HOPE VI Revitalization	0.00	
d) HOPE VI Demolition	0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,371,071.00	Section 8 Tenant Based Assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0.00	
g) Resident Opportunity and Self-Sufficiency Grants	0.00	
h) Community Development Block Grant	0.00	
i) HOME	0.00	
Other Federal Grants (list below)	0.00	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP 2002	\$219,732.00	Capital Improvements
CFP 2003	\$246,936.00	Capital Improvements
CFP 2003 2 nd Increment Funds	\$104,674.00	Capital Improvements
3. Public Housing Dwelling Rental Income	\$671,865.00	Operations
Excess Utilities	\$1,497.00	Operations
4. Other income (list below)		
Interest on investments	\$1,764.00	Operations
5. Non-federal sources (list below)		
Pay telephone receipts	\$128.00	Operations
Phone Tower	\$12,385.00	Operations
Non-Dwelling Rent	\$16,200.00	Operations
Total Resources	\$5,720,586.00	

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) **At application and at time of offer**

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) **(Credit Report)**

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**

Not Applicable

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: **Not Applicable**

(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.

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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:

NA

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

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) **credit history and rental history**

- 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) **Rental history and unit damage**

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
 - None

- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

Medical emergency, tight housing market, personal emergency

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- 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

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) **Notifications sent to service providers**

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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)

Families First (DHS)

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) **Not Applicable**

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)

Not Applicable

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

f. Rent 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)

PUM of Operating Costs

PUM of Modernization

FMR's for the area

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. **See Attachment K**
- 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	341	148
Section 8 Vouchers	573	95
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	9 / 9	0 / 0
Public Housing Drug Elimination Program (PHDEP)	NA	NA
Other Federal Programs(list individually)	Westbrooks Towers 230	36-40

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)

Public Housing Management Policies

Admissions & Continued Occupancy Policy (ACOP)
Capitalization Policy
Cash Deposits Policy
Cash Disbursements Policy
Cash Receipts Policy
Death of Leaseholder Policy
Disposition Policy
First Month's Rent Waiver Policy
Flower Policy
Grievance Procedure
Infectious Disease Control Policy
Investment Policy
Lease
Personnel Policy
Procurement Policy
Relocation Policy
Rent Collection Policy
Resident Initiative Policy
Safety Policy
Work Injury Policy/Accident Leave Policy

Maintenance & Modernization Policies

Annual Maintenance Policy
Davis-Bacon Compliance Policy
Lead-Based Paint Policy & Procedure
Mold Policy
Safety Policy (See Mgmt. Safety Policy)

(2) Section 8 Management: (list below)

Section 8 Management Policies

Administrative Plan
Family Self-Sufficiency Action Plan
Shelter + Care Addendum

Westbrooks Towers Policies

Income Targeting Policy
Lease
Pet Policy
Resident Selection Guidelines

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: **NA**

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: **NA**

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) **(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)**(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: **TN020-002**

- 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:
Hope VI Demolition/Revitalization for TN020-002

- 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:
Demolition/Revitalization for TN020-002

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.)

Demolition/Disposition Activity Description	
1a. Development name:	Highland Heights
1b. Development (project) number:	TN020-002
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>06/01/04</u>
5. Number of units affected:	60
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 10/01/2004 b. Projected end date of activity: 10/01/2007

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.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/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 (4); Assessment completed in 2002**

- 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)? **Assessment completed in 2002**

- c. How many Assessments were conducted for the PHA's covered developments? **(4) ; Assessment completed in 2002**

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

Development Name	Number of Units
NONE	

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

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.)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description: **Section 8 Homeownership Program that provides qualified Section 8 participants the opportunity to purchase a home. Section 8 assistance monies will supplement program participant’s monthly payments.**

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? **06/14/00**

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

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

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)
Section 8 Home Ownership Program allows eligible families to use rent subsidy towards home purchase. The Program is offered through MHA in Rutherford Co. only.	25 Families	Families must be current participants in good standing. Families are selected based on income, credit worthiness, and employment.	The Program is offered thorough the MHA Rental Assistance Program in partnership with Affordable Housing Resources. All services are provided on site at the MHA.	Open to all Section 8 participants. Families are selected based on income, credit worthiness, and employment.
Even Start Day Care Serves infants 6 weeks to 3 years old/Franklin Heights/Mercury Ct	15	Waiting list	Development office	Both
Even Start Adult Education-GED Serves under educated adults/Franklins Heights/Mercury Ct	107	Waiting list	Development office	Both
Parents as Teachers Program Serves prenatal through 5 years old/Franklin Heights/Highland Heights	35	Waiting list	Resident's home	PH
M'boro City Schools Family Resource Center Serves low-income at-risk families with life sustaining resources/all developments	865/yr.	As needed basis	Dev. Office/Residence	Both
M'boro City Schools-Preschools Serves children 3-4 years old/Franklin Heights/Mercury Ct./Oakland Ct.	100	Waiting list	Development pre-school	Both
Dress for Success Serves residents & graduates of Adult Ed going to work with 2 outfits/Franklin Hts.	50	Specific criteria	Development office	PH
Read to Succeed Serves families to promote literacy/all developments & 10 City schools	8,000	As needed basis	Developments/Schools	Both
Greenhouse Ministries Provide arts & crafts classes, financial seminars & literacy pgms./Franklin Hts. & community center	2,390	As needed basis	Dev. office/Community Ctr.	Both
MTSU Mentoring & Tutoring Adults University students mentor & tutor Even Start classes/Franklin Heights	60	As needed basis	Development office	Both
Exchange Club- Parenting Classes Training on "How to Parent"/all developments & Section 8 families	60	Specific criteria	Development office	Both
Americorp Vista Reading & activities for children/Franklin Heights	44	Specific criteria	Development office	Both
M'boro Parks & Recreation After school & summer program for children ages 8-15/all developments	70/daily	Specific criteria	Development office	PH
M'boro City Schools Extended Care Serves Pre-k students & infant toddlers/Franklin Heights/Mercury Ct.	34	Specific criteria	Developments/Schools	Both
Mobile Health Clinic Hospital provides health clinic on wheels/Franklin Heights	24/mo.	As needed basis	Development site	PH
Linebaugh Library Book Mobile Serves families on site with reading materials/Franklin Hts./Highland Hts./Mercury Ct./Oakland Ct.	422/mo.	As needed basis	Development site	PH

Murfreesboro Police Precincts Serves families in PH developments/Franklin Hts./Highland Hts.	350	As needed basis	Development office	PH
Shopping Bonanza Clothes giveaway/Main Office/Franklin Hts./Highland Hts./City schools	100	Specific criteria	Dev. Offices/Schools	Both
Vaughn Street "Coffee Anyone" Residents come for coffee and chit chat/Highland Hts.	10	Specific criteria	Development office	PH
Summer "Cool Camp" 6 Weeks of learning activities for birth-K while parent is in class/Franklin Hts.	44	Waiting list	Development office	PH
Summer "Cooking Class for Children" Serves children on site/Highland Hts.	15	Specific criteria	Development office	PH
Spring "Street Party" TN Bar Association conduct a "Street Party" on site/Highland Hts.	200	Specific criteria	Development site	PH
Because We Care Self-Esteem Fair Jr. League & vendors do make-overs & clothing giveaway for residents for Mother's Day/Franklin Hts.	100	Specific criteria	Development site	PH
Birthday Party Church group conducts "Birthday Party" monthly for children birth-K/Franklin Hts.	44	Specific criteria	Development pre-school	PH
Shoebox Ministries Church group conducts annual toiletry giveaway/Franklin Hts.	134	Specific criteria	Resident's home	PH
Santa Workshop PH children shop for gifts for parents (staff gift wraps while children visit Santa)/All developments	150	Specific criteria	Main office	PH
Welcome Baby Baskets Even Start students present baskets to new mothers/All developments	10/yr.	As needed basis	Resident's home	PH
Mother's Day Luncheon Parents as Teachers (PAT) provides luncheon for residents with door prizes/All developments	75	Specific criteria	State Farm Ins. Co.	PH

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	62	36 12/01/03

Required 2003 – 42

12/01/03

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)

TN20-1 and TN20-2

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

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

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below) **Partnership of local Police Department to provide precincts in local affected areas.**

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

TN20-1 and TN20-2

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) **TN20-1 and TN20-2**

C. Additional information as required by PHDEP/PHDEP Plan NOT
REQUIRED; Program eliminated for plan year

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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? **NA**
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? **NA**
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)
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:
The Resident Advisory Board (12/17/03 meeting) reviewed and concurred with the proposed FY 2004 Agency Plan. Members of the Board were primarily concerned about the proposed FY2004 capital improvements. The Board specifically asked MHA staff about the need for parking spaces, replacement closet doors and replacement sidewalks.

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. **MHA Staff explained that the items mentioned were included in the proposed 5-Year CFP.**
 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.)

The PHA has a Mayor-appointed MHA resident on the Board (See Attachment D)

3. Description of Resident Election Process **NA**

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)

City of Murfreesboro, 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

Attachment A – Deconcentration Policy

The PHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes. Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The PHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

Deconcentration and Income-Mixing Goals

The PHA will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.

Project Designation Methodology

The PHA will determine and compare the tenant incomes at the developments and the incomes of census tracts in which the developments are located.

Upon analyzing its findings the PHA will apply policies, measures and incentives to bring higher income families into lower income developments and lower income families into higher income developments.

The PHA's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Families having lower incomes include very low- and extremely low-income families.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

When selecting applicant families and assigning transfers for a designated project the PHA will determine whether the selection of the family will contribute to the PHA's deconcentration goals.

ATTACHMENT B– Definition of Substantial Deviation or Significant Amendment of Modification

PHA’s definition of “Significant Amendment or Substantial Deviation” from it’s 5-Year and Annual Plan:

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. Addition of new activities not included in the current PHDEP Plan.
4. 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

PHA Resident Council:

Arnita Hughes
814 Berry Place
Murfreesboro, TN 37130

Mrs. Georgia Walker
510-D Vaughn St.
Murfreesboro, TN 37130.

Beulah McCoy
615-J Bridge Ave.
Murfreesboro, TN 37129

Bertha Johnson
905 N. Academy St.
Murfreesboro, TN 37130

Section 8

Carlos Carter
600 Dusan Blvd., Apt. D-2
Murfreesboro, TN 37129

James Crawford
600 Dusan Blvd., Apt. J-2
Murfreesboro, TN 37129

ATTACHMENT D – RESIDENT MEMBERSHIP OF THE PHA BOARD OF COMMISSIONERS

Clara B. Sneed
511 Burns Ct.
Murfreesboro, TN 37130

ATTACHMENT E – PET POLICY

Section I.

1. Pet Ownership: A tenant may own one or more common household pets or have one or more common household pets present in the dwelling unit of such tenant, subject to the following conditions:
 - A. Each Head of Household may own up to two pets. If one of the pets is a dog or cat (or other four legged animal), the second pet must be contained in a cage or an aquarium for fish. Each bird or other animals, other than fish, shall be counted as one pet.
 - B. If the pet is a dog or cat, it must be neutered/spayed by the age of six (6) months. The evidence can be provided by a statement/bill from a veterinarian and/or staff of Animal Control. The evidence must be provided prior to the execution of this agreement and/or within 10 days of the pet becoming of the age to be neutered/spayed. Tenant must provide waterproof and leak proof litter boxes for cat waste, which must be kept inside the dwelling unit. Cardboard boxes are not acceptable and will not be approved. The Tenant shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary. Also, the weight of a cat cannot exceed 10 pounds (fully grown) and a dog may not exceed 20 pounds in weight (fully grown). All other four legged animals are limited to 10 pounds (fully grown).
 - C. If the pet is a bird, it shall be housed in a bird cage and cannot be let out of the cage at anytime.
 - D. If the pet is a fish, the aquarium must be twenty gallons or less, and the container must be placed in a safe location in the unit. The Tenant is limited to one container for the fish; however, there is no limit on the number of fish that can be maintained in the container as long as the container is maintained in a safe and nonhazardous manner.
 - E. If the pet is a cat or dog, it must have received rabies and distemper inoculations or boosters, as applicable. Evidence of inoculations can be provided by a statement/bill from veterinarian or staff of Animal Control and must be provided before the execution of this agreement.
 - F. All pets must be housed within the unit and no facilities can be constructed outside of the unit for any pet. No animal shall be permitted to be loose and if the pet is taken outside it must be taken outside on a leash and kept off other Tenant's lawns. Also, all pets must wear collars with identification at all times. Pets without a collar will be picked up immediately and transported to Animal Control or other appropriate facility.
 - G. All authorized pet(s) must be under the control of an adult. An unleashed pet, or one tied to a fixed object, is not considered to be under the control of an adult. Pets which are unleashed, or leashed and unattended on HA property may be impounded and taken to the local Animal Control. It shall be the responsibility of the Tenant to reclaim the pet at the expense of the Tenant. Also, if a member of the HA staff has to take a pet to Animal Control the Tenant will be charged \$50 to cover the expense of taking the pet(s) to Animal Control.
 - H. Pet(s) may not be left unattended for more than 24 consecutive hours. If it is reported to HA staff that a pet(s) has been left unattended for more than a 24 consecutive hour period, HA staff

may enter the unit and remove the pet and transfer the pet to Animal Control. Any expense to remove and reclaim the pet from any facility will be the responsibility of the Tenant. In the case of an emergency, the HA will work with the resident to allow more than 24 hours for the resident to make accommodations for the pet.

I. Pet(s), as applicable, must be weighed by a veterinarian or staff of Animal Control. A statement containing the weight of the pet must be provided to the HA prior to the execution of this agreement and upon request by the HA.

Note: Any pet that is not fully grown will be weighed every six months. Also, any pet that exceeds the weight limit at any time during occupancy will not be an eligible pet and must be removed from HA property.

2. **Responsible Pet Ownership:** Each pet must be maintained responsibly and in accordance with this pet ownership lease addendum and in accordance with all applicable ordinances, state and local public health, animal control, and animal anti-cruelty laws and regulations governing pet ownership. Any waste generated by a pet must be properly and promptly disposed of by the tenant to avoid any unpleasant and unsanitary odor from being in the unit.
3. **Prohibited Animals:** Animals or breeds of animals that are considered by the HA to be vicious and/or intimidating will not be allowed. Some examples of animals that have a reputation of a vicious nature are: reptiles, Rottweiler, Doberman Pinscher, Pit Bulldog, and/or any animal that displays vicious behavior. This determination will be made by a HA representative prior to the execution of this lease addendum.
4. Pet(s) shall not disturb, interfere or diminish the peaceful enjoyment of other tenants. The terms "disturb, interfere or diminish" shall include, but not be limited to, barking, howling, chirping, biting, scratching and other like activities. This includes any pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one-half hour or more and, therefore, disturbs any person at any time of the day or night. The Housing Manager will terminate this authorization if a pet disturbs other tenants under this section of the lease addendum. The Tenant will be given one week to make other arrangements for the care of the pet or the dwelling lease will be terminated.
5. If the animal should become destructive, create a nuisance, represent a threat to the safety and security of other persons, or create a problem in the area of cleanliness and sanitation, the Housing Manager will notify the tenant in writing that the animal must be removed from the Public Housing Development, within 10 days of the date of the notice from the HA. The Tenant may request a hearing, which will be handled according to the HA's established grievance procedure. The pet may remain with the tenant during the hearing process unless the HA has determined that the pet may be a danger or threat to the safety and security of other persons. If this determination has been made by the HA, the pet must be immediately removed from the unit upon receipt of the notice from the HA.
6. The Tenant is solely responsible for cleaning up the waste of the pet within the dwelling and on the premises of the public housing development. If the pet is taken outside it must be on a leash at all times. If there is any visible waste by the pet it must be disposed of in a plastic bag, securely tied and placed in the garbage receptacle for their unit. If the HA staff is required to clean any waste left by a pet, the Tenant will be charged \$25 for the removal of the waste.
7. The Tenant shall have pets restrained so that maintenance can be performed in the apartment. The Tenant shall, whenever an inspection or maintenance is scheduled, either be at home or shall have all animals restrained or caged. If a maintenance person enters an apartment where an

animal is not restrained, maintenance shall not be performed, and the Tenant shall be charged a fee of \$25.00. If this same situation again occurs, the pet shall be removed from the premises. Pets that are not caged or properly restrained may be impounded by animal control officers or by HA staff and taken to the local Animal Control. It shall be the responsibility of the Tenant to reclaim the pet at the expense of the Tenant. Also, if a member of the HA staff takes a pet to Animal Control the Tenant will be charged an additional \$50 to cover the expense of taking the pet(s) to Animal Control. The housing authority shall not be responsible if any animal escapes from the residence due to maintenance, inspections or other activities of the landlord.

8. Pets may not be bred or used for any commercial purposes.

Section II. **SCHEDULE OF INITIAL DEPOSIT/FEE**
(A Fee is required for each pet)

<u>TYPE OF PET</u>	<u>NONREFUNDABLE DEPOSIT/FEE</u>
Dog	\$100
Cat	\$100
Fish Aquarium	\$0
Caged Pets	\$0

Note: The above schedule is applicable for each pet. Therefore, if a tenant has more than one pet he or she must pay the applicable deposit/fee for each pet.

The entire deposit/fee (subject to the exception listed below) must be paid prior to the execution of the lease addendum. No pet shall be allowed in the unit prior to the completion of the terms of this pet policy.

The deposit/fee is not reimbursable. The deposit/fee made shall be utilized to offset damages caused by the pet and/or tenant. THERE SHALL BE NO REFUND OF THE DEPOSIT/FEE.

It shall be a serious violation of the lease for any tenant to have a pet without proper approval and without having complied with the terms of this policy. Such violation shall be considered to be a violation of Paragraph IV (L) of the lease (a serious violation) and the HA will issue a termination notice. The tenant will be entitled to a grievance hearing in accordance with the provisions of Paragraph 5 of this Pet Policy or the Grievance Procedure, as applicable.

RESIDENT ACKNOWLEDGMENT

After reading and/or having read to me this lease addendum, I, _____ agree to the following:
(print name)

I agree to abide by the requirements outlined in this lease addendum for pet ownership and to keep the pet(s) in accordance with this lease addendum.

I agree and understand that I am liable for any damage or injury whatsoever caused by pet(s) and shall pay the landlord or applicable party for any damages or injury caused by the pet(s). I also realize that I should obtain liability insurance for pet ownership and that paying for the insurance is my responsibility.

I agree to accept full responsibility and will indemnify and hold harmless the landlord for any claims by or injuries to third parties or their properties caused by my pet(s).

I agree to pay a nonrefundable deposit/fee of \$100 to cover some of the additional operating cost incurred by the HA. I also understand that this deposit/fee is due and payable prior to the execution of this lease addendum.

I AGREE AND UNDERSTAND THAT ALL INFORMATION CONCERNING MY PET(S) MUST BE UPDATED ANNUALLY AND PROVIDED TO THE HA AT THE ANNUAL REEXAMINATION.

I AGREE AND UNDERSTAND THAT VIOLATING THIS LEASE ADDENDUM MAY RESULT IN THE REMOVAL OF THE PET(S) FROM THE PROPERTY OF THE HA AND/OR EVICTION. I ALSO UNDERSTAND THAT I MAY NOT BE ALLOWED TO OWN ANY TYPE OF PET IN THE FUTURE WHILE BEING AN OCCUPANT OF THE HA.

I ALSO UNDERSTAND THAT I MUST OBTAIN PRIOR APPROVAL FROM THE HA BEFORE MAKING A CHANGE OF A PET FOR WHICH THIS POLICY WAS APPROVED OR ADDING A SECOND PET. ALSO, A PICTURE MAY BE TAKEN BY THE HA STAFF OF THE PET(S) FOR DOCUMENTATION.

Head of Household Signature

Date

Housing Authority Representative Signature

Date

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

- 1. Goal – Expand the supply of assisted housing** – The Murfreesboro Housing Authority continues to reduce public housing vacancies and unit turn-around time. The MHA is also looking into the opportunity to eventually replace 60 units TN20-02 with new units. The existing 60 units are proposed for demolition.

The MHA is also proposing to apply for additional Section 8 vouchers in an effort to provide additional affordable housing.

- 2. Goal – Improve the quality of assisted housing** - The MHA is making extra efforts to keep residents better informed of PHA policy and programs through frequent notices and meetings related to the Agency Plan process.

The MHA is continually upgrading its public housing units. With the inception of the Capital Fund Program, we are now able to better plan and implement improvements.

The MHA has been designated a standard performer this last year, but strives for high performer status, and has improved the MHA's public housing management practices over the years.

- 3. Goal – Increase assisted housing choices** – The MHA continues to make local referrals to encourage public housing resident homeownership opportunities. The MHA also is working towards the development/implementation of a public housing homeownership program.

The MHA initiated a Section 8 Homeownership Program this year The Program provides qualified Section 8 participants the opportunity to purchase a home.

The MHA obtained an additional nine vouchers for homeless/disabled families during FYE 2003. This partnership with the Guidance Center will total approximately \$268,414 over the next five years. This is in addition to the eight vouchers received in FY 2001 totaling \$314,000 over a five year period.

- 4. Goal – Provide an improved living environment** – The MHA will continue to promote the deconcentration of poverty or income mixing. The MHA promotes income mixing as evidenced by the most recent income analysis for PHA developments.

The MHA will continue to coordinate drug and crime prevention efforts with the local law enforcement officials. Police provide on-going crime data to the MHA for analysis and action. The LHA targets at-risk youth and adults in the various on-going activities. These efforts have had a positive influence on the residents, and are helping to assure the safety of the public housing residents.

The MHA provides building facilities for a police precinct in the developments. The Murfreesboro Police Department provides a detective and two officers. The MHA also budgets \$30,000 per year for off-duty police offers to patrol the developments. In addition, the MHA has utilized PHDEP grant funds to install surveillance cameras, lighting and fencing. These improvements and efforts have made a significant difference in the level of crime and drug activity in the MHA developments.

- 5. Goal – Promote self-sufficiency and asset development of assisted households** – The MHA continues to promote self-sufficiency through the coordination of services and activities offered by the Guidance Center, church groups, Exchange Club, Dress for Success Program, Regional Transit Authority (RTA), and the Murfreesboro City School’s Adult Education/GED classes.

These efforts have helped significantly to increase the number of employed persons in the MHA.

- 6. Goal – Ensure equal opportunity and affirmatively further fair housing** – The MHA 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. Our inspections, maintenance and modernization programs are spread equally among all of our developments.

ATTACHMENT G – REAC FOLLOW-UP PLAN FOR NEIGHBORHOOD APPEARANCE

The MHA has an ongoing program of neighborhood improvements and clean up. In addition to the resident’s efforts to keep their units clean of trash, as required in the lease, the MHA provides maintenance staff to clean trash on an ongoing basis. The MHA continues to plant grass, trees and annual flowers in the summer months. In addition, trees and shrubs are regularly trimmed. In addition, the MHA has recently made improvements to development signage, entrance amenities, and playground equipment.

The MHA works closely with the resident council and residents in an effort to make necessary aesthetic improvements. We all want our developments to be clean and attractive.

ATTACHMENT H :

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

PHA Name: Murfreesboro Housing Authority	Grant Type and Number Capital Fund Program Grant No: TN43P02050104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$0.00			
2	1406 Operations	\$115,000.00			
3	1408 Management Improvements	\$73,200.00			
4	1410 Administration	\$50,300.00			
5	1411 Audit	\$0.00			
6	1415 Liquidated Damages	\$0.00			
7	1430 Fees and Costs	\$5,000.00			
8	1440 Site Acquisition	\$0.00			
9	1450 Site Improvement	\$66,493.00			
10	1460 Dwelling Structures	\$257,900.00			
11	1465.1 Dwelling Equipment—Nonexpendable	\$34,000.00			
12	1470 Nondwelling Structures	\$0.00			
13	1475 Nondwelling Equipment	\$28,000.00			
14	1485 Demolition	\$0.00			
15	1490 Replacement Reserve	\$0.00			
16	1492 Moving to Work Demonstration	\$0.00			
17	1495.1 Relocation Costs	\$0.00			
18	1499 Development Activities	\$0.00			
19	1501 Collateralization or Debt Service	\$0.00			
20	1502 Contingency	\$0.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$629,893.00			
22	Amount of line 21 Related to LBP Activities	\$0.00			
23	Amount of line 21 Related to Section 504 compliance	\$0.00			
24	Amount of line 21 Related to Security – Soft Costs	\$0.00			
25	Amount of Line 21 Related to Security – Hard Costs	\$0.00			
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00			

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

PHA Name: Murfreesboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P02050104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
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	
HA Wide	Operations	1406		\$115,000.00				
	Improve annual inspections	1408		\$0.00				
	Reduce outstanding work orders	1408		\$0.00				
	Reduce vacancies	1408		\$0.00				
	Tenant accounts receivable	1408		\$0.00				
	Unit turnaround	1408		\$0.00				
	Resident activities coordinator	1408		\$38,200.00				
	Resident activities supplies	1408		\$3,000.00				
	Staff training/travel	1408		\$6,000.00				
	Computer software	1408		\$3,000.00				
	VISTA volunteer	1408		\$13,000.00				
	WTW Jobs Transportation	1408		\$10,000.00				
	PHA staff salaries	1410		\$2,000.00				
	Modernization coordinator	1410		\$48,300.00				
	A/E services	1430		\$5,000.00				
	Force labor account	1460		\$189,900.00				
	Computer hardware	1475		\$5,000.00				
	Maintenance equipment	1475		\$23,000.00				

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Murfreesboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P02050104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
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	
TN020-01 Franklin Hts.	Landscaping/Sidewalks	1450		\$5,000.00				
	Kitchen Renovations	1460	LS	\$20,000.00				
	HVAC	1465.1		\$20,000.00				
TN020-02 Highland Hts.	Landscaping/Sidewalks	1450	LS.	\$5,000.00				
	Kitchen Renovations	1460	LS	\$12,000.00				
	HVAC	1465.1		\$10,000.00				
	Floor Tile	1460		\$2,000.00				
	Playground	1450		\$15,000.00				
TN020-03 Oakland Ct.	Landscaping/sidewalks	1450		\$5,000.00				
	Replace sanitary sewer	1450	LS.	\$31,493.00				
	Kitchen Renovations	1460		\$15,000.00				
	HVAC	1465.1		\$2,000.00				
	Floor Tile	1460		\$2,000.00				
TN020-04 Mercury Ct.	Landscape/sidewalks	1450		\$5,000.00				
	Kitchen Renovations	1460		\$15,000.00				
	HVAC	1465.1		\$2,000.00				
	Floor Tile	1460		\$2,000.00				

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

PHA Name: Murfreesboro Housing Authority		Grant Type and Number Capital Fund Program No: TN43P02050104 Replacement Housing Factor No:					Federal FY of Grant: 2004	
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								
Management Improvements	05/31/2006			05/31/2008				
Administration	05/31/2006			05/31/2008				
Fees and Costs	05/31/2006			05/31/2008				
Equipment	05/31/2006			05/31/2008				
TN020-1 Franklin Hgts.	05/31/2006			05/31/2008				
TN020-2 Highland Hgts.	05/31/2006			05/31/2008				
TN020-3 Oakland Courts	05/31/2006			05/31/2008				
TN020-4 Mercury Court	05/31/2006			05/31/2008				

ATTACHMENT I:

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name: Murfreesboro Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: : 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 200
	Annual Statement				
PHA Wide		\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00
TN020-001		\$175,000.00	\$214,893.00	\$68,346.00	\$267,393.00
TN020-002		\$0.00	\$0.00	\$0.00	\$0.00
TN020-003		\$23,493.00	\$83,600.00	\$158,000.00	\$57,000.00
TN020-004		\$181,400.00	\$81,400.00	\$153,547.00	\$55,500.00
CFP Funds Listed for 5-year planning		\$629,893.00	\$629,893.00	\$629,893.00	\$629,893.00
Replacement Housing Factor Funds		NA	NA	NA	NA

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2005 PHA FY: 2005			Activities for Year: <u>3</u> FFY Grant: 2006 PHA FY: : 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	PHA Wide		\$250,000.00	PHA Wide		\$250,000.00
	TN020-001	Replace sanitary sewer	\$175,000.00	TN020-001	Bathroom Renovations	115,000.00
					Foundation Lift	\$85,893.00
					Ext. Building Caulk	\$14,000.00
	TN020-002		\$0.00	TN020-002		\$0.00
	TN020-003	Interior doors & hardware	\$15,893.00	TN020-003	Bathroom Renovations	\$76,000.00
		Lighting	\$7,600.00		Ext. Building Caulk	\$7,600.00
	TN020-004	Replace sanitary sewer	\$150,000.00	TN020-004	Bathroom Renovations	\$74,000.00
		Interior doors & hardware	\$24,000.00		Ext. Building Caulk	\$7,400.00
		Lighting	\$7,400.00			
Total CFP Estimated Cost			\$629,893.00			\$629,893.00

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

Activities for Year: <u>4</u> FFY Grant: 2007 PHA FY: 2007			Activities for Year: <u>5</u> FFY Grant: 2008 PHA FY: : 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA Wide		\$250,000.00	PHA Wide		\$250,000.00
TN020-001	Ext. Building Facelift	\$50,346.00	TN020-001	Kitchen Renovations	\$267,393.00
	Site Improvements	\$18,000.00			
TN020-002		\$0.00	TN020-002		\$0.00
TN020-003	Kitchen Renovations	\$148,000.00	TN020-003	Appliances	\$57,000.00
	Site Improvements	\$10,000.00			
TN020-004	Kitchen Renovations	\$143,547.00	TN020-004	Appliances	\$55,500.00
	Site Improvements	\$10,000.00			
Total CFP Estimated Cost		\$629,893.00			\$629,893.00

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

PHA Name: Murfreesboro Housing Authority	Grant Type and Number Capital Fund Program Grant No: TN43P02050103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 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	115,000.00	115,000.00	0.00	0.00
3	1408 Management Improvements	73,146.00	60,019.00	38,200.00	0.00
4	1410 Administration	49,300.00	49,300.00	48,300.00	0.00
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	8,000.00	8,000.00	0.00	0.00
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	165,000.00	65,000.00	0.00	0.00
10	1460 Dwelling Structures	189,900.00	189,900.00	189,900.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	28,000.00	28,000.00	0.00	0.00
14	1485 Demolition	5,000.00	5,000.00	0.00	0.00
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	5,000.00	5,000.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	638,346.00	525,219.00	276,400.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of line 21 Related to Section 504 compliance	0.00			
24	Amount of line 21 Related to Security – Soft Costs	0.00			
25	Amount of Line 21 Related to Security – Hard Costs	0.00			
26	Amount of line 21 Related to Energy Conservation Measures	0.00			

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

PHA Name: Murfreesboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P02050103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Operations	1406		115,000.00	115,000.00	0.00	0.00	
	Improve annual inspections	1408		0.00		0.00	0.00	
	Reduce outstanding work orders	1408		0.00		0.00	0.00	
	Reduce vacancies	1408		0.00		0.00	0.00	
	Tenant accounts receivable	1408		0.00		0.00	0.00	
	Unit turnaround	1408		0.00		0.00	0.00	
	Resident activities coordinator	1408		38,200.00	38,200.00	38,200.00	0.00	
	Resident activities supplies	1408		3,000.00	3,000.00	0.00	0.00	
	Staff training/travel	1408		6,000.00	3,000.00	0.00	0.00	
	Computer software	1408		1,500.00	1,500.00	0.00	0.00	
	VISTA volunteer	1408		14,446.00	1,319.00	0.00	0.00	
	WTW Jobs Transportation	1408		10,000.00	10,000.00	0.00	0.00	
	PHA staff salaries	1410		1,000.00	1,000.00	0.00	0.00	
	Modernization coordinator	1410		48,300.00	48,300.00	48,300.00	0.00	
	A/E services	1430		8,000.00	8,000.00	0.00	0.00	
	Force labor account	1460		189,900.00	189,900.00	189,900.00	0.00	
	Computer hardware	1475		5,000.00	5,000.00	0.00	0.00	
	Maintenance equipment	1475		23,000.00	23,000.00	0.00	0.00	
TN020-01 Franklin Hts.	Landscaping/Sidewalks	1450		5,000.00	5,000.00	0.00	0.00	
	Gas Pipeline replacement	1460	LS.	50,000.00	50,000.00	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: Murfreesboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P02050103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN020-02 Highland Hts.	Demolition	1485	LS.	5,000.00	5,000.00	0.00	0.00	
	Development activities	1499	LS.	5,000.00	5,000.00	0.00	0.00	
TN020-03 Oakland Ct.	Landscaping/sidewalks	1450		5,000.00	5,000.00	0.00	0.00	
	Replace sanitary sewer		LS.	100,000.00	0.00	0.00	0.00	
TN020-04 Mercury Ct.	Landscape/sidewalks	1450		5,000.00	5,000.00	0.00	0.00	

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

PHA Name: Murfreesboro Housing Authority		Grant Type and Number Capital Fund Program No: TN43P02050103 Replacement Housing Factor No:					Federal FY of Grant: 2003
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide							
Management Improvements	05/31/2005			05/31/2007			
Administration	05/31/2005			05/31/2007			
Fees and Costs	05/31/2005			05/31/2007			
Equipment	05/31/2005			05/31/2007			
TN020-1 Franklin Hgts.	05/31/2005			05/31/2007			
TN020-2 Highland Hgts.	05/31/2005			05/31/2007			
TN020-3 Oakland Courts	05/31/2005			05/31/2007			
TN020-4 Mercury Court	05/31/2005			05/31/2007			

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

PHA Name: Murfreesboro Housing Authority	Grant Type and Number Capital Fund Program Grant No: TN43P02050203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 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	0.00			
3	1408 Management Improvements	0.00			
4	1410 Administration	0.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	0.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	104,674.00		0.00	0.00
10	1460 Dwelling Structures	0.00			
11	1465.1 Dwelling Equipment—Nonexpendable	0.00			
12	1470 Nondwelling Structures	0.00			
13	1475 Nondwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	0.00			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	0.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	104,674.00		0.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of line 21 Related to Section 504 compliance	0.00			
24	Amount of line 21 Related to Security – Soft Costs	0.00			
25	Amount of Line 21 Related to Security – Hard Costs	0.00			
26	Amount of line 21 Related to Energy Conservation Measures	0.00			

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

PHA Name: Murfreesboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P02050203 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN 20-3 Oakland Court	Replace Sanitary Sewer	1450		104,674.00		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: Murfreesboro Housing Authority		Grant Type and Number Capital Fund Program No: TN43P02050203 Replacement Housing Factor No:					Federal FY of Grant: 2003
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN020-3 Oakland Courts	02/13/2006			02/13/2008			

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

PHA Name: Murfreesboro Housing Authority	Grant Type and Number Capital Fund Program Grant No: TN43P02050102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 4)
 Performance and Evaluation Report for Period Ending: 09/30/2002 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	115,000.00	115,000.00	115,000.00	54,447.44
3	1408 Management Improvements	72,160.87	72,160.87	57,835.05	36,201.09
4	1410 Administration	50,820.75	50,820.75	48,820.75	24,016.44
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	5,000.00	5,000.00	781.00	781.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	43,000.00	43,000.00	1,767.71	1,767.71
10	1460 Dwelling Structures	282,444.38	282,444.38	178,546.60	111,717.51
11	1465.1 Dwelling Equipment—Nonexpendable	19,000.00	19,000.00	268.00	268.00
12	1470 Nondwelling Structures	6,795.00	6,795.00	2,341.76	2,341.76
13	1475 Nondwelling Equipment	35,000.00	35,000.00	7,326.42	7,326.42
14	1485 Demolition	4,125.00	4,125.00	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	5,000.00	5,000.00	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)	638,346.00	638,346.00	412,687.29	238,867.37
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: Murfreesboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P02050102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Operations	1406		115,000.00	115,000.00	115,000.00	54,447.44	
	Improve annual inspections	1408		0.00	0.00	0.00	0.00	
	Reduce outstanding work orders	1408		0.00	0.00	0.00	0.00	
	Reduce vacancies	1408		0.00	0.00	0.00	0.00	
	Tenant accounts receivable	1408		0.00	0.00	0.00	0.00	
	Unit turnaround	1408		0.00	0.00	0.00	0.00	
	Resident activities coordinator	1408		34,722.87	34,722.87	34,722.87	13,088.91	
	Resident activities supplies	1408		3,000.00	3,000.00	1,401.58	1,401.58	
	Staff training/travel	1408		6,000.00	10,630.80	10,630.80	10,630.80	
	Computer software	1408		5,000.00	5,000.00	1,079.80	1,079.80	
	VISTA volunteer	1408		13,438.00	8,807.20	0.00	0.00	
	WTW Jobs Transportation	1408		10,000.00	10,000.00	10,000.00	10,000.00	
	PHA staff salaries	1410		2,000.00	2,000.00	0.00	0.00	
	Modernization coordinator	1410		48,820.75	48,820.75	48,820.75	24,016.44	
	A/E services	1430		5,000.00	5,000.00	781.00	781.00	
	Force labor account	1460		160,739.38	160,739.38	160,739.38	93,910.29	
	Computer hardware	1475		10,000.00	10,000.00	3,954.95	3,954.95	
	Maintenance equipment	1475		25,000.00	25,000.00	3,371.47	3,371.47	
TN020-01 Franklin Hts.	Landscaping / sidewalks	1450		5,000.00	5,000.00	750.00	750.00	
	Replace gutters/downspouts	1460	22 bldgs.	0.00	0.00	0.00	0.00	
	Playground	1450	1	12,000.00	12,000.00	0.00	0.00	From 2001
	Maintenance building renovation	1470	1	1,795.00	1,795.00	0.00	0.00	

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Murfreesboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P02050102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Replace appliances	1465.10		7,500.00	7,500.00	0.00	0.00	
	Picnic Shelter	1450		8,000.00	8,000.00	0.00	0.00	From 2001
	Replace Light Fixtures	1460		2,500.00	2,500.00	8.11	8.11	From 2001
	Replace Int. Doors/Hardware	1460		2,500.00	2,500.00	930.83	930.83	From 2001
	Replace floor tile	1460	25 units	5,000.00	5,000.00	0.00	0.00	From 2001
	Interior Paint	1460	25 units	5,000.00	5,000.00	0.00	0.00	From 2001
	Bldg. Structure Lift	1460	LS	15,000.00	15,000.00	0.00	0.00	From 2001
	Bathroom Renovations	1460	LS	14,705.00	14,705.00	14,705.00	14,705.00	From 2001
	Replace Gas Space Heaters	1460		3,000.00	3,000.00	0.00	0.00	From 2001
	Replace window screens	1460		1,000.00	1,000.00	0.00	0.00	From 2001
	Replace A/C	1460		2,000.00	2,000.00	268.00	268.00	From 2001
TN020-02 Highland Hts.	Demolition	1485		4,125.00	4,125.00	0.00	0.00	
	Development activities	1499		21,825.00	21,825.00	0.00	0.00	
TN020-03 Oakland Ct.	Landscaping / sidewalks	1450		5,000.00	5,000.00	941.75	941.75	
	Replace storm doors	1460	152	32,200.00	32,200.00	0.00	0.00	
	Administrative bldg. renovation	1470		5,000.00	5,000.00	2,341.76	2,341.76	
	Replace appliances	1465.10		2,500.00	2,500.00	0.00	0.00	
	Playground	1450		8,000.00	8,000.00	0.00	0.00	From 2001
	Repair Kitchen Sink Drains	1460		1,000.00	1,000.00	0.00	0.00	From 2001
	Replace A/C	1460		2,000.00	2,000.00	0.00	0.00	From 2001
	Repair 1012 N. Academy Street	1460		7,500.00	7,500.00	2,163.28	2,163.28	
TN020-04 Mercury Ct.	Landscaping / sidewalks	1450		5,000.00	5,000.00	75.96	75.96	
	Replace storm doors	1460	148	31,300.00	31,300.00	0.00	0.00	
	Replace appliances	1465.1		2,500.00	2,500.00	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: Murfreesboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN43P02050102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Repair kitchen sink drains	1460		1,000.00	1,000.00	0.00	0.00	From 2001
	Replace A/C	1460		2,500.00	2,500.00	0.00	0.00	From 2001

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

PHA Name: Murfreesboro Housing Authority		Grant Type and Number Capital Fund Program No: TN43P02050102 Replacement Housing Factor No:					Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PHA Wide	05/31/2004							
Management Improvements	05/31/2004			05/31/2006				
Administration	05/31/2004			05/31/2006				
Fees and Costs	05/31/2004			05/31/2006				
Equipment	05/31/2004			05/31/2006				
TN020-1 Franklin Hgts.	05/31/2004			05/31/2006				
TN020-2 Highland Hgts.	05/31/2004			05/31/2006				
TN020-3 Oakland Courts	05/31/2004			05/31/2006				
TN020-4 Mercury Court	05/31/2004			05/31/2006				

ATTACHMENT K – Section 8 Homeownership Program Capacity Statement

The Murfreesboro Housing Authority (MHA) Section 8 Homeownership Program provides qualified current Section 8 participants the opportunity to purchase a home. The MHA's Section 8 Program policies are included in an addendum to the MHA Section 8 Administrative Plan. The MHA successfully administers 573 Section 8 vouchers.

The MHA demonstrates its capacity to administer the Homeownership Program by satisfying the criteria set forth in the Section 8 Homeownership Program Rule, Part 982.825:

- The MHA requires the participants to provide a minimum down payment of one percent of the home's purchase price.
- The MHA Program requires that the first mortgage lender be a federally regulated financial institution.

In addition, the MHA has partnered with Affordable Housing Resources Incorporated to provide pre- and post-purchase counseling to program participants.

ATTACHMENT L – Implementation of Public Housing Resident Community Service 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 MHAs determination that identifies the family members who are subject to the service requirement, and the family members who are exempt persons. The MHA 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 MHA 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 MHA will provide a listing of qualifying community service or self-sufficiency activities that will meet this requirement. The MHA 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 MHA, a family member who is required to fulfill a service requirement must provide signed community service time sheets certifying to the MHA by such other organization that the family member has performed such qualifying activities.

The MHA 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 MHA must retain reasonable documentation of service requirement performance in tenant files.

If the MHA 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 MHA must notify the tenant of this determination.

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

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

ATTACHMENT M – PHA Management Chart

