

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

# PHA Plans

5 Year Plan for Fiscal Years 2008 - 2012

Annual Plan for Fiscal Year 2008

## Chattanooga Housing Authority

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

## PHA Plan Agency Identification

PHA Name: Chattanooga Housing Authority  
PHA Number: TN 004  
PHA Fiscal Year Beginning: 01/2008  
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) Community Development Office

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 2008 - 2012**

[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
  
- The PHA's mission is: The Chattanooga Housing Authority serves families for whom conventional housing is not affordable. It is the mission of the Chattanooga Housing Authority to provide these families with safe, decent, affordable housing, while promoting those community service programs that encourage the education, personal development and wealth building capabilities of the residents and participants we serve, in the most customer friendly, cost-effective manner.

**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: apply for maximum available vouchers by 12/31/08 Redirect project based vouchers.
  - Reduce public housing vacancies: reach the adjusted 3% threshold by 12/31/08
  - Leverage private or other public funds to create additional housing opportunities: Create a minimum of 57 additional housing units by 12/31/08.
  - Acquire or build units or developments: Increase affordable housing units each year.
  - Other (list below):

- PHA Goal: Improve the quality of assisted housing
  - Objectives:
    - Improve public housing management: Achieve High Performer status by 12/31/08
    - Improve voucher management: Achieve High Performer status by 12/31/08
    - Increase customer satisfaction: Develop and implement Chattanooga Housing Authority's core resident services programs, provide customer service training to management staff and improve PHAS Resident Satisfaction Survey scores.
    - Concentrate on efforts to improve specific management functions: (e.g., public housing finance; voucher unit inspections) Improve vacant unit turn-around time, continue a preventive maintenance program and continue with decentralization efforts.
    - Renovate or modernize public housing units: Modernize 500 units by 12/31/08 using capital funds, low income housing tax credits, and other public and private resources in mixed finance transactions.
    - Demolish or dispose of obsolete public housing: Demolish and/or dispose of at least 52 units by 12/31/08.
    - Provide replacement public housing: Obtain at least 57 units by 12/31/08. Utilize RHF funding to obtain land necessary for future development.
    - Provide replacement vouchers: Secure replacement vouchers to extent needed.
    - Other:** (list below) Consider project based vouchers to support tax credit financial rehabilitation and housing opportunities for victims of domestic violence.
  
- PHA Goal: Increase assisted housing choices
  - Objectives:
    - Provide voucher mobility counseling: Each new participant will be informed of options and procedures.
    - Conduct outreach efforts to potential voucher landlords: Hold at least 6 landlord meetings per year.
    - Increase voucher payment standards
    - Implement voucher homeownership program: Achieve a minimum of 10 homes per year.
    - Expand public housing or other homeownership programs.
    - Continue public housing site-based waiting lists.
    - Convert public housing to vouchers: When necessary.
    - Other: (list below)

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Continue measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:  
Implement income-tier approach for premier housing development.  
Provide incentives and seek to develop mixed-income housing sites.
  - Continue measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
  - Continue public housing security improvements: Implement recommendations from the Crime Prevention through Environmental Design (CPTED) study and the Public Safety Division. Implement a Restorative Community Justice Model that involves residents more fully in implementation of security efforts.
  - Designate developments or buildings for particular resident groups: for working or self sufficiency preferences, reintegration of families and working with ex-offenders.
  - Other: (list below)  
Continue with aggressive program to house homeless individuals utilizing public housing and housing choice vouchers. Encourage speedy placement in housing using homeless displacement as a primary preference for waiting list prioritizing.

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families: Increase the current number by 50% by 12/31/08.
  - Provide or attract supportive services to improve assistance recipients' employability: using the core resident services model and virtual job coaching
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)  
Develop a collaborative community intervention team to provide supportive services to residents by 12/31/08.

**HUD Strategic Goal: Ensure Equal Opportunity in Housing**

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

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

- 1. Continuing property and construction management operations in-house, CHA will continue to transform the management culture and community dynamics of public housing from a centralized and bureaucratic management model to a site based managed and budgeted operation that sharpens accountability, introduces private sector efficiencies and prioritizes service, support and self sufficiency training for public housing residents.**
- 2. Utilize the tax-exempt status of the Chattanooga Housing Authority to finance or joint venture units of affordable and workforce housing acquisitions and construction.**
- 3. Utilize redevelopment powers, in partnership with local government(s) and nonprofits, to revitalize neighborhoods near public housing developments by December 31, 2008.**
- 4. By December 31, 2009, provide homeownership opportunities for a minimum of 75 families through the Housing Choice Voucher Program and a HOPE VI homeownership program.**
- 5. Deconcentrate Housing Choice Voucher Program participants by providing 30 percent in new rent subsidy in non-impacted areas by December 31, 2008.**
- 6. Aggressively pursue city, county, state, corporate and foundation funding for special-purpose projects in support of the CHA mission, outside of traditional operating/capital activities.**

- 7. Update and strengthen CHA marketing plan. Apply conventional market standards to future modernization, including air conditioning, as funding permits.**
- 8. Target marketing and services to enhance diversity of eligible applicants with emphasis on populations not currently represented in accordance to local demographics, including the growing the Latino population.**
- 9. Establish a preference for admissions for the Housing Choice Voucher Program, Public Housing and homeownership to families whose adult members are enrolled in self-sufficiency programs and are committed to using housing assistance as a gateway to opportunities and a stepping stone for entry into the private housing market by 12/31/08.**
- 10. Expand the self-sufficiency programs in both the Housing Choice Voucher Program and Public Housing to at least 100 families per year or as funding for case management permits.**
- 11. Expand access to technology for all residents living in public housing through creation of community technology centers in or near each development; providing kiosks in each management office for access to job and employment information, access to entry-level computers for purchase at reduced costs, and access to affordable internet services by 12/31/08**
- 12. Continue to strengthen truancy prevention and educational programs that ensure that youth attend school regularly and have access to assistance to do well in school once there. Strengthen partnerships with site managers and the Hamilton County school system.**
- 13. Create non-profit (e.g., 501©(3)) entities as necessary to allow CHA to obtain outside grants, be more self-sustaining and to facilitate community services, land acquisition, property management, and development activities by 12/31/08.**

The idea of creating The Opening Doors Foundation is guided by a determination to improve the lives of people in low-income communities within the Chattanooga and surrounding East Tennessee communities.

A range of socioeconomic and environmental conditions such as income, segregation, racism, pollution, high crime rates, low homeownership rates, low wealth and accessibility of quality housing have dramatic impacts on an individual's overall well being.

*Growth patterns in the United States have left low-income residents with substandard housing, high concentrations of poverty, racial segregation, poor schools, high housing costs, limited access to jobs, and a crumbling infrastructure.*

There is great potential for shaping public investments to generate community benefits including employment, small business opportunities, transportation access and quality, affordable housing, as well as socially just allocations of environmental costs and resources. Yet most of these areas of policy have traditionally been very narrowly defined and closely held, and have not been inclusive of the perspectives of low-income communities and communities of color.

Policy determines the way our society organizes its resources, conducts its business, and expresses its values. Too often, low-income communities have the least access to policymaking entities that influence their existence. A key area of our work will focus on achieving the fair distribution of affordable housing throughout the region.

From market research and funding trends, came the vision of the birth of a new organization to be referred to as The Opening Doors Foundation. It will be affiliated with The Chattanooga Housing Authority and organized under a separate charter.

The organizing committee believes this organization can address the issues of awareness, housing policy, wealth creation, homeownership and improved social service delivery if appropriate funds are made available. As our work in these areas continues, we will develop training and capacity building strategies for low-income communities.

#### Mission

The Opening Doors Foundation, Inc. is committed to economic and social empowerment of low-income communities in the Chattanooga and East Tennessee communities. This will be accomplished through advocacy, education, public and private partnerships and facilitating access to resources.

#### Goals and Objectives

- To become an active partner in the process for planning the economic and social growth in low-income communities by collaborating with public and private entities to ensure wealth creation of low-income residents in Chattanooga and surrounding regional areas.
- To provide low-income residents in the Chattanooga area with necessary social service resources through direct services or through strong strategic partnerships.
- To become the ADVOCATE for affordable housing policy in Chattanooga and the surrounding regional area.

#### **Community Technology**

High technology products and services are now commonplace throughout the world. The widespread use of computers and the Internet has transformed our economy and society—generating great wealth and prosperity on one hand and exacerbating economic disparity on the other. The “digital divide” between technology haves and have-nots



intensifies existing economic and social inequities, and hinders the growth of strong, healthy neighborhoods.

Leaders in community technology must have a comprehensive approach that moves beyond access and promotes providing resources so that technology can be used as a tool to build strong and healthy communities.

**Community Centered Policing**

Fair law enforcement—a key component of democratic life—hinges on the mutual respect and understanding of police officers and community residents. The development of effective strategies for improving community-police relations and achieving the promise of fair and equitable policing depends upon sustained community participation and institutional responsiveness.

**Leadership for Policy Change**

Increasingly, leadership development is acknowledged as a key element in improving the participation of people of color and low-income individuals in the policy development process.

The Leadership for Policy Change initiative details strategic options to increase the participation and impact of people of color in policy development.

- 14. Utilize the Replacement Housing Factor and Capital Fund programs to acquire property and to develop replacement housing units.**
- 15. Use excess housing reserve funds to assist in modernizing public housing units.**
- 16. Utilize an Energy Performance Contract to save energy and to provide supportive funding for capital improvements.**
- 17. Use excess savings from the existing Energy Performance Contracts to accomplish additional energy savings capital improvements.**
- 18. For CHA employees intentionally/willfully misusing EIV data: Implement and practice punitive measures listed on HUD's EIV website as Security Awareness and Legal Warnings (included in CHA's EIV Security Policy); including in addition, CHA disciplinary action up to and including termination for willful misuse of EIV data. Continue current policies.**
- 19. Develop agency position on inactive resident file length of document retention, & storage, and disposal of same by 12/31/08.**
- 20. Develop agency position on privacy, disposition, and destruction of printed and electronic resident documents by 12/31/08.**
- 21. Procure and implement a software data management solution that will allow for the electronic completion, transportation and storage of all forms and data in a secure environment by 12/31/09.**

- 22. Increase minimum rents in the Housing Choice Voucher Program over a period of 5 years to facilitate the continuum of housing philosophy and encourage self improvement by residents leading to higher percentages of employed participants in the HCVP program. Continue current policies.**
- 23. Explore the possibility of development of a data management solution for the emergency back up of data by CHA and other partners in support of an aggressive disaster relief program by 12/31/08.**
- 24. Utilize Capital Funds leveraging program to address critical capital needs.**

## **Annual PHA Plan**

## PHA Fiscal Year 2007

[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 (b)]

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

The Chattanooga Housing Authority remains committed to providing safe and affordable housing to qualified economically disadvantaged, disabled, and elderly persons in the Chattanooga area. In order to assure the highest level of commitment in meeting our goals,

In 2008, CHA will employ every available resource to continue a very aggressive management and employee training program geared specifically toward CHA's capacity to provide excellent customer service while maintaining the highest degree of regulatory compliance. Through site-based management CHA has set goals to provide access to summer programs for all children from ages 6 to 17 living in public housing; to implement an Authority-wide Truancy Prevention Program; and continue the Opening Doors to Success program. We will strive to expand these programs throughout 2008 with computer learning centers in several sites, computer kiosk at all public housing sites and greater outreach to our seniors and disabled tenants in all of our developments.

CHA will continue to expand its core resident services programs in public housing, especially for youth, and enhance its services to participate in the Housing Choice Voucher program. This includes continued expansion of the Family Self-Sufficiency and Homeownership Programs for both voucher holders and public housing residents.

CHA strives to continue the move into the future by employing innovative ideas and continue consolidation of programs and increased development through the use of low Income Housing Tax Credits.

**Annual Plan Table of Contents**

[24 CFR Part 903.79 ©]

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

<b>Table of Contents</b>	<b>Annual Plan</b>	<b>Page #</b>
Executive Summary.....		
1		
i. Table of Contents		
1. Housing Needs.....		16
2. Financial Resources.....		44
3. Policies on Eligibility, Selection and Admissions.....		51
4. Rent Determination Policies.....		56
5. Operations and Management Policies.....		61
6. Grievance Procedures.....		62
7. Capital Improvement Needs.....		63
8. Demolition and Disposition .....		65
9. Designation of Housing.....		74
10. Conversions of Public Housing.....		77
11. Homeownership .....		79
12. Community Service Programs.....		80
13. Crime and Safety .....		83
14. Pets .....		85
15. Civil Rights Certifications (included with PHA Plan Certifications).....		85
16. Audit.....		85
17. Asset Management.....		86
18. Other Information.....		86

## Attachments

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

### Required Attachments:

- A** Admissions Policy for Deconcentration (See **ACOP tn004a01**)
- B** FY 2005 Capital Fund Program Annual Statement (**tn004b01**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- C** Section 8 Capacity Statement
- A** Implementation of Public Housing Resident Community Service Requirements (See **ACOP tn004a01**)
- A** Pet Policy (See **ACOP tn004a01**)
- D** Resident Membership of the PHA Governing Board
- E** Resident Advisory Board members
- F** Five Year Progress Report
- G** "Substantial Deviation" and "Significant Amendment or Modification"
- H** Assessment of Site-Based Waiting List Development Demographic Characteristics
- I** Deconcentration of Poverty and Income Mixing (See Body of Agency Plan)
- J** Voluntary Conversion Initial Assessments

### Optional Attachments:

- PHA Management Organizational Chart
  - B** FY 2006 Capital Fund Program 5 Year Action Plan
  - Public Housing Drug Elimination Program (PHDEP) Plan  
(HUD no longer funds PHDEP)
  - L** Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
- K** Section 8 Administrative Plan (**tn004k01**)
  - M** Performance & Evaluation Reports for open Capital Fund programs (See **tn004b01**)
  - N** RHF Plan (See **tn004v01**)

## Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>X</b>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<b>X</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies.
<b>X</b>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	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
<b>X</b>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	Public housing management and maintenance policy	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	
<b>X</b>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
<b>X</b>	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
<b>X</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<b>X</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<b>X</b>	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
<b>X</b>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<b>X</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents:	





**1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

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

- Includes some whose disability is not specified.

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
“Housing Availability and Need for Low Income and Special Needs Populations in Hamilton County, An Update,” August 2001, Community Research Council  
“Handicapped Housing in the City of Chattanooga,” April 8, 2002, City of Chattanooga.  
“The Blueprint to End Chronic Homelessness in Chattanooga,” March, 2004, City of Chattanooga

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	156	100 %	600
Extremely low income <=30% AMI	121	77.56%	
Very low income (>30% but <=50% AMI)	29	18.59%	
Low income (>50% but <80% AMI)	5	3.21%	
Families with children	119	76.28%	
Elderly families	9	5.77%	
Families with Disabilities	70	44.87%	
Single people	17	10.90%	
Race/White	22	14.10%	
Race/Black	131	83.97%	
Race/Other	3	1.92%	

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance	10/01/07	
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3383	100.00%	316
Extremely low income <=30% AMI	2774	82%	
Very low income (>30% but <=50% AMI)	507	15%	
Low income (>50% but <80% AMI)	102	3%	
Families with children	2037	60%	
Elderly families	173	5%	
Families with Disabilities	724	21%	

<b>Housing Needs of Families on the Waiting List</b>			
Single Applicants	637	19%	
Race/White	667	20%	
Race/Black	2529	75%	
Race/Not Assigned	27	1%	
Race/ethnicity/not Hispanic	1702	100.00%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	70	64.2	
2 BR	30	27.5%	
3 BR	9	8.3%	
4 BR	0	0%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### **(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below) Provide supportive services, counseling and training to help families get and maintain employment.

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below) Apply for and obtain grant funding for the frail elderly and disabled. Explore implementation of an Assisted Living facility or facility for special needs populations

**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) Partner with the City and other agencies in a collaborative effort to end chronic homelessness among families with disabilities.

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

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

Select if applicable

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

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

Select all that apply

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



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

**(2) Reasons for Selecting Strategies**

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

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

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b), 903.7 (c)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2008 grants)</b>		
a) Public Housing Operating Fund	10,000,000	
b) Public Housing Capital Fund	4,210,056	Public housing capital improvements, supportive services, security, operations
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Housing Choice Voucher Program Tenant-Based Assistance	16,500,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	644,452	Other
Other Federal Grants (list below)		
		Public housing supportive services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
HOPE VI Revitalization		
Public Housing Capital Fund	4,210,056	Public housing capital improvements, supportive services, security, operations
Replacement Housing Funds	1,480,708	Public housing capital improvements

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Resident Opportunity and Self-Sufficiency Grants	331,092	Public housing supportive services
Youthbuild	871,768	Other
HUD Economic Development Initiative Grant	225,553	Other
Department of Justice Weed and Seed Grant		Other
<b>3. Public Housing Dwelling Rental Income</b>		Public housing operations
<b>4. Other income (list below)</b>		
Interest	100,000	Public housing operations
Excess Utilities, Non-Dwelling Rental & Other Income	100,000	Public housing operations
<b>5. Non-federal sources (list below)</b>		
Wells Fargo Grant	8,000	Other
<b>State of Tennessee Minority Health Grant</b>	61,900	Other
<b>Total resources</b>	<b>\$48,544,736</b>	

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

[24 CFR Part 903.79 ©]

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

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

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

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

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

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

- Criminal or Drug-related activity

- Rental history
  - Housekeeping (for Premier Housing Only)
  - Other (describe)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) if required.

**(2)Waiting List Organization**

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? 10

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? 1

3.  Yes  No: May families appear on more than one list simultaneously

If yes, how many lists? 3

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

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

- Other (list below)

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

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income? Note: except in cases where a community is designated for income-tiering.

b. Transfer policies:

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

- Emergencies  
 Overhoused  
 Underhoused  
 Medical justification  
 Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below) Note: The above noted reasons except for emergency/homeless transfers are equally weighted; so these transferring families will be offered units based on the date and time that their transfer application were placed on the transfer waiting list. Emergency/homeless will always take precedence over all other circumstances.

c. Preferences

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

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence (CHA considers this to be “Involuntary Displacement”)
- Substandard housing
- Homelessness (On yet-to-be-determined sites, and only with wrap-around services)
- 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) under an income-tiering plan for targeted communities
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes (Chattanooga Housing Authority considers this to be “Involuntary Displacement”)
- Other preference(s) (list below)

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

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

Date and Time (within each preference category)

Former Federal preferences:

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

Other preferences (select all that apply)

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

- 3 Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 3 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs

- 1 Victims of reprisals or hate crimes (Chattanooga Housing Authority considers this an "Involuntary Displacement")

- 3 Other preference(s) (list below)

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

4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

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

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

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

### **(6) Deconcentration and Income Mixing**

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

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

If yes, list these developments as follows:



**Deconcentration Policy for Covered Developments**

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

|

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

**Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.**

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

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

Names and addresses of previous landlords of applicants; an existence of balance owed to CHA

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the Housing Choice Voucher Program tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to Housing Choice Voucher Program tenant-based assistance? (select all that apply)

- PHA main administrative office  
 Other (list below)  
Housing Choice Voucher Program Office  
801 N. Holtzclaw Avenue  
Chattanooga, TN 37404

### **(3) Search Time**

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

If yes, state circumstances below:

- All Applicants

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

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
 Victims of domestic violence (we have incorporated domestic violence into involuntary displacement preference).  
 Substandard housing  
 Homelessness under the Shelter plus Care Program  
 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): Families qualifying for HCVP Homeownership financing

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

**1** Date and Time within each priority preference.

Former Federal preferences

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

Other preferences (select all that apply)

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

Those previously enrolled in educational, training, or upward mobility programs

- 1** Victims of reprisals or hate crimes
- 3** Other preference(s) (list below): Homeless persons and families

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

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

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

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

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

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

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

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

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

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

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

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

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
- For the earned income of a previously unemployed household member
  - For increases in earned income
  - Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
  - Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
  - For household heads
  - For other family members
  - For transportation expenses
  - For the non-reimbursed medical expenses of non-disabled or non-elderly families
  - Other (describe below)
- d. Ceiling rents
1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
- Yes for all developments
  - Yes but only for some developments
  - No
2. For which kinds of developments are ceiling rents in place? (select all that apply)
- For all developments
  - For all general occupancy developments (not elderly or disabled or elderly only)
  - For specified general occupancy developments
  - For certain parts of developments; e.g., the high-rise portion
  - For certain size units; e.g., larger bedroom sizes
  - Other (list below)
3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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



## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	2,664	750
Section 8 Vouchers	1,466	293
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers:		
Shelter Plus Care	48	5
Project Based Vouchers	200	15
Supportive Housing	50	6
HOPE VI	137	10

**C. Management and Maintenance Policies**

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

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

Chattanooga Housing Authority Maintenance Plan  
Admissions and Continued Occupancy Plan  
Chattanooga Housing Authority Employee Policy Manual  
McCallie HOPE VI Management Plan  
Family Self-Sufficiency Action Plan  
Truancy Prevention Policy and Procedures Manual  
Opening Doors Policy and Procedures Manual

(2) Section 8 Management: (list below)

Chattanooga Housing Authority Section 8 Administrative Plan  
Family Self-Sufficiency Action Plan  
Housing Choice Voucher Homeownership Plan  
HCVP Standard Operating Manual under development

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)  
Housing Choice Voucher Program Office  
801 Holtzclaw Avenue  
Chattanooga, TN 37404

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

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

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

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)  
b. If yes to question a, select one:  
The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment **(tn04b01)** -or-  
 The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

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

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:  
Harriet Tubman Development TN04-03, TN04-09

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:  
Harriet Tubman Development, Emma Wheeler Homes, Boynton Terrace, Mary Walker Tower (4-11), Missionary Heights, Devel Lane, Judson Lane, Steiner Apartments, Gurley Street Apartments, Fairmount Ave, Apartments, Woodside Apartments, and Cromwell Hills Apartments.

- 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?

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

1. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: East Lake Courts	
1b. Development (project) number: TN37P004002	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (10/01/08)	
5. Number of units affected:	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 01/09/08 b. Projected end date of activity: 01/11/09	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Harriet Tubman Development	
1b. Development (project) number: TN37P004003	
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (12/01/08)	
5. Number of units affected: <del>TBD</del>	

<p>6. Coverage of action (select one)</p> <p><input checked="" type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 12/01/08</p> <p>b. Projected end date of activity: 12/01/09</p>

<b>Demolition/Disposition Activity Description</b>
<p>1a. Development name: Harriet Tubman Development</p> <p>1b. Development (project) number: TN37P004009</p>
<p>2. Activity type: Demolition <input checked="" type="checkbox"/></p> <p style="padding-left: 40px;">Disposition <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: (12/01/08)</p>
<p>5. Number of units affected: <del>TBD</del></p>
<p>6. Coverage of action (select one)</p> <p><input checked="" type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 12/01/08</p> <p>b. Projected end date of activity: 12/01/09</p>

<b>Demolition/Disposition Activity Description</b>
<p>1a. Development name: Maurice Poss Homes</p> <p>1b. Development (project) number: TN37P004005</p>
<p>2. Activity type: Demolition <input type="checkbox"/></p> <p style="padding-left: 40px;">Disposition <input checked="" type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input checked="" type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: (01/12/05)</p>
<p>5. Number of units affected: 0</p>
<p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p>



- a. Actual or projected start date of activity: 01/06/07  
 b. Projected end date of activity: 01/12/06

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Spencer J. McCallie Homes 1b. Development (project) number: TN37P004004
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(01/03/07)</u>
5. Number of units affected: N/A
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/12/06 b. Projected end date of activity: 12/31/08

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Cromwell Hills Apartments 1b. Development (project) number: TN37P004021
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(10/01/08)</u>
5. Number of units affected: 200
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: 12/01/08 b. Projected end date of activity: 12/01/09

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Missionary Heights Apartments

1b. Development (project) number: TN37P004013
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(10/01/08)</u>
5. Number of units affected: 44
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: 12/01/08 b. Projected end date of activity: 12/01/09

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Emma Wheeler Homes 1b. Development (project) number: TN37P004008
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(10/01/08)</u>
5. Number of units affected: 340
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 10/01/08 b. Projected end date of activity: 12/01/10

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Greenwood Terrace Apartments 1b. Development (project) number: TN37P004012
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>

4. Date application approved, submitted, or planned for submission: <u>(10/01/08)</u>
5. Number of units affected: 98
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: 08/11/06 b. Projected end date of activity: 02/31/08

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Glenwood Heights Apartments
1b. Development (project) number: TN37P004014 E (Judson Lane)
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(10/01/08)</u>
5. Number of units affected: 29
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: 12/01/08 b. Projected end date of activity: 12/01/09

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Glenwood Heights Apartments
1b. Development (project) number: TN37P004019 N (Devel Lane)
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(10/01/08)</u>
5. Number of units affected: 14
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: 12/01/08

b. Projected end date of activity: 12/01/09

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Edward Steiner Apartments 1b. Development (project) number: TN37P004016
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(03/01/08)</u>
5. Number of units affected: 50
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: 04/01/08 b. Projected end date of activity: 04/01/10

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Gurley Street Apartments 1b. Development (project) number: TN37P004019 (site A)
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(01/01/08)</u>
5. Number of units affected: 24
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: 02/01/08 b. Projected end date of activity: 12/31/09

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Fairmount Apartments 1b. Development (project) number: TN37P004019 (site B)
2. Activity type: Demolition <input checked="" type="checkbox"/>

Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(01/01/08)</u>
5. Number of units affected: 28
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: 02/01/08 b. Projected end date of activity: 12/31/09

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Gateway Towers Apartments 1b. Development (project) number: TN37P004022
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(10/01/08)</u>
5. Number of units affected: Non-Dwelling
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/01/08 b. Projected end date of activity: 12/01/09

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Boynton Terrace Apartments 1b. Development (project) number: TN37P004010
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(10/01/08)</u>
5. Number of units affected: 250

6. Coverage of action (select one)

Part of the development

Total development

7. Timeline for activity:

a. Actual or projected start date of activity: 12/01/08

b. Projected end date of activity: 12/01/10

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: <b>Mary Walker Towers</b>	
1b. Development (project) number: TN37P004007	Elderly Only
2. Designation type:	
Occupancy by only the elderly <input checked="" type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>(03/06/05)</u>	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: 60	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: <b>Boynton Terrace Apartments</b>	
1b. Development (project) number: TN37P004010	Elderly, Near-Elderly, and Disabled)
2. Designation type:	
Occupancy by only the elderly <input checked="" type="checkbox"/> 2 bldgs (and near-elderly, age 48 and above)	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/> 1 bldg (and near-elderly, age 48 and above)	
3. Application status (select one)	
Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>(03/06/05)</u>	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: 250	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	



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Designation of Public Housing Activity Description	
1a. Development name: <b>Mary Walker Towers</b>	
1b. Development (project) number: TN37P004011	Elderly Only
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>(03/06/05)</u>	
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: 100	
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

Designation of Public Housing Activity Description	
1a. Development name: <b>Gateway Tower</b>	
1b. Development (project) number: TN37P004022	Elderly Only
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>(03/06/05)</u>	
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: 200	
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

**Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

submitted or approved:

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

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: The Villages at Alton Park	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" type="checkbox"/> Section 24 (HOPE VI)
3. Application status: (select one)	<input checked="" 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) 15/06/2004	
5. Number of units affected: 125	
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

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

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

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if	Estimated Size	Allocation Method	Access (development office /	Eligibility (public housing or

appropriate)		(waiting list/random selection/specific criteria/other)	PHA main office / other provider name)	section 8 participants or both)
HOPE VI	185	Specific criteria	Development Office	Both
Opening Doors	613 families	Specific criteria	Planning & Programs Office	Public Housing
Service Coordinators in Public Housing	200	Specific criteria	Planning & Programs Office	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 29/09/05)
Section 8	50	75
Public Housing	25	57

- 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© of the U.S. Housing Act of 1937**

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes  No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename:

**14.RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**See ACOP**

**15.Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16.Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

High performing and small PHAs are not required to complete this component.

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
  - a. Nomination of candidates for place on the ballot: (select all that apply)
    - Candidates were nominated by resident and assisted family organizations
    - Candidates could be nominated by any adult recipient of PHA assistance
    - Self-nomination: Candidates registered with the PHA and requested a place on ballot
    - Other: (describe)
  - b. Eligible candidates: (select one)
    - Any recipient of PHA assistance
    - Any head of household receiving PHA assistance
    - Any adult recipient of PHA assistance
    - Any adult member of a resident or assisted family organization
    - Other (list)
  - c. Eligible voters: (select all that apply)
    - All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
    - Representatives of all PHA resident and assisted family organizations
    - Other (list)

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

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

1. Consolidated Plan jurisdiction: (provide name here)  
Chattanooga, TN
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - Other: (list below)

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

Consolidated Plan and the HOPE VI application are on file.

**D. Other Information Required by HUD**

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

**Attachments**

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

## **Attachment C**

### **Section 8 Capacity Statement**

The Chattanooga Housing Authority has an approved Housing Choice Voucher Homeownership Program designed to support up to 12 Homeownership Vouchers per year. The Homeownership Program is being implemented in conjunction with the HOPE VI Homeownership Program. The HOPE VI Homeownership Program targets 125 newly constructed single-family homes in the Alton Park Neighborhood which started in the fall of 2005.

**Attachment D**

**Resident Membership of the PHA Governing Board**

Resident Member of the Chattanooga Housing Authority Board of Commissioners:  
Betty Robinson

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

Term of office: 5 Years

**ATTACHMENT E**  
**Resident Advisory Board Members**

<b><u>Member</u></b>	<b><u>Represents</u></b>	<b><u>Phone</u></b>
Misty Foreman 2833 Dayton Blvd. Red Bank, TN 37415	HCVP	867-6889
Linda Gaddis 959 Gateway Ave. #1725 Chattanooga, TN 37402	HCVP	756-6978
Ms. Jessie Davis Lawrence East Lake Resident Assn. 2225 E. 27 <sup>th</sup> Street Chattanooga, TN 37407	(East Lake Courts)	629-7177
Ms. Lutena Lewis 3902 Dahlia Street Chattanooga, TN 37421	(Scattered Sites)	499-1950
Karl Kendrick 1100 Gateway Ave. #10464 Chattanooga, TN 37402	(Gateway Towers)	635-7369
Charlene Battle 2033 Emma Kate Dr. Chattanooga, TN 37406	(Greenwood Terrace)	629-5665
Pauline Worthington 1916 Hardy St. Chattanooga, TN 37406	(Harriet Tubman)	624-4985
Joe Clark 959 Boynton Dr. #8084 Chattanooga, TN 37402	(Boynton Terrace)	266-5953 (Private)
Katherine Short 604 Maple St. Court Chattanooga, TN 37402	(College Hill)	266-0005



**ATTACHMENT F**  
**Five Year Progress Report**  
**(January 1 – September 30, 2007)**

**Expand the supply of assisted housing**

<b>Objectives</b>	<b>Results</b>
Apply for additional rental vouchers: obtain at least 600 vouchers by 12/31/07.	<ul style="list-style-type: none"> <li>• The CHA received 50 Shelter plus Care Vouchers through the Collaborative Grant to End Chronic Homelessness. 50 Additional Shelter plus Care Vouchers were received for a program to address the needs of homeless persons addicted to alcohol. Additional Shelter-plus-Care vouchers were applied for through the Continuum of Care.</li> <li>• CHA anticipates applying for at least 200 additional vouchers in FY 2008 for replacement of public housing units currently approved for demolition.</li> </ul>
Reduce public housing vacancies: to the 2% threshold by 12/31/07	<ul style="list-style-type: none"> <li>• Implemented early intervention programs to reduce evictions.</li> <li>• Developed and initiated individual marketing plans for public housing sites.</li> <li>• Still a goal for 2008</li> </ul>
Acquire or build units or developments: Add 1 property per year	<ul style="list-style-type: none"> <li>• Closed financing and started construction on second of Low-Income Housing Tax Credits for 98 units at Greenwood Terrace.</li> </ul>
Leverage private or other public funds to create additional housing opportunities. Create 275 additional housing units by 12/31/07.	<ul style="list-style-type: none"> <li>• CHA developed a portfolio analysis of its sites and is now investigating development feasibility and mixed- financing priorities using conventional financing and leveraging Capital Fund.</li> </ul>

**Improve the quality of assisted housing**

<b>Objectives</b>	<b>Results</b>
Improve public housing management (PHAS score) Achieve high Performer status by 12/31/07	<ul style="list-style-type: none"> <li>• Site based waiting list implemented.</li> <li>• Utilized the newly designed Asset Management Division “Monthly Operating Report” to monitor operational indicators and drive continuous improvement.</li> <li>• Amended Goal to 12/31/2008</li> </ul>

<p>Improve voucher management: (score) Achieve High Performer status by 12/31/05</p>	<ul style="list-style-type: none"> <li>• CHA received a score of 72% for FY 2006.</li> </ul>
<p>Increase customer satisfaction. Develop and implement CHA's core resident services programs, provide customer service training to management staff and improve PHAS Resident Satisfaction Survey Scores</p>	<p><u>Conventional Public Housing</u></p> <ul style="list-style-type: none"> <li>• Received improved scores from residents in the annual RASS Survey.</li> <li>• Continued resident comment/feedback cards.</li> <li>• Opened the Neighborhood Networks Computer Training Lab in Gateway Towers and provided personal computers at the Villages through a grant.</li> <li>• Conducted a Summer Youth Program for the last 4 years. Over 800 resident youth participated each summer.</li> <li>• Completed the grant training under the YouthBuild program in August 2006. The grant cycle of training for residents between the ages of 16-24 will begin in September 2007.</li> <li>• Continued a policy, with resident input, to decrease the number of school aged residents who are truant to result in a greater number of youth achieving academic successes.</li> <li>• Enlisted the residents to play a significant advisory role in reviewing any adverse actions truancy policies may present.</li> <li>• Continued modernizations at Gateway Tower, with funding strategies developed for HUD at Greenwood Terrace, Devel, Judson, Rev. Johnson, Gurley, Fairmount and Woodside.</li> <li>• Implemented program compliance department to process all recertification's</li> </ul> <p><u>Housing Choice Voucher Program</u></p> <ul style="list-style-type: none"> <li>• Continued to provide staff training on customer service, program regulations and inspection protocols.</li> <li>• Continued program to recruit and train new program employees outside of typical industry backgrounds, with positive results.</li> <li>• Continue to work with landlords to solve outstanding HAP and systematic problems</li> </ul>

<p>Increase customer satisfaction, cont.</p>	<p>which will hopefully increase the level of satisfaction and participation in the program.</p> <ul style="list-style-type: none"> <li>• Continued participant interviews which were suspended in September 2003.</li> <li>• Conducted two landlord briefings during the fiscal year.</li> <li>• Continued to conduct pre-certification meetings to ensure that applicants had all required documentation.</li> <li>• Plan to implement program to direct deposit monthly payments to landlords.</li> <li>• Implemented program compliance department to process all recertification's</li> </ul>
<p>Concentrate on efforts to improve specific management functions (e.g. public housing finance, voucher unit inspections). Improve vacant unit turn-around time, initiate a preventive maintenance program and continue with decentralization efforts.</p>	<ul style="list-style-type: none"> <li>• Reorganized CHA staff into Housing Management Division, Information Division, Finance Division and Development Division.</li> <li>• Restructured HCVP into four divisions: Inspection, Verification, Client Service Representatives, and Marketing and Outreach (for landlords and clients alike).</li> <li>• Have gotten the HCVP back on track.</li> <li>• Accepted speaking engagements and appointments to community boards to promote the Housing Choice Voucher Program.</li> <li>• Implemented a new scheduling system that increased the number of inspections made by each Housing Choice Voucher Program inspector.</li> </ul>

<p>Renovate or modernize public housing units: Modernize 500 units by 12/31/10.</p>	<ul style="list-style-type: none"> <li>• Plan for the total renovation of 178 scattered site units are complete. CHA is expecting to accomplish this goal utilizing Capital Funds.</li> <li>• Installation of gas furnaces with HVAC capability at Greenwood Terrace is completed. Design for full renovation of all 98 units is complete. LIHTC funding obtained.</li> <li>• Completed renovation of 20 units at Emma Wheeler Homes.</li> <li>• Completed First phase (43) units) of conversions at Gateway Towers is complete and Phase II, 57 units.</li> </ul>
<p>Demolish or dispose of obsolete public housing: Demolish at least 400 units by 12/31/06</p>	<ul style="list-style-type: none"> <li>• Completed demolition grant for Maurice Poss Homes (188 units), Rev. H.J. Johnson Apartments (31 units), and partial demolition of Harriet Tubman (60 units).</li> <li>• Completed disposition of 98 units at Greenwood Terrace.</li> </ul>
<p>Provide replacement public housing. Obtain at least 200 units by 12/31/06 (McCallie HOPE VI).</p>	<ul style="list-style-type: none"> <li>• Phase I provided 52 units by 12/04. Phase II provided 85 units by 10/05, and Phase III will provide 63 units by 12/06.</li> <li>• CHA is undertaking a feasibility study for use of RHF funds to provide homeownership opportunities.</li> <li>• Utilize RHF funds by end of March, 2007.</li> </ul>
<p>Provide replacement vouchers: Secure replacement vouchers to extent needed.</p>	<ul style="list-style-type: none"> <li>• Request replacement vouchers on an as-needed basis for properties being demolished.</li> </ul>

Increase assisted housing choices

<p><b>Objectives</b></p>	<p><b>Results</b></p>
<p>Provide voucher mobility counseling:</p>	<ul style="list-style-type: none"> <li>• Information on Housing Choice Voucher Program portability is provided at each Voucher Issuance Meeting. New participants are educated on both the methods of portability as well as what information about the “receiving” PHA is necessary before the appointment with the CHA Program Representative is made. Information is also distributed about a move within Hamilton County. Procedures are discussed and reviewed.</li> </ul>

<p>Conduct outreach efforts to potential voucher landlords: Hold at least two landlord meetings per year.</p>	<ul style="list-style-type: none"> <li>• Two meetings for prospective landlords were held at which the HUD office provided in-depth training.</li> <li>• Individual meetings were held with prospective landlords in the Housing Choice Voucher Program office throughout the year. Basically, the same material mentioned above was presented but in a more intimate manner. Approximately 35 to 40 of these were held by various staff.</li> <li>• At least 40 to 50 meetings were conducted on an individual basis with existing Housing Choice Voucher Program landlords who wished to better understand concepts such as the HUD Payment Standards, utility allowances, and screening conducted by our Housing Choice Voucher Program before a voucher is issued.</li> <li>• Information was developed for both prospective and existing landlords/property managers and placed in the Housing Choice Voucher Program lobby. When landlords called and requested information, a packet could easily be assembled and mailed to them the same day.</li> <li>• Implemented MyCommunityRents.com Website</li> </ul>
<p>Increase voucher payment standards</p>	<ul style="list-style-type: none"> <li>• No current plans to increase payment standard.</li> </ul>
<p>Implement voucher homeownership program. Achieve a minimum of 10 homes by 12/31/06</p>	<ul style="list-style-type: none"> <li>• Created voucher homeownership program that was approved by the Board of Commissioners and HUD. The program has been implemented and CHA is beginning efforts to assist in finding homeownership opportunities for our clients.</li> <li>• Have close 12 through August 2006</li> <li>• We have implemented a public housing homeownership program as well. 2 public housing residents have purchased homes on the private sector.</li> </ul>
<p>Implement public housing or other homeownership programs</p>	<ul style="list-style-type: none"> <li>• CHA has established a Homeownership program in conjunction with its McCallie HOPE VI program.</li> </ul>
<p>Implement public housing site-based waiting lists:</p>	<ul style="list-style-type: none"> <li>• Site-based waiting lists implemented</li> </ul>
<p>Convert public housing to vouchers:</p>	<ul style="list-style-type: none"> <li>• CHA has performed a feasibility analysis on</li> </ul>

Study and recommend whether to convert scattered sites by 12/31/07.	its various properties but does not plan on wholesale conversion of Public housing to Vouchers. CHA may employ use of project based vouchers to enhance income distribution at mixed finance communities
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Provide an improved living environment

<b>Objective</b>	<b>Results</b>
Continue measures to de-concentrate poverty by bringing higher income public housing households into lower income developments: Continue to provide incentives.	<ul style="list-style-type: none"> <li>• CHA's HOPE VI site will create a strong mixed-income community and has already de-concentrated poverty in the area. Market rate housing is the next objective.</li> <li>• CHA continuing to investigate feasibility of utilizing its capital funds to acquire property for future development of a non-HOPE VI mixed-income development.</li> </ul>
Continue measures to promote income mixing in public housing by assuring access for lower income families into higher income developments	<ul style="list-style-type: none"> <li>• See above</li> </ul>
Continue public housing security improvements. Implement recommendations from the Crime Prevention Through Environmental Design (CPTED) study and the Public Safety Division	<ul style="list-style-type: none"> <li>• Reduced violent crime in CHA's family sites by 40% in 2003.</li> <li>• Reduced property crime in CHA's family sites by 35% in 2003.</li> <li>• Reduced violent crime in CHA's elderly high-rises by 65% in 2003.</li> <li>• Reduced property crime in CHA's elderly high-rises by 60% in 2003.</li> <li>• Created the Audit and Inspections unit to identify and investigate fraud, waste, and abuse within CHA programs; primarily public housing and HCVP.</li> <li>• Conducted the first CHA Police Youth Academy and summer youth employment program.</li> <li>• Agency's active participation in US Dept. of Justice's "Project Safe Neighborhoods" gun crime reduction initiative.</li> </ul>
Designate developments or buildings for particular resident groups: for working or self-sufficiency preferences, reintegration of families and working with ex-offenders by 12/31/06.	<ul style="list-style-type: none"> <li>• Currently initiating a pilot program at East Lake Courts which includes a self-sufficiency component.</li> </ul>

Promote self-sufficiency and asset development of assisted households

Objective	Results
Increase the number and percentage of employed persons in assisted families. Increase the current number by 50%.	<ul style="list-style-type: none"> <li>• Goal met</li> </ul>
Provide or attract supportive services to improve assistance recipients' employability: using the core resident services model.	<ul style="list-style-type: none"> <li>• Received ROSS Homeownership Counseling Program (\$500,000), The Neighborhood Networks Program (\$250,000), and the Service Coordinator Grant (\$258,000).</li> <li>• Implemented a demonstration program called Opening Doors to Success at East Lake Courts</li> </ul>
Provide or attract supportive services to increase independence for the elderly or families with disabilities	<ul style="list-style-type: none"> <li>• Renewed Service Coordinators grant with HUD</li> <li>• Contracted with The Partnership for Families, Children &amp; Adults to provide the Service Coordinators program.</li> <li>• Developed a relationship with the Tennessee Area Council on Aging and Disabilities for senior nutrition and recreational programs.</li> </ul>

Ensure equal opportunity and affirmatively further fair housing

Objectives	Results
Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability. Continue current policies.	<ul style="list-style-type: none"> <li>• Continued existing policies</li> </ul>
Undertake affirmative measures to provide a suitable living environment for families living in assisted housing regardless of race, color, religion, national origin, sex, familial status and disability: Continue current policies.	<ul style="list-style-type: none"> <li>• Continued existing policies</li> </ul>
Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.	<ul style="list-style-type: none"> <li>• Continued existing policies</li> </ul>
Take affirmative action to diversify our resident population	<ul style="list-style-type: none"> <li>• Held community functions to improve the relationship between the public housing population and the Hispanic community.</li> </ul>

Other goals

Goals	Results
<p>CHA will continue to transform the management culture and community dynamics of public housing from a centralized, bureaucratic, welfare driven management model to a site based managed and budgeted operation that sharpens accountability, introduces private sector efficiencies and prioritizes service, support and self sufficiency training for public housing residents.</p>	<ul style="list-style-type: none"> <li>• CHA is realizing the impact of site based operations through reduced operating expense, rapid work order completion, improved personnel training, reduced Tenant Accounts Receivable and improved collections, with a 2007 goal to reduce vacancies and increase occupancy levels.</li> </ul>
<p>Utilize the tax-exempt status of the Chattanooga Housing Authority to finance or joint venture 100 units of affordable housing acquisitions and construction.</p>	<ul style="list-style-type: none"> <li>• CHA is investigating the use of capital leveraging to acquire and rehabilitate existing properties in the community suitable for mixed-income uses.</li> <li>• CHA is also investigating the use of its capital and RHF funds to acquire or construct additional housing units throughout the community.</li> </ul>
<p>Utilize redevelopment powers, in partnership with local government and nonprofits, to revitalize neighborhoods near two major public housing developments by December 31, 2008.</p>	<ul style="list-style-type: none"> <li>• Continuing the above plan, a development plan is in process to acquire and develop housing properties in the Avondale neighborhood through the use of mixed finance, capital leveraging and other non-conventional financing structures.</li> <li>• CHA was instrumental in fending off onerous state legislation to limit eminent domain, but new HUD policy will make achievement of this goal more difficult.</li> </ul>
<p>By December 31, 2009, provide homeownership opportunities for a minimum of 75 families through the Housing Choice Voucher Program, a HOPE VI homeownership program and through the sale of single-family homes under a lease-to-purchase program.</p>	<ul style="list-style-type: none"> <li>• CHA has implemented a Housing Choice Voucher Program. Clients are beginning to obtain homeownership.</li> <li>• CHA has developed a Homeownership program in conjunction with its HOPE VI program. 36 homes are sold or under contract, with up to 125 units possible eventually.</li> <li>• CHA will investigate the use of its capital and RHF funds to acquire/construct single family homes for homeownership.</li> <li>• CHA is developing a homeownership stepping stone program to prepare our residents for homeownership.</li> </ul>
<p>Deconcentrate HCVP participants by</p>	<ul style="list-style-type: none"> <li>• CHA is continuing efforts to provide rental</li> </ul>



providing 30 percent in new rent subsidy in non-impacted areas by December 31, 2008.	assistance in non-impacted areas.
Aggressively pursue city, county, state, corporate and foundation funding for special-purpose projects in support of the CHA mission, outside of traditional operating/capital activities.	<ul style="list-style-type: none"> <li>• The CHA has applied for over \$2.5 million in funding from four different federal agencies.</li> <li>• The CHA is working with private foundations to develop innovative programs for its residents.</li> </ul>
Remove “project” image through streetscaping, signage, office enhancements and selective demolition at all scattered sites by December 31, 2008.	<ul style="list-style-type: none"> <li>• Updated signage, some site offices and surrounding landscaping.</li> <li>• CHA is in the process of a complete portfolio assessment to take the agency from its perceived public housing image to a more conventional look.</li> </ul>
Establish a preference for admissions to both Housing Choice Voucher Program and Public Housing to families whose adult members are enrolled in self-sufficiency programs and are committed to using housing assistance as a gateway to opportunities and a stepping stone for entry into the private housing market.	<ul style="list-style-type: none"> <li>• ACOP was changed in 2007 and procedures put in place to implement this strategy.</li> </ul>
Expand the self-sufficiency programs in both Section 8 and Public Housing by at least 100 families per year or as funding for case management permits.	<ul style="list-style-type: none"> <li>• New staff for the FSS program were hired in August and December in order to meet this goal by the end of 2004. Goal has been met for 2004.</li> </ul>
Expand access to technology for all residents living in public housing through creation of community technology centers in or near each development; providing kiosks in each management facility for access to job and employment information, access to entry level computers for purchase at reduced costs, and access to affordable internet services.	<ul style="list-style-type: none"> <li>• Made home computers available for all residents in the Villages at Alton Park with plans for further expansion of this program.</li> </ul>
Strengthen truancy prevention and educational programs that ensure that youth attend school regularly and have access to assistance to do well in school once there. Strengthen partnerships with site managers and the Hamilton County school system.	<ul style="list-style-type: none"> <li>• Continuing Truancy Prevention Program</li> </ul>

<p>Create a non-profit (e.g.,501(3)) entities as necessary to allow CHA to obtain outside grants, be more self-sustaining and to facilitate community services, land acquisition, property management, ad development activities.</p>	<ul style="list-style-type: none"> <li>• Established August 2006</li> </ul>
<p>Utilize the Replacement Housing Factor and Capital Fund programs to acquire property and to develop replacement housing units.</p>	<ul style="list-style-type: none"> <li>• Feasibility Study for homeownership project using RHF funds is underway.</li> </ul>
<p>Use excess housing reserve funds to assist in modernizing public housing units. Revise existing plan to allow for redevelopment with tax credits.</p>	<ul style="list-style-type: none"> <li>• Continuing with the three tiered maintenance plan</li> </ul>
<p>Use excess savings from existing Energy Performance Contracts to accomplish additional energy savings capital improvements.</p>	<ul style="list-style-type: none"> <li>• A/C in East Lake Courts</li> </ul>
<p>Utilize HUD’s online income verification resources for all recertifications, distributing to residents (on request) printed versions of their income data and/or ONLY to HoH or HoH dependents under 18 ~ with other Hh members only being allowed copies of their income data. The specific verbiage of this practice will be included in the PDQ.</p>	<ul style="list-style-type: none"> <li>• This goal accomplished.</li> <li>• Ongoing</li> </ul>
<p>For CHA employees intentionally/willfully misusing EIV data: Implements and practice punitive measures listed on HUD’s EIV website as Security Awareness and Legal Warnings (included in CHA’s EIV security policy); including in addition, CHA disciplinary action up to and including termination for willful misuse of EIV data.</p>	<ul style="list-style-type: none"> <li>• No Incidents to date</li> </ul>
<p>Develop agency position regarding repeat landlord and/or resident offenders of program fraud, including but not limited to cases discovered through the use of HUD’s online EIV data, reports, and case investigation of overpaid subsidy due to unreported</p>	<ul style="list-style-type: none"> <li>• Fraud Policy</li> </ul>

and underreported income by .	
Develop agency position on inactive resident file length of document retention, & storage, and disposal of same by 12/07.	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
Develop agency position on privacy, disposition, and destruction of printed resident documents by 12/07.	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>

## **Attachment G**

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

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

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

## **ATTACHMENT H**

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

As a result of site-based waiting lists, the Chattanooga Housing Authority was able to identify through leasing efforts from January through September 2004 the specific sites experiencing leasing difficulty. A benefit realized in 2004 was that there were certain sites that, either through functional obsolescence or physical condition, could not attract sufficient interest to remain leased. This has subsequently affected CHA's occupancy and vacancy percentages. In response, CHA has undergone an assessment and a revitalization plan has been developed which outlines asset strategies over the next eight (8) years. The end result will be that undesirable communities will either be demolished and rebuilt, demolished and alternative sites developed, or renovated to meet current market standards.

**ATTACHMENT J**

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

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

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

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

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

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

There were 19 Assessments.

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

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

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

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

**Attachment L**  
**Comments of Resident Advisory Board**

Following distribution of the Draft 2008 Agency Plan to the site offices on August 15, 2007, CHA attended a meeting of the RAB also known as the Citywide Resident Association. Seven members were present. CHA distributed a summary of substantive changes or additions to the 2007 Plan (attached), explained each of the four items and suggested that verbal and written comments would be addressed in the Plan submission to HUD. The RAB members indicated that they understood the changes and expressed concern about the criteria for premier housing.

Although no written comments were provided, comments and responses are as follows:

- It was suggested that the time allowed to replace the required income for Premier Housing following loss of employment be longer than 30 days before being disqualified from premier housing. Response: Your point is well taken, and will be addressed with the Housing operations management. (follow up) the time was changed to allow 120 days for replacement of income to the program level.

It was pointed out that there will be a public hearing on Tuesday, October 16th, at 11:30 AM at the CHA Central Office, after which the board will consider a Resolution approving the 2008 Agency Plan. Residents are welcome to attend and offer further comments

**ADMISSIONS & CONTINUED  
OCCUPANCY POLICY**

**CHATTANOOGA HOUSING AUTHORITY  
CHATTANOOGA, TENNESSEE**

**9/04/07**





## TABLE OF CONTENTS

I.	Nondiscrimination and Accessibility	1
	A. Purpose	1
	B. Statutory and Regulatory Compliance	1
	C. Right to Privacy	1
	D. One Strike and You're Out Policy	1
	E. Fair Housing	2
	F. Reasonable Accommodation	3
	G. Other Services to Promote Accessibility to Programs	5
II.	Marketing and Outreach	6
	A. Marketing and Outreach	6
	B. Required Posting	6
	C. Right to Privacy	7
III.	Tenant Selection and Assignment Plan	8
	Waiting List Management	8
	A. Opening the Waiting List	8
	B. Closing of the Waiting List	8
	C. Updating and Purging the Waiting List	9
	D. Applicant Placement On the Waiting List Using Date & Time	9
	E. Applicant Placement On the Waiting List Using Lottery Method	11
	F. Income Targeting Provisions	11
	G. Deconcentration Provisions	12
	H. Elderly Only Designated units	12
	I. Accessable Units	12
	Application Process	13
	A. Application Process	13
	B. Available Waiting Lists	13
	C. Applicant Placement On Site Based Waiting List	13
IV.	Eligibility and Suitability for Admission	18
	A. General	18
	B. Applicant Eligibility	18
	C. Suitability for Tenancy	25
	D. Resident Screening	28
	E. Results of Screening For Eligibility and Suitability for Tenancy	32
	F. Informal Hearing	33
V.	Verification	34
	A. Acceptable Methods of Verification	34
	B. Types of Verification	34
	C. Verification of Citizenship or Eligible Noncitizen Status	37
	D. Mandatory Social Security Numbers	38
	E. Timing of Verification	38
VI.	Income, Exclusions from Income and Deductions from Income	39
	A. Income	39
	B. Annual Income	39

	C. Deductions From Annual Income	46
	D. Receipt of a Letter or Notice From HUD Concerning Income	47
	E. Cooperating With Welfare Agencies	48
VII.	Determination of Total Tenant Payment and Tenant Rent	49
	A. Family Choice	49
	B. Flat Rent	49
	C. The Income Method	50
	D. Minimum Rent	50
	E. Rent for Families Under the Noncitizen Rule	51
	F. Utility Allowance	52
	G. Payment Methods	53
VIII.	Community Service and Continued Occupancy	55
	A. Exemptions	55
	B. Notification of the Requirement	55
	C. Community Service Volunteer Opportunities	55
	D. Assuring Resident Compliance	55
	E. Tenant Agreement To Comply With Community Service Requirement	57
	F. Prohibition Against Replacement of CHA/Site Based Management Office Employees	57
IX.	Recertifications	58
	A. General	58
	B. Annual Reexamination	58
	C. Interim	60
	D. Additions To Lease	60
	E. Misrepresentation	61
X.	Resident Transfer Policy	62
	A. Transfers	62
	B. Placement On the Waiting List	64
	C. Unit Offers	64
	D. Cost of the Tenant's Transfer	65
	E. Security Deposit and Rent Charges	65
	F. Appeal	66
	G. Definitions	66
XI.	Pet Policy	68
	A. Definitions	68
	B. Limitations On Pets	69
	C. Application Process	69
	D. Pet Owner Rights and Responsibilities	71
	E. Caretakers	72
	F. CHA Rights and Responsibilities	73
	G. Non-Refundable Pet Fee for Pets in Family Developments	73
	H. Pet Deposit	74
	I. Pet Policy Violation Procedures	74
XII.	Inspections	76
	A. Move-In Inspections	76
	B. Annual Inspections	76
	C. Preventative Maintenance Inspections	76
	D. Special Inspections	76
	E. Housekeeping Inspections	76
	F. Notice of Inspection	76
	G. Emergency Inspections	77

	H. Pre-Move-Out Inspections	77
	I. Move-Out Inspections	77
XIII.	Termination	78
	A. Termination by Tenant	78
	B. Termination by Site Based Management Office	78
	C. Abandonment	79
	D. Return of Security Deposit	80
XIV.	Admissions and Continued Occupancy Guidelines	81
XV.	Payment Agreements	82
XVI.	Fraud and Misrepresentation	83
	A. Purpose	83
	B. Federal Law Prohibitions	83
	C. Applicant and Resident Certification	83

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

**I. NONDISCRIMINATION AND ACCESSIBILITY**

**A. PURPOSE**

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

**B. STATUTORY AND REGULATORY COMPLIANCE**

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

**C. RIGHT TO PRIVACY**

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

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

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

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

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

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

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

## **E. FAIR HOUSING**

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

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

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

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

## **F. REASONABLE ACCOMMODATION**

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

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

### **1. Communication**

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

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

The appointed staff members will conduct the following analysis:

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

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

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

If the disability, for which the accommodation is being requested, is apparent or has already been documented, the answer to this question is yes. If the disability is not apparent or documented, the CHA will obtain

verification that the person is a person with a disability within the meaning of the ADA.

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

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

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

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

2. *Would the requested accommodation create an undue financial hardship or administrative burden?*

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

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

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

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

Any request for an accommodation that will enable a tenant to materially violate essential lease terms will not be approved, (i.e. allowing

nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.).

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

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

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



## **II. MARKETING AND OUTREACH**

### **A. MARKETING AND OUTREACH**

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

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

### **B. REQUIRED POSTINGS**

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

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

**C. RIGHT TO PRIVACY**

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

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

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

#### **WAITING LIST MANAGEMENT**

##### **A. OPENING THE WAITING LIST**

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

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

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

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

##### **B. CLOSING OF THE WAITING LIST**

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

**C. UPDATING AND PURGING THE WAITING LISTS**

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

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

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

**D. APPLICANT PLACEMENT ON THE WAITING LISTS USING DATE & TIME METHOD**

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

**Category 1: Displaced Preference**

This selection preference is available to:

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

- (d) individuals displaced due to the inaccessibility of a unit; and/or HUD disposition of a HUD multifamily project.
- (e) Individuals/families involuntarily displaced/homeless and referred by a recognized social services or private agency/organization that has performed an intake and assessment of the individuals/families circumstance and have developed a case management plan for follow up;
  - 1. In general: For purposes of this chapter, the term “homeless” or “homeless individual or homeless person” <sup>[1]</sup> includes—
    - (A) an individual who lacks a fixed, regular, and adequate nighttime residence; and
    - (B) an individual who has a primary nighttime residence that is—
      - (1) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
      - (2) an institution that provides a temporary residence for individuals intended to be institutionalized; or
      - (3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
    - (C) an individual who has temporary shelter in a private residence where the household is over housed due to the individual/families presence or the host is unwilling or unable to provide permanent residence.
  - 2. Income eligibility
    - (A) In general: A homeless individual shall be eligible for assistance under any program provided by this chapter, only if the individual complies with the income eligibility requirements otherwise applicable to such program.
    - (B) Exception: Notwithstanding paragraph (1), a homeless individual shall be eligible for assistance under title I of the Workforce Investment Act of 1998 [[29 U.S.C. 2801](#) et seq.].
      - (1) Exclusion: For purposes of this chapter, the term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

**Category 2: Rent Burden Preference**

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

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

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

(a) Full-time Employment

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

(b) Part-time Employment

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

(c) Approved Job Training Program

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

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

**Category 4: Standard Applicants**

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

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

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

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

**E. APPLICANT PLACEMENT ON THE WAITING LIST USING LOTTERY METHOD**

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

**F. INCOME TARGETING PROVISIONS [24 CFR 982.201(b)(2)]**

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

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

**G. DECONCENTRATION PROVISIONS**

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

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

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

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

## **H. ELDERLY ONLY DESIGNATED DEVELOPMENTS**

The CHA has designated Boynton Terrace, Gateway Towers and Mary Walker Towers as elder-only in accordance with HUD regulations. The CHA will offer available units first to elder families (62 years of age or older). If there are no elder families on the site based waiting list, the site based management offices will next offer available units to near elder families (55 through 61 years of age). Due to market conditions affecting Boynton Terrace in 2004, the CHA will consider the feasibility of designating one of the three buildings as a mixed-age building able to house near-elderly individuals (age 48 or above). Prior to the actual assignment of a mixed-age designation, the CHA will bring to the Board for approval a complete plan for supportive services, analysis of the impact on existing residents, and a timetable for the implementation.

## **I. ACCESSIBLE UNITS**

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

## **APPLICATION PROCESS**

### **A. APPLICATION PROCESS**

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



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

## **B. AVAILABLE WAITING LISTS**

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

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

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

## **C. APPLICANT PLACEMENT ON SITE BASED WAITING LIST**

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

### **1. Selection Preferences**

Preferences for this category will be the same as above for *Date and Time Method (Section III., Paragraph D)*. The Site Based Management Offices will select families based on the weighed preferences within each bedroom size category. This preference system will work in combination with weighted priorities to match the characteristics of the Family to the type of unit available; including developments with HUD approved designations. The Site Based Management Offices will verify preferences at the time of application. Within category preferences, weighted priorities will be given based on the following:

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

- b. Applicant families with an adult Family member who has been working for a minimum of six months in a full-time capacity (32 hours or more); or who has been enrolled in full-time Family self-sufficiency activities for six months.
- c. Applicant families with an adult Family member who has been working for a minimum of one year in a part-time capacity (20 hours or more); or who has been enrolled in part-time Family self-sufficiency activities for one year.
- d. Applicant families with an adult Family member who has been working for a minimum of six months in a part-time capacity (20 hours or more); or who has been enrolled in part-time self-sufficiency activities for six months.
- e. All other applicants.

**2. Bedroom Size**

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

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

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

- 1) single person families shall be allocated not more than one bedroom;
- 2) no more than two persons are required to occupy a bedroom;
- 3) a Family that consists of a pregnant woman (with no other person) must be treated as a two person Family;
- 4) a child who is temporarily away from the home because of placement in foster care is considered a member of the Family in determining the Family unit size;

- 5) a foster child will be considered in determining unit size only if he/she will be in the unit for more than twelve (12) months;
- 6) any live-in aide approved by the site based management office must be counted in determining the Family unit size; a live-in aide will be provided a separate bedroom;
- 7) in determining unit size for a particular Family, the site based management office may grant an exception to established subsidy standards if the site based management office determines that the exception is justified by the age, sex, health, handicap, or relationship of Family members or other personal circumstances;
- 8) children of the opposite sex under the age of five must share a bedroom (e.g. a five year old girl must share a bedroom with a three year old); persons within the same generation of the same sex shall share a bedroom;
- 9) persons of different generations, persons of the opposite sex (other than adults who have a spousal relationship) and unrelated adults should be allocated a separate bedroom;
- 10) space will not be provided for a Family member who will be absent most of the time, such as a member who is away in the military or a child who is away at school but who lives with the Family during school recesses; or in situations involving custody of a child for less than 50% of time.

### ***Exceptions to Guidelines***

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

### **3. Unit Offer**

After a verified determination of eligibility and suitability is made, and the applicant's name is at the top of the site based waiting list(s), or is otherwise the next candidate for a unit offer, the Site Based Management Office shall make up to **three (3)** Suitable Unit offers from and site based waiting list(s) the applicant is currently on, in the development(s). A

“Suitable” unit is one that is appropriate in size and type for the applicant and is accessible based on any documented disabilities.

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

- Remove the applicants name from all site based waiting lists.
- Removal from the waiting list means the applicant must reapply and must wait three (3) months before doing so.

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

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

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

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

## IV. ELIGIBILITY AND SUITABILITY FOR ADMISSION

### A. GENERAL

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

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

### B. APPLICANT ELIGIBILITY

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

#### 1. Family Eligibility

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

#### 2. Income Eligibility

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

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

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

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

a. Eligible Families

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

b. Officer

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

c. Plan

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

d. Conditions for Exception

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

1). Exemption Necessary

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

2). Approved Plan

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

3). Lease/Reference Checks

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

e. Applicable Communities for Admission Plan of Police Officers

This Admission Plan shall apply to each of the following fifteen (15) communities currently owned by CHA, and to such other communities as CHA may specify in the future: (i) College Hills Courts; (ii) East Lake Homes; (iii) Harriet Tubman Homes; (iv) Emma Wheeler Homes; (v) Boynton Terrace; (vi) Greenwood Terrace; (vii) Missionary Homes; (viii) Judson Lane Apartments; (ix) Steiner Apartments; (x) Devel Lane Apartments (currently under CADAS); (xi) Gurley Street Apartments; (xii) Woodside Apartments; (xiii) Mary Walker Towers; (xiv) Gateway Towers and (xv) Cromwell Hills Homes.

f. CHA'S Role In Security

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

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

- 2) Increased resident crime prevention training.
- 3) Increased resident training and promotion of accessing law enforcement resources to improve security on CHA premises.
- 4) Participation on housing authority premises with security improvement teams through direct contact with CHA Protective Services to provide supplemental security services (including foot patrols) in public housing.
- 5) Provide emergency backup support for CHA's contract security operating on public housing premises when requesting emergency law enforcement officer assistance.
- 6) Support of housing authority resident security initiatives through proactive liaison and communications methods to include the availability of rapid communication exchange through 911, dedicated lines, radio and telephone communications.
- 7) Provide law enforcement support for short-term situations that may impact the safety and security of housing authority residents that may be impacted by community calendar events, weather, disaster, and other situations.
- 8) Participation and support of public relations improvement activities with housing residents such as police athletic leagues, etc.
- 9) Control entrances and movement of pedestrian vehicular and foot traffic.
- 10) Routinely monitor common areas.
- 11) Monitor general area activity through frequent foot patrols.
- 12) Enforce housing authority rules: e.g., banning, trespass, loitering, noise, litter, resident and vendor ID, and resident vehicle registration.
- 13) Routinely conduct security inspections of property noting and reporting lights out, fencing in need of repair, graffiti to be removed, general nuisance activities and structures to be remedied.



- 14) Liaison with local police to facilitate community-oriented policing and security functions through increased positive crime prevention associations with residents.
- 15) Provide targeted assistance to CHA Protective Services, as assigned.

g. Community Benefit

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

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

h. Restrictions and Prohibitions

1) Purpose

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

2) Restrictions

a) Proximity to Other Residents. The dwelling unit to be allocated to Officers shall be situated so as to place the Officers in close physical proximity to other residents.

b) Transfer of Residents. No resident families will be transferred to other apartments in order to make available the apartments to be allocated to Officers. Residents may voluntarily consent to transfer.

c) Lease. The apartments allocated to Officers shall be routed under a lease that contains the terms described in 24 C.F.R. Chapter 960.509.

d) Apartment Allocation. The number of apartments to be allocated to Officers does not exceed the limits set forth in 24 C.F.R. Chapter 960.507(c) or in the alternative, any apartments so allocated in excess of the applicable maximum number of vacancies for which there are no eligible families.

3) Prohibitions

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

a) Continuance of Employment. The Officers right of occupancy is dependent on continuation of the employment that qualified the Officer for residency in the community.

b) Termination of Occupancy. The lease shall provide that the Officer will move out of the leased unit within a reasonable, prompt time, to be established by the lease, after termination of employment.

**3. Citizen/Non-Citizen Eligibility**

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

**a. Permanent Resident**

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

**b. Attorney General Designation**

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

**c. Asylum/Refugee**

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

- d. Emergent/Public Interest**  
Lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest (parole status);
- e. Deportation Withholding**  
Lawfully present in the United States as a result of the Attorney General of the United States withholding of deportation (threat of life or freedom);
- f. Amnesty**  
Lawfully admitted for temporary or permanent residence (amnesty granted under Immigration and Naturalization Action Section 245A).

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

#### **4. Social Security Eligibility**

To be eligible, all Family members must provide a Social Security number.. Generally, no Family member may be added to the lease prior to the verification of his or her Social Security number.

#### **5. Other Eligibility Criteria**

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

##### **a. Execution of Consent Forms**

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

- 1) **SWICA Authorization.** A provision authorizing HUD or CHA to obtain from State Wage Information Collection Agencies (SWICAs) any information or material necessary to complete or verify the application for participation or for eligibility for continued occupancy;
- 2) **Employer Authorization.** A provision authorizing HUD or CHA to verify with previous or current employers income and job related information pertinent to the Family's eligibility for or level of assistance;

- 3) **IRS and SSA Authorization.** A provision authorizing HUD to request income information from the Internal Revenue Service and the Social Security Administration for the sole purpose of verifying income information pertinent to the Family's eligibility or level of benefits;
- 4) **Credit Report/Previous Landlord Authorization.** A provision authorizing CHA to secure credit reports and a previous landlord history report;
- 5) **Substance Abuse Treatment Records Authorization.** A provision which will authorize the release of certain medical and treatment history for persons who have enrolled in an alcohol or substance or drug abuse facility and are stating to the Site Based Management Office that they have been rehabilitated from the alcohol and substance or drug abuse;
- 6) **Criminal History Authorization.** A provision which authorizes the Site Based or other CHA Management Offices to conduct a criminal background investigation of the applicant and each member of the applicant's Family who is at least 16 years old; and
- 7) **Expiration Statement.** A statement that the authorization(s) to release the information requested by the consent form expires 15 months after the date the consent form is signed. This provision will not apply to the Criminal History Authorization.

### C. SUITABILITY FOR TENANCY

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

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

## 1. Screening for suitability

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

### a. History of serious or consistent criminal activity

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

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

### b. Drug or alcohol abuse

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

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

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

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

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

and Family circumstances, etc., to be done in person, by mail or electronically.

j. Fraud or Misrepresentation

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

**Conditional Admission**

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

**D. RESIDENT SCREENING**

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

1. Eligibility and Suitability Criteria

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

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

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

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

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

All applicants will be required to allow CHA, its contractor(s), agents(s), or designee(s), or requestee(s) to conduct such home visit inspection(s) or reinspection(s) of their current living arrangements as CHA, its contractor(s), agent(s), designee(s), or requestee(s) may deem appropriate. Failure to comply will result in removal from the site based waiting list(s).

    - 1) Purpose of Home Visit. The purpose of the home visit(s) is to obtain information to be used in determining the applicant's compliance with Applicant Screening Criteria and the applicant's ability to meet CHA's stringent Resident Housekeeping Standards ("RHS), Uniform Physical Conditions Standard ("UPCS"), and Housing Quality Standards ("HQS") requirements.



- 2) Nature of Inspections. Housekeeping inspections shall be a part of each home visit. The inspections shall include, but not be limited to, an evaluation of the: (i) conditions in living room, kitchen (including food preparation and clean-up), bathroom(s) and bedrooms; (ii) conditions of entrance-ways, halls and yard; (iii) cleanliness in each room; (iv) general care of furniture, appliances, fixtures, windows, doors and cabinets; (v) maintenance of home in accordance with the lease governing the inspected home.
  - 3) Other Home Visit Inspection Factors. During Home visits, CHA will also look for evidence of the following: (i) evidence of destruction of property; (ii) unauthorized occupants; (iii) evidence of criminal activity; (iv) conditions inconsistent with information contained on the application or other documents submitted to CHA by the applicant; (v) any other activity or condition that may reasonably adversely affect the health, safety and peaceful enjoyment of the Community.
  - 4) Notice of Home Visit. Generally, applicants shall have at least twenty-four (24) hours advance notice of any home visit.
  - 5) Home Visits Excused.  
CHA may, but is not obligated to, excuse the requirement for Home Visits when the resident has met or exceeded all of the other requirements of eligibility, suitability and screening and when: (i) the applicant is currently living in a facility which because of security, or other sufficient reasons, does not allow third parties on the property, or in the area where the applicant lives, for the purpose of conducting home visits; (ii) the applicant is living outside of the Chattanooga metropolitan area and CHA is unable to secure the voluntary services of another housing authority to conduct a home visit on CHA's behalf; or (iii) administrative or other program considerations of CHA do not allow for a timely and efficient home visit. If the home visit is excused, the applicant will be subject to increased housekeeping, UPCS, RHS, and HQS inspections by the management and maintenance professionals at the community where the applicant leases.
- d. Other Contacts. Contact with such other person(s) or entity (ies) as CHA may deem necessary to demonstrate applicant's previous and current ability and/or willingness to comply with the Lease.

4. Unfavorable or Derogatory Family Information

In the event of the receipt of unfavorable information with respect to an applicant/Family, consideration shall be given to the time, nature and extent of the

applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects. For example:

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

5. Additional Documentation

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

6. Extraordinary Needs of Applicant

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

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

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

8. Formal Interviews

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

a. Private Interview

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

b. Consistency of Information

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

c. Additional Documentation

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

**E. RESULTS OF SCREENING FOR ELIGIBILITY AND SUITABILITY FOR TENANCY**

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

When the CHA has made a determination that an applicant is ineligible and/or unsuitable for the public housing program, the Site Based Management Office shall provide written notice to the applicant setting forth the reasons for the determination. The Site Based Management Office shall provide the applicant with the opportunity to request, within a reasonable time period, the opportunity to request an informal hearing on the determination. If the applicant fails to request a hearing within the prescribed time

period, the Site Based Management Offices will remove the applicant's name from the site based waiting list(s).

## **F. INFORMAL HEARING**

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

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

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

With regard to informal hearings:

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

## **G. Criteria for Premiere & Tax Credit Housing Program**

1. Applicant requirements
  - a) Each primary applicant must be 18 years of age or older
  - b) Each primary applicant must have a satisfactory credit report

- c) Each primary applicant must pass a criminal background check, showing no history of serious or consistent criminal activity
2. Economic Self-Sufficiency: Each primary applicant must be:
    - a) legally employed for a minimum 6-month period prior to application, and continuing until occupancy; or
    - b) legally employed by an employer in a capacity of 20 hours or more per week; or
    - c) enrolled in school on a part-time basis with qualifying income; or
    - d) enrolled in school full-time with qualifying dependents and/or income as specified under THDA tax credit regs; or
    - e) be over 62 years of age or older; or
    - f) be in a CHA-approved job training or Family and Self-sufficiency (FSS) program.
  3. Income qualification: Applicant household must qualify with an initial income:
    - a) less than 50 or 60 percent of the AMI (depending on the type of unit, and;
    - b) sufficient to pay no more than 30% of the household's income as rent (including acceptance into the Housing Choice Voucher Program, if applicable).
  4. Resident Responsibilities During Occupancy:
    - a) Duty to report job loss or hours reduction below required minimums shown above in (4);
    - b) Upon loss of job or reduction of hours below required minimums, must become legally employed or attain required hours within a 90-day period or will be disqualified from Premier Housing Program. Once disqualified, resident may transfer to public housing, or choose alternative housing arrangements;
    - c) Must agree to a home inspection by CHA representatives of current residence or living arrangements prior to acceptance in the program;
    - d) Must agree to periodic follow-up inspections after move-in, and maintain good housekeeping conditions in unit.

## **V. VERIFICATION**

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

### **A. ACCEPTABLE METHODS OF VERIFICATION**

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

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

When third party verification cannot be obtained, the Site Based Management Office may accept documentation received from the applicant/tenant. Hand-carried documentation will be accepted only if the Chattanooga Housing Authority has been unable to obtain third party verification in a 21 day period of time. The Site Based Management Offices will maintain photocopies of the documents in the file.

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

### **B. TYPES OF VERIFICATION**

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

### Verification Requirements for Individual Items

<b>Item To Be Verified</b>	<b>3<sup>rd</sup> Party Verification</b>	<b>Hand-carried Verification</b>
<b>General Eligibility Items</b>		
Social Security Number	Letter from Social Security Electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from physician SSI, etc.	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from physician	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payments, dates of trips, mileage log, receipts for fares and tolls
<b>Value of and Income from Assets</b>		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDS, bonds, etc.	Letter from institution	Tax return information Brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, Assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc.	Receipt for purchase, other evidence of worth
Cash value of life Insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth

### Verification Requirements for Individual Items

Item To Be Verified	3 <sup>rd</sup> Party Verification	Hand-carried Verification
<b>Income</b>		
Earned income	Letter from employer	A minimum of 3 consecutive recent pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, Letter from Human Services	Record of deposits, divorce Decree
Periodic payments (i.e., social security, welfare, pension, workers compensation, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	Letter from program provider	N/A
Participation	Indicating <ul style="list-style-type: none"> <li>- Whether enrolled or complete</li> <li>- Whether training is HUD-funded</li> <li>- Whether federal, state, local govt., or local program</li> <li>- Whether it is employment training</li> <li>- Whether it has clearly defined goals and objectives</li> <li>- Whether program has supportive Services</li> <li>- Whether payments are for out-of-Pocket expenses incurred in order to participate in a program</li> <li>- Date of first job after program completion</li> </ul>	Evidence of job start



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

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

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

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

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

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

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

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

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

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

For each Family member, citizenship/eligible non-citizen status will be verified only once. This verification will be obtained prior to admission. If the status of any Family

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

#### **D. MANDATORY SOCIAL SECURITY NUMBERS [24 CFR 5.216]**

Families are required to provide verification of Social Security Numbers for all family members.. This requirement also applies to persons joining the family after admission to the program.

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

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

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

For each Family member , verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission.

#### **E. TIMING OF VERIFICATION**

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

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

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

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

### **A. INCOME**

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

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

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

### **B. ANNUAL INCOME**

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

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

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

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

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

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

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

4. Welfare Assistance

- a. If the welfare assistance payment includes an amount specifically designed for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
  1. The amount of the allowance or grant exclusive of the amount specifically designated for shelter utilities; plus
  2. The maximum amounts that the welfare assistance agency could in fact allow the Family for shelter and utilities. If the Family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.

b. Imputed Welfare Income

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

attributable to the imputed welfare income in order to obtain a grievance hearing.

7. Relations With Welfare Agencies

- a) The CHA/Site Based Management Office will ask welfare agencies to inform it of any specified welfare benefits reduction for a Family member, the reason for such reduction. If the welfare agency determines a specified welfare benefits reduction for a Family member, and gives the Site Based Management Office written notice of such reduction, the Family's annual incomes shall include the imputed welfare income because of the specified welfare benefits reduction.
- b) The Site Based Management Office is responsible for determining the amount of impute welfare income that is included in the Family's annual income as a result of a specified welfare benefits reduction as determined by the welfare agency, and specified in the notice by the welfare agency to the housing authority. However, the Site Based Management Office is not responsible for determining whether a reduction of welfare benefits by the welfare agency was correctly determined by the welfare agency in accordance with welfare program requirements and procedures, or for providing the opportunity for review or hearing on such welfare agency determinations.
- c) Such welfare agency determinations are the responsibility of the welfare agency, and the Family may seek appeal of such determination through the welfare agency's normal due process procedures. The Site Based Management Office shall rely on the welfare agency notice to the Site Based Management Office of the welfare agency's determination of a specified welfare benefits reduction.

8. Medical Expenses

- a) Site Based Management must obtain an applicant/resident's medical expense and provide either an exclusion [24 CFR § 5.609(c) (4)] or deduction [24 CFR § 5.611(a) (3)], where applicable. The **exclusion** covers amounts received by the Family that are specifically for, reimbursements of, the cost of medical expenses of **any** Family member. The **deduction** covers the sum of unreimbursed medical expenses for any elderly or disabled Family in excess of 3

percent of annual income [24 CFR § 5.611(a) (3) (i)] and the unreimbursed reasonable attendant care and auxiliary apparatus expenses to the extent necessary to enable any member of the Family to be employed, but not to exceed earned income received because of the attendant care or apparatus [24 CFR § 5611(a) (3) (ii)].

- b. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling [24 CFR § 5.609(b) (7)].
- c. All regular pay, special pay, and allowances of a member of the Armed Forces (special pay to a member exposed to hostile fire is excluded) [24 CFR§5.609(b) (8)].

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

1. Income from employment of children (including foster children) under the age of 18 years [24CFR§5.609(c) (1)].
2. Payments received from the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant Family, who are unable to live alone)[24CFR§5.609(c)(2)].
3. Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses [24CFR§5.609(c)(3)].
4. Amounts received by the families that are specifically for or in reimbursement of the cost of medical expenses for any Family member [24CFR§5.609(c)(4)].
5. Income of a live-in aide [24CFR§5.609(c)(5)].
6. The full amount of student financial assistance paid directly to the student or to the educational institution [24CFR§5.609(c)(6)].
7. The special pay to a Family member serving in the Armed Forces who is exposed to hostile fire [24CFR§5.609(c)(7)].
8. The amounts received from the following programs [24CFR§5.609(c)(8)(1)].
  - a. Amounts received under training programs funded by HUD.

- b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).
- c. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program [24CFR§5.609(c)(8)(iii)].
- d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the CHA/Site Based Management on a part-time basis, that enhances the quality of life in the development as determined by the CHA. Residents enrolled in job training programs administered by the CHA/Site Based Management are paid and stipend for hours spent in training. The training program and stipend cannot exceed 18 months. No resident may receive more than one such stipend during the same period of time. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination and serving as a member of CHA's governing board [24CFR§5.609(c)(8)(iv)].
- e. Incremental earnings and benefits resulting to any Family member from participation in qualifying state and local employment training programs (including training programs not affiliated with a local government) and training of a Family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the Family member participates in the employment training program [24CFR§5.609(c)(8)(v)].
- f. Temporary, nonrecurring or sporadic income (including gifts) [24CFR§5.609(c)(9)].
- g. Reparation payment paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era [24CFR§5.609(c)(10)].
- h. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse) [24CFR§5.609(c)(11)].
- i. Adoption assistance payments in excess of \$480 per adopted child [24CFR§5.609(c)(12)].



- j. Under [24CFR§5.609(c)(8)(i)] earnings and benefits from employment training and family supportive in accordance with the Family Support Act of 1988, section 22 of the 1937 act(42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period.

For purposes of this paragraph the following definitions apply:

- 1) Comparable federal, state or local law means a program providing employment training and supportive services that:
    - a. is authorized by a federal, state or local law;
    - b. is funded by the federal, state or local government;
    - c. is operated or administered by a public agency; and
    - d. has as its objective to assist participants in acquiring employment skills.
  - 2) Exclusion period is the period during which the Family member participates in a program described in this section, plus 18 months from the date the Family member begins the first job acquired by the Family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the Family member is terminated from employment with good cause, the exclusion period shall end.
  - 3) Earnings and benefits mean the incremental earnings and benefits resulting from a qualifying employment training program or subsequent jobs.
- k. The incremental earnings due to employment during a cumulative 12-month period following date of the initial hire shall be excluded. This exclusion (paragraph k)(L/C) will not apply for any Family who concurrently is eligible for exclusion (j) 4c additionally, this exclusion is only available to the following families [24CFR960.255(b)(I)] [24CFR§5.617(c)(I)].
- 1) Families whose income increases as a result of employment of a Family member who was previously unemployed for one or more years.
  - 2) Families whose income increases during the participation of a Family member in any economic self-sufficiency or other job training program.
  - 3) Families who are or were, within 6 months, assisted under a state TANF or Welfare-to-Work program. TANF includes regular monthly income and one-time benefits and/or services that total at least \$500 over a six-month period.

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

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

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

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

**Permissive deductions:**

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

**C. DEDUCTIONS FROM ANNUAL INCOME**

The following deductions will be made from annual income:

1. \$480 for each household member who is under 18 years of age, or is over 18 and has disability or is a full-time student in a college or vocational program, but is not the Family head or spouse.
2. \$400 per Family when the head or spouse is at least 62 years of age or disabled. *Note: Only \$400 is an allowable deduction, even if both the head and the spouse are elderly or disabled.*

3. The sum of the following, to the extent the sum exceeds 3 percent of annual income:
  - a. Unreimbursed medical expenses of any elderly Family or disabled Family; and
  - b. Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the Family who is a person with disabilities, to the extent necessary to enable any member of the Family (including the member who is a person with disabilities) to be employed, but his allowance may not exceed the earned income received by Family members who are 18 years of age or older who are able to work because of such attendant care or auxiliary apparatus.
  - c. Reasonable childcare expenses necessary to enable a member of the Family to be employed or to further his or her education. This deduction shall not exceed the amount of employment income that is included in annual income. *Note: Children must be under 13 years of age to claim childcare expenses. This deduction is not limited to childcare payments from publicly assisted programs. There are two forms of acceptable documentation - notarized statements of payment by childcare provider or CHA/Site Based Management generated third-party form [24CFR§5.611(a)(4)].*

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

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

- c. Terminate the lease and evict for failure to report income; or
- d. Terminate the lease, evict for failure to report income, and collect the back rent due to the agency.

**E. COOPERATING WITH WELFARE AGENCIES**

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

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

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

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

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

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

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

### **B. FLAT RENT**

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

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

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

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

1. The Family's income has decreased.

2. The Family's circumstances have changed increasing expenses for child care, medical care, etc.
3. Other circumstances creating a hardship on the Family such that the income method would be more financially feasible for the Family.

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

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

### **C. THE INCOME METHOD**

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

1. 10 percent of the Family's monthly income;
2. 30 percent of the Family's adjusted monthly income; or
3. The minimum rent of \$50 dollars.

### **D. MINIMUM RENT**

The CHA has established a minimum rent of Fifty dollars (\$50.00).

The Board of Commissioners voted on May 22, 2005, by resolution number 06-030, to establish a minimum rent as stipulated in the Quality Housing and Work Responsibility Act (QHWRA) of 1998. This act established certain exceptions to the minimum rent requirements for hardship circumstances.

The financial hardships include the following situations:

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

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

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

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

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

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

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

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

1. A mixed Family may receive continued assistance if all of the following conditions are met:
  - a) The Family was receiving assistance on June 19, 1995;
  - b) The Family was granted continuation of assistance before November 29, 1996;

- c) The Family's head or spouse has eligible immigration status; and
- d) The Family does not include any person other than who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

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

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

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

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

## **F. UTILITY ALLOWANCE**

The CHA shall establish a utility allowance for all check-metered utilities for those tenants who elect the income method calculation. The allowance will be based on a



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

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

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

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

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

## **G. PAYMENT METHODS**

**Rent and other charges are due and payable on the first day of the month.** All rents shall remain in effect until adjusted in accordance with the provisions of the lease. If a reasonable accommodation on where to pay rent is needed, other arrangements can be made. Payments may be made at the development office by check, money order, State of Tennessee Electronic Benefit Transfer Card (EBT) (where available), or debit card in the amount due.

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

returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an additional charge of \$25 for processing costs.

## VIII. COMMUNITY SERVICE AND CONTINUED OCCUPANCY

### GENERAL

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

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

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

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

#### A. EXEMPTIONS [24 CFR 960.601]

An exempt individual is an adult who:

1. Is 62 years or older; or
2. Is a blind or disabled individual as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability he or she is unable to comply with the community service requirement, or is a primary caretaker for such an individual;
3. Is engaged in work activities for at least 20 hours per week;
4. Meets the requirements from having to engage in a work activity under the State program funded under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the CHA is located, including a State-administered welfare to work program; or
5. Is a member of a Family receiving assistance, benefits or services under a State program funded under part A of Title IV of the Social Security Act or under any other welfare program of the State in which the CHA is located, including a State administered welfare to work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

## **B. NOTIFICATION OF THE REQUIREMENT**

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

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

## **C. COMMUNITY SERVICE VOLUNTEER OPPORTUNITIES**

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

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

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

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

The Site Based Management Office's notice must:

1. Briefly describe the non-compliance; and
2. State that the Site Based Management Office will not renew the lease at the end of the twelve-month lease term unless:
  - the tenant and any other non-compliant Family member enter into a written agreement with the Site Based Management Office to cure such non-

compliance, and in fact cure the non-compliance in accordance with the agreement, or

- the tenant provides written assurance satisfactory to the Site Based Management Office that the tenant or other non-compliant resident no longer resides in the unit;
3. State that the tenant may request a grievance hearing on the Site Based Management Office determination and that the tenant may exercise any available judicial remedy to seek timely redress for the Site Based Management Office's non-renewal of the lease because of the determination of non-compliance.

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

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

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

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

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

## **IX. RECERTIFICATIONS**

### **A. GENERAL**

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

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

### **B. ANNUAL REEXAMINATION**

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

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

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

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

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

- **Flat Rent**

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

The Site Based Management Office will advise the Family the approximate time when the Site Based Management Office will review the amount of the

flat rent, the approximate rent increase that the Family can expect, and the approximate date that a future rent increase could become effective.

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

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

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

- **Income Method**

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

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

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

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

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

If the Family caused the delay, any increase will be effective on the anniversary date. Any reduction in rent will be effective on the first of the

month after the reported change, except in documented cases of hardship in which the Family was unable to report the decrease in income.

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

### **C. INTERIM**

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

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

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

### **D. ADDITIONS TO LEASE**

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

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

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

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



**E. MISREPRESENTATION**

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

## X. RESIDENT TRANSFER POLICY

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

### A. TRANSFERS

#### Administrative Transfers

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

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

#### Transfers for Good Cause

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

1. when the tenant is “under-housed” (in an apartment that is too small based on Family size) or “over-housed” (in an apartment that is too large, based on Family size);
2. when there is a non-emergency, but medically advisable impairment that could be substantially improved by a transfer to a different unit; or
3. as an incentive, when a Family resides in a development in which the Family’s income category based on area median income predominates and the Family

desires to move to a development in which the Family's income category does not predominate. [24 CFR 903]

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

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

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

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

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

1. the tenant has been living at the CHA for three years and has not been granted a transfer for good cause within the previous twelve months from the date of application,
2. for a minimum of one year, at least one adult Family member is enrolled in an economic self-sufficiency program or is working at least thirty five hours per week, or the adult Family members are 62 years of age or older or are disabled or are the primary caregivers to others with disabilities;
3. the Family is currently in its community service responsibilities;
4. the Family has attended an orientation class offered by the Site Based Management Resident Services Division; and
5. the Family has not paid rent late for a minimum of one year prior to the date of application.

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

## **B. PLACEMENT ON THE WAITING LIST**

### **1. Administrative Transfers**

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

### **2. Transfers for Good Cause**

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

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

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

## **C. UNIT OFFERS**

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

### **1. Refusal of Unit Offer**

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

**2. Tenant Expense**

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

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

**1. CHA Expense**

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

**2. Tenant Expense**

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

- a. When the transfer is made at the request of the Family or by others on behalf of the Family (i.e. by the police).
- b. When the Family was originally properly housed and the transfer is needed to move the Family to an appropriately sized unit, either larger or smaller, due to a change in Family composition.
- c. When a Family that did not require an accessible unit accepted the unit and must transfer because a disabled Family needs an accessible unit. (Prior to acceptance of the unit, the Family generally signs a statement acknowledging an understanding that a transfer may be required if a disabled Family needs the unit.)
- d. When the transfer is needed because action or inaction by the Family caused the unit to be unsafe or uninhabitable.

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

**E. SECURITY DEPOSIT AND RENT CHARGES**

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

## **F. APPEAL**

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

## **G. DEFINITIONS** (Definitions listed below shall have the same meaning throughout this Transfer Policy notwithstanding the fact that the defined words are not in uppercase.)

1. "Appropriate size unit" refers to CHA's established occupancy standards as to the minimum and maximum number of persons that may occupy a dwelling unit of a specific size.
2. "Authority mandated transfer" refers to a transfer initiated by CHA.
3. "An available unit" refers to a unit that is vacant and is in a suitable condition or can be made into a suitable condition within thirty (30) days
4. "Head of Household" refers to the individual who executes a dwelling lease and is so designated in that lease.
5. "Inter-community transfer" refers to the process of transferring a resident from one community to another.
6. "Intra-community transfer" refers to the process of transferring a resident from one apartment to another within the same community.
7. "Overhoused" refers to a household whose members, identified in the lease, do not equal the minimum number of persons for which a specific size unit is designated.
8. "Resident" refers to the occupant signing the lease and includes the household members identified as such in the executed dwelling lease.
9. "Resident requested transfer" refers to an expressed written desire on the part of the resident to be transferred.
10. "Suitable unit" refers to a unit that is the correct bedroom size for the transferring Family (under the Authority's occupancy standards), and has met HQS standards and will cause no undue transfer hardship for the transferring Family.
11. "Undue Transfer Hardship" refers to the following:

- a. the apartment is not of the proper size (and resident has not agreed to live in the apartment nonetheless), type or condition, or the resident would be able to reside there only temporarily (e.g., a specially designed unit that is awaiting a handicapped Family needing such a unit.);
  - b. the unit contains lead-based paint, and accepting the offer could result in subjecting the Family and children under seven years of age to lead-based paint poisoning;
  - c. the resident is unable to move at the time of the offer and presents clear documented evidence which substantiates this claim to CHA's satisfaction. For example:
    - 1) a doctor verifies that the resident has just undergone major surgery and needs a specified period of time to recuperate; or
    - 2) a court verifies that the resident is serving on a jury which has been sequestered.
  - d. accepting the offer would result in undue hardship to the resident not related to consideration of race, sex, color, national origin, familial status or language, such as making employment or day care facilities inaccessible; and the resident presents clear evidence which substantiates this claim to CHA's satisfaction.
12. "Underhoused" refers to a household whose members identified in the lease, exceed the maximum number of persons for which a specific size apartment is designated by two or more bedrooms.

## **XI. PET POLICY**

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

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

### **A. DEFINITIONS**

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

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

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

#### **2. Exclusions**

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

##### **a. Birds of Prey**

No birds of prey are allowed as pets. (i.e. Eagles, Falcons, Hawks, Owls)

##### **b. Overly Aggressive Cats**

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

##### **c. Vicious Dogs**

Any vicious and/or intimidating dogs. The term “vicious and/or intimidating” dog shall mean any dog with a known or suspected propensity, tendency or disposition to unprovoked attack that causes injury



or any dog that otherwise endangers the safety of human beings or domestic animals.

**d. Snakes/Reptiles**

No types of snakes or reptiles are allowed.

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

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

**4. Dog Bite**

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

**5. Prohibited Breeds of Dogs**

Any dog of the Pit Bull, Rottweiler, Chow or Boxer breeds.

**6. Prohibited Types of Birds**

Any Pigeon, Dove, Minah bird, Psittakos bird and birds of other species that are hosts of the organism causing Psittacosis in humans.

**7. Weight Limit**

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

**B. LIMITATIONS ON PETS**

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

*\* Please note a resident may not have two dogs.*

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

**C. APPLICATION PROCESS**

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

## **1. Approval**

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

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

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

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

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

## **2. Denial**

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

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

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

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

**D. PET OWNER RIGHTS AND RESPONSIBILITIES**

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

1. The pet owner shall be responsible for proper pet care, good nutrition, grooming, flea control, routine veterinary care and yearly inoculations. Dogs and cats must wear identification collars and tags with the tenant's name and phone number and the dates of the most recent inoculations and collars. A pet owner must keep a dog on a short leash, at all times, in common areas.
2. The pet owner is responsible for cleaning up after the pet inside the unit and anywhere on the CHA's property. A "pooper scooper" and disposable plastic bags should be carried at all times in common areas. The pet owner shall bag and dispose of waste in a receptacle designated by the Site Based Management Office. Toilets are not designed to handle pet litter; therefore no pet debris shall be deposited in a toilet. Pet owners shall be responsible for the cost of repairs or replacements of any damaged toilets or pipes.
3. For hygienic reasons, pet blankets and bedding shall not be cleaned or washed in the laundry room.
4. The pet owner shall maintain the unit and its patio, porch and yard, if any, in a sanitary, insect-free, and odor-free condition at all times.
5. The pet owner must provide litter boxes for cat waste, which must be kept in the owner's unit. The pet owner shall bag and dispose of litter box waste in a receptacle designated by the Site Based Management Office. Litter boxes shall be kept clean and odor free.
6. The pet owner shall prevent the pet from gnawing, chewing, scratching or otherwise defacing doors, walls, windows and floor covering of the unit, other units and common areas, as well as shrubs and landscaping of the development. Pet owners shall be responsible for cost of repair or replacement for any damages caused by the pet. Charges for damages will include materials and labor. Payment plans may be negotiated between the Site Based Management Office and the pet owner. A dispute concerning the amount of damages is subject to the CHA Tenant Grievance Procedure.
7. The pet owner shall be responsible for the cleaning, deodorizing and sanitizing of carpeting and other floor coverings in the unit.
8. Pets are not to be tied outside or left unattended on a patio or porch.

9. The pet owner shall not alter the unit, patio, or other outside area to create an enclosure for a pet.
10. The pet owner shall not allow the pet to disturb the health, safety, rights, comfort or quiet enjoyment of other tenants. A pet will not create a nuisance to neighbors, residents, staff and/or visitors with excessive barking, whining, snapping, biting, chirping or other unruly behavior.
11. No pet is to remain unattended without proper care for more than twenty-four (24) hours, except in the case of a dog, which shall be no more than eight (8) hours. If the pet is left unattended and no arrangements have been made for its care, the Site Based Management Office shall have the right to enter the premises to take the pet to be boarded at a local animal care facility at the expense of the resident.
12. The pet owner shall allow the Site Based Management Office to inspect a pet owner's unit on a quarterly basis to ensure that the unit is being cared for properly. The Site Based Management Office may increase the number of inspections at its discretion.
13. All female dogs and rodents over the age of six months and all female cats over the age of five months must be spayed. All male dogs and rodents over the age of eight months and all male cats over the age of ten months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become a resident of the development and the exception will be at the Executive Director's or his/her designee's discretion.
14. The pet owner is responsible for providing the Site Based Management Office with the information regarding the pet's inoculations, licensing, photograph and other information as required. This information shall be kept in the pet owner's file.
15. The pet owner is responsible for keeping the Site Based Management Office informed of any change of information.

#### **E. CARETAKERS**

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

1. two (2) alternate caretakers, their names, addresses and telephone numbers, who will assume immediate responsibility for the care of the pet, should the owner become incapacitated; these caretakers shall sign the Pet Lease Addendum and acknowledge their responsibilities as specified;

2. pet owner shall be responsible for pre-arranging emergency boarding accommodations; AND

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

#### **F. CHA RIGHTS AND RESPONSIBILITIES**

The Site Based Management Office shall:

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

#### **G. NON-REFUNDABLE PET FEE FOR PETS IN FAMILY DEVELOPMENTS**

The Site Based Management Office will assess a non-refundable, annual Pet Fee in the amount of \$100.00 per pet, per year to families who reside in Family developments to cover the costs to the Site Based Management Office relating to this Policy. The tenant shall pay the annual fee at the time of reexamination each year and provide proof of inoculations at such time.

*\* Elderly Developments are exempt from paying the annual Pet Fee.*

## **H. PET DEPOSIT**

- ***Family Developments***

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

- ***Elderly Developments***

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

*\* No pet deposit is necessary for medically documented service animals' i.e. Seeing Eye dogs.*

## **I. PET POLICY VIOLATION PROCEDURES [24 CFR 5.356]**

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

If the Site Based Management Office determines on the basis of objective facts, supported by written statements that the pet owner has violated a rule set out in this Policy, the Site Based Management Office may serve a written notice of pet rule violation on the pet owner. The notice should:

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

### **2. Pet Rule Violation Meeting**

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

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

### **3. Notice of Pet Removal**

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

The notice must:

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

### **4. Termination of Lease Agreement or Removal of Pet**

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

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

## **XII. INSPECTIONS**

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

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

### **B. ANNUAL INSPECTIONS**

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

### **C. PREVENTATIVE MAINTENANCE INSPECTIONS**

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

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

### **D. SPECIAL INSPECTIONS**

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

### **E. HOUSEKEEPING INSPECTIONS**

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

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

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



**G. EMERGENCY INSPECTIONS**

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

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

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

**I. MOVE-OUT INSPECTIONS**

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

### **XIII. TERMINATION**

#### **A. TERMINATION BY TENANT**

The tenant may terminate the lease at any time upon submitting a 30-day written notice. If the tenant vacates prior to the end of the thirty (30) days, he/she will be responsible for rent through the end of the notice period.

In the event of a tenant's death in a single person household, the Site Based Management Office shall terminate rent charges effective on the date of death. In the event of the death of an adult with income in a multi-person household, the Site Based Management Office will recalculate the Family's rent based on the change of income effective on first day of the month following the date of death.

#### **B. TERMINATION BY THE SITE BASED MANAGEMENT OFFICE**

Until further notice, one year after the community service suspension has been lifted; the Site Based Management Office will not renew the lease of any Family that is not in compliance with the community service requirement or an approved Agreement to Cure. [24 CFR 966.4(a) (2) (ii)] If the Family does not voluntarily leave the property, eviction proceedings will begin.

The Site Based Management Office will terminate the lease for serious or repeated violations of material lease terms. Such violations include, but are not limited to, the following:

1. Nonpayment of rent or other charges;
2. A history of three (3) or more late/*delinquent* rental payments within the current reexamination period;
3. Failure to provide timely and accurate information regarding Family composition, income circumstances, or other information related to eligibility or rent;
4. Failure to allow inspection or exterminations to the unit;
5. Failure to maintain the unit in a safe and sanitary manner;
6. Assignment or subletting of the premises;
7. Use of the premises for purposes other than as a dwelling unit (other than for Site Based Management approved resident businesses);
8. Destruction of property;

9. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;
10. Any criminal activity on the property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on the premises of the CHA;
11. Non-compliance with Non-Citizen Rule requirements;
12. Permitting persons not on the lease to reside in the unit for more than fourteen (14) days each year without the prior written approval of the Site Based Management Office; and
13. Other good cause.

The Site Based Management Office will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a state sex offender registration program.

#### **C. ABANDONMENT**

A tenant's unexplained and/or extended absence from the premises for thirty days or more without payment of rent as due shall be *prima facie* evidence of abandonment.

When a unit has been abandoned, a Site Based Management Office representative may enter the unit and remove any abandoned property. It will be stored in a reasonably secure place. A notice will be mailed to the resident stating where the property is being stored and when it will be sold. If the Site Based Management Office does not have a new address for the resident, the notice will be mailed to the unit address so it can be forwarded by the post office.

The Site Based Management Office will mail a notice of the sale or disposition to the resident and then wait 30 days before sale or disposition. The Site Based Management Office may sell or dispose of personal papers, Family pictures, and keepsakes at the same time as the other property.

The Site Based Management Office will apply any money raised by the sale of the property to monies owed by the tenant such as back rent and the cost of storing and selling the property. The Site Based Management Office will mail the balance of any money to the Family if the forwarding address is known. Otherwise, the Site Based Management Office will retain the money for six months pending the Family's claim for its return. If the Family does not claim the money at the end of six months, the money becomes the property of the Site Based Management Office.

Within thirty (30) days of learning of abandonment, the Site Based Management Office will either return the deposit to the tenant or provide a statement of why all or part of the security deposit is being kept.

**D. RETURN OF SECURITY DEPOSIT**

The Site Based Management Office will return the security deposit within 30 days of the date that the tenant vacated the premises and/or give the Family a written statement of why all or part of the security deposit is being retained. The Site Based Management Office may apply the security deposit to the expense of restoring the unit to the same conditions as when the Family moved in, except for normal wear and tear. The Site Based Management Office may also apply the security deposit to any outstanding balance.

## **XIV. ADMISSIONS AND CONTINUED OCCUPANCY GUIDELINES FOR PUBLIC HOUSING**

### **ADMISSIONS GUIDELINES SECTION 8 AND PUBLIC HOUSING**

The following criteria will be used in making the recommendation of DENIAL into CHA housing. Criteria are based upon the Federal One Strike Policy and Chattanooga Housing Authority's ACOP Manual.

1. Drug Possession – Any drug possession charge listed within 5 years of the application date.
2. Aggravated Assault or Other Violence – (Violent Felony) Any aggravated assault charge listed within 5 years and of the application date.
3. Assault – Simple assaults within 5 years of application date.
4. Drug Paraphernalia – Any drug paraphernalia charge listed within 5 years of the application date.
5. Manufacture, Sale or Delivery of any Controlled/Schedule Substance – Any charge within ten years of application date.  
\*Manufacture of methamphetamine is a lifetime ban.\*
6. Murder – Any history of homicide or attempted homicide in any degree.
7. Sex Offense – Any history of sex offenses to include but not limited to Rape, Sexual Battery, Unlawful Sexual Contact, and Indecent Exposure.  
\*Listing on the Sex Offender Registry is a lifetime ban.\*
8. Any violent felony within 5 years and to include but not limited to Arson, Robbery, and Mayhem. Some may be looked at on a case-by-case basis.
9. Public order crimes within 5 years of application date, including but not limited to Public Intoxication, Disorderly Conduct, Vandalism, and Prostitution. These are crimes that may seriously affect the quality of life issues of residents. These will be looked at on a case-by-case basis.
10. Any other Criminal Act determined to be detrimental to the safety and well being of the CHA Public Housing Community.
11. Domestic Violence Acts within 5 years of the application date, including but not limited to dating violence, assault, sexual assault, and stalking.  
\*CHA will follow the guidelines of the Violence Against Women Act of 2005.\*
12. Membership Status on the CHA No-Trespass List.

***Any applicant may be denied on the basis of a criminal history if the applicant has a criminal history which indicates, in the CHA's reasonable opinion, that the applicant's future behavior may reasonably pose a threat to the health, safety, peaceful environment, or welfare of other residents, members of the CHA community, CHA's agents and/or CHA employee(s). Generally, an applicant will not be denied for an incident more than five (5) years old unless that incident involved murder, rape, armed robbery, child abuse/molestation, violence (e.g.,***

*aggravated assault), violent criminal activity, drug-related criminal activity, drugs, and/or the incident contributes to or evidences a pattern of consistent criminal activity.*

## XV. PAYMENT AGREEMENTS

At the discretion of CHA, a Family may enter into a written payment agreement to pay back all excessive maintenance charges and program fraud (unreported income). The payment agreement sets out the nature of the debt, the terms of payment, the time period in which payment is to be made, any other provisions relating to the payment arrangements and the remedies available to the CHA upon breach of the arrangement. In the event the amount owed due to fraud exceeds \$1999.00, CHA may offer the resident an opportunity to enter a repayment agreement to pay the full amount within 30 days of the fraud hearing. The full amount due must be paid in full in one lump sum payment, absolutely no partial payments will be accepted. In the event the amount owed due to fraud is \$1999 or less, the CHA requires a down payment of 25% of the balance owed as a good faith payment. Payment agreements will not be entered into for nonpayment of rent, legal fees, excess utilities, security deposits and pet deposits.

Full payment must be made within the following specified time periods:

Fire Damage or Casualty to Unit:	Up to 24 months
Program Fraud:	Up to 12 months
Maintenance Charges:	Up to 12 months

If the current payment balance is not paid prior to the first of the following month, then the terms of the Payment Agreement shall become null and void and the entire balance owing to the CHA shall become due and payable. If the repayment agreement was initiated due to fraud and the balance is greater than \$500, the case can be referred to the local authorities and Inspector General for criminal prosecution.

The CHA will file eviction proceedings against any tenant Family that owes money to the CHA due to program fraud overpaid subsidy as a result of under or non-reported income or data relevant to any reexamination where total overpaid subsidy amounts exceed \$1999 and the resident fails or refuses to enter a repayment agreement to pay the full amount in 30 days or fails to meet the conditions of the repayment agreement. The case may be referred to the local authorities and Inspector General for criminal prosecution.

## **XVI. FRAUD AND MISREPRESENTATION**

### **A. PURPOSE**

This section explains the consequences of misrepresentation and falsification of any application, data relevant to any reexamination or transfer related information by applicants or residents.

### **B. FEDERAL LAW PROHIBITIONS**

Under Federal law:

Any person who knowingly and willingly makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. 18 *U.S.C.* §1001.

### **C. APPLICANT AND RESIDENT CERTIFICATION**

1. Initial applications and applications for continued occupancy for the Public Housing Program shall contain a warning that falsification of information is punishable under State and Federal Law.
- 2.. CHA shall consider the misrepresentation of income and/or Family status to be a serious lease and policy violation as well as a crime and shall take appropriate action if fraud is discovered. Specifically:
  - a. An applicant Family who has misrepresented income or Family status shall be declared ineligible for housing assistance if subsidy overpayments are determined to be \$2,000 or greater if the amount determined due is not repaid in full within 30 days of the fraud hearing date or date of execution of the repayment agreement, or at the discretion of the Executive Director. For overpaid subsidy amounts under \$2,000, a resident may be offered a repayment agreement of up to 12 months and continued occupancy under the terms of the repayment agreement. Termination of assistance proceedings will begin if/when a resident has more than 2 (two) subsidy overpayments during any 60 month period, resulting from un/underreported income.
  - b. If an examination of a resident's file discloses that the resident made any misrepresentations (at the time of admission or during any previous reexamination) which resulted in the applicant/resident being classified as eligible when, in fact, the applicant/resident was ineligible, the resident shall be required to vacate the apartment unit, even though the resident may be currently eligible.



- c. Resident Family who has made misrepresentations of income, transfer or Family status shall be subject to both eviction and being declared ineligible for future housing assistance.
- d. If it is determined that the resident's misrepresentations resulted in paying a lower rent than should have been paid, the resident shall be required to pay the difference between rent owed and the amount that should have been paid. CHA reserves the right to demand full payment within thirty (30) days.
- e. CHA may report apparent cases of applicant/resident fraud to the appropriate governmental agency. It is the policy of CHA to cooperate with Federal, State, County or local authorities in prosecuting cases which, in the CHA's judgment, appear to be willful or deliberate misrepresentation.

**ADMINISTRATIVE PLAN FOR THE  
HOUSING CHOICE VOUCHER PROGRAM  
(SECTION 8)**

**OCTOBER 1, 2007**

THE CHATTANOOGA HOUSING AUTHORITY  
505 Martin Luther King, Jr. Boulevard  
Chattanooga, Tennessee 37402

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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**ADMINISTRATIVE PLAN FOR THE  
HOUSING CHOICE VOUCHER PROGRAM (SECTION 8)**

Table of Contents

<u>Section</u>	<u>Page</u>
I. Program Overview	6
A. Objectives of Housing Choice Voucher Program (Section 8)	6
B. Statutory and Regulatory Compliance	7
II. Non-Discrimination and Accessibility	7
A. Fair Housing	7
B. Reasonable Accommodation	8
C. Other Services to Promote Accessibility to Programs	8
III. Marketing and Outreach	8
A. Expanding Housing Opportunities	9
B. Areas of Poverty	9
C. Areas of Minority Concentration	10
D. Required Postings	10
IV. CHA/Owner Responsibility/Obligation of the Family	11
A. CHA Responsibilities	11
B. Owner Responsibilities	12
C. Obligations of the Family	13
V. Eligibility and Occupancy Policies	18
A. Family Type	18
B. Income Eligibility	19
C. Citizenship/Eligible Immigrant Status	20
D. Social Security Number Documentation	21
E. Consent Forms	21
F. Suitable For Tenancy	21
VI. Application Intake	22
A. Outreach to Lower Income Families	23
B. Closing of the Waiting List	23
C. Placement on the Waiting List	23
D. Organization of Waiting List	24
E. Families Nearing the Top of the Waiting List	24
F. Missed Appointments	24
G. Purging the Waiting List	25
H. Removal of Applicants from the Waiting List	25
I. Grounds for Denial	25
VII. Project-Based Waiting List Placement	29
A. Residents in Units at Time of Project-Based Award	29
B. Applicants on Tenant-Based Waiting List at Time of Project-Based Award	29
C. Rent Burden Preference	29
D. Unit Offer for Project-Based Program	29

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

---

---

Table of Contents

<u>Section</u>	<u>Page</u>	
VIII.	Selection from the Waiting List	29
	A. Special Admission	30
	B. Waiting List Admission	30
IX.	Selection of Families for Special Section 8	34
	A. Mainstream Vouchers for Persons with Disabilities	34
	B. Project-Based Vouchers for the Elderly and Persons with disabilities	34
	C. Welfare-to-work Program	34
X.	Required Eligibility Documents	35
	A. Eligibility Documents	35
	B. Other Required Information for Admission	35
	C. Family Relations Documentation	36
	D. Other Eligibility Criteria and Execution of Consent Forms	36
	E. Removal from the Waiting list	37
XI.	Subsidy	37
	A. Subsidy Standards	38
	B. Family Breakup and Remaining Family Members	40
	C. Split Family	40
XII.	Family Briefing and Voucher Issuance	40
	A. Conducting a Briefing Session and Issuing Materials to Voucher Holders	40
	B. Briefing Topics	41
	C. Briefing Packet	41
	D. Issuance of Voucher/Extending Vouchers	42
	E. Request for Tenancy Approval	43
	F. Approval to Lease a Unit	43
	G. CHA Disapproval of Owner	45
XIII.	Security Deposit	47
XIV.	Ineligible/Eligible Housing	48
XV.	Moves with Continued Assistance	48
	A. When a Family may move in	49
	B. Portability	51
XVI.	Verification	54
	A. Verification Tools	54
	B. Types of Income	55
	C. Using Verification Tools	55
	D. Methods of Verification and Timelines	57
	E. Levels of Verification	58
	F. Verification of Medical Expenses	59
	G. Verification of Citizenship or Eligible Non-citizen status	59
	H. Verification of Social Security Numbers	60
	I. Timing of Verifications	61
XVII.	Compliance Investigations	61
	A. Overpayment of rent by the participant	61
	B. Overpayment of subsidy/UAP by CHA of \$499 or less	61

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

---



---

Table of Contents

<u>Section</u>	<u>Page</u>	
C.	Overpayment of subsidy/UAP by CHA of \$500 - \$1999	62
D.	Overpayment of subsidy/UAP by CHA of \$2000 or greater	62
E.	File Documentation	64
XVIII.	Rent and Housing Assistance Payments	65
A.	Rent Reasonableness	65
B.	Comparability	65
C.	Maximum Subsidy	66
D.	Setting the Payment Standard	66
E.	Area Exception Rents (if applicable)	67
F.	Assistance and Rent Formulas	67
G.	Utility Allowance	69
H.	Distribution of Housing Assistance Payments	70
I.	Change of Ownership	71
XIX.	Determination of Family Income	72
A.	Income, Exclusions from Income, Deductions from Income	72
XX.	Inspection Policies and HQS	80
A.	Types of Inspections	80
B.	Owner and Family Responsibility	82
C.	Exceptions to the HQS Acceptability Criteria	85
D.	Times Frames and Corrections of HQS Fail Items	86
E.	Emergency Fail Items	87
F.	Abatement	88
XXI.	Rent Increase Requests	88
XXII.	Terms of Lease	88
XXIII.	Term of HAP Contract	89
XXIV.	Owner claims for damages & unpaid rent/participant's ensuing responsibilities	89
A.	Owner claims for pre-October 2, 1995 units	89
B.	Participant responsibility	90
XXV.	Recertification	91
A.	Changes in Lease or Rent	91
B.	Annual Recertification	91
C.	Effective date of rent changes for Annual Recertification	92
D.	Missed Appointments	92
E.	Interim Recertification	92
F.	Special Recertification	94
G.	Effective date of rent changes due to Interim or Special re-certifications	94
H.	Retroactive Changes	95
XXVI.	Termination of Assistance to Family by CHA	95
XXVII.	Complaints, Informal review for applicants, informal hearings for participants	98

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

---

---

Table of Contents

<u>Section</u>	<u>Page</u>
A.    Complaints	98
B.    Informal review for applicants	98
C.    Informal hearing for participants	100
XXVIII. Termination of Lease and Contract	104
A.    Termination of Lease	104
B.    Termination of Contract	106
XXIX.   Payment of Monies Owed by the Family to CHA	108
A.    S8 Voucher applicant living in CHA conventional Public Housing	108
B.    S8 Voucher applicant living outside CHA conventional Public Housing	108
C.    Additions to Families	108
D.    Participant in HCVP (S8)	109
XXX.   Charges against Admin Fee Reserves	109
XXXI.  Verification and Privacy of Family Information	109

**ADMINISTRATIVE PLAN FOR THE  
HOUSING CHOICE VOUCHER PROGRAM (SECTION 8)**

The purpose of the Administrative Plan is to establish policies for carrying out the program in a manner consistent with HUD requirements and CHA policy. The Plan covers both admission and continued occupancy for the CHA Housing Choice Voucher Program.

Section I. Program Overview

The Chattanooga Housing Authority (CHA) administers the Housing Choice Voucher Program (Section 8). Effective October 1, 1999, the Quality Housing and Work Responsibility Act merged the Section 8 tenant-based programs into the Housing Choice Voucher (Voucher) Program. Administration of these programs is in compliance with the U.S. Department of Housing and Urban Development (HUD) regulations for each Section 8 Program, as specified in 24 Code of Federal Register (CFR), HUD directives, CHA policy and this Plan. CHA complies with all federal, state and local housing regulations. Definitions of terms used in this Administrative Plan are included in Definition of Terms for Housing Assistance Programs administered by CHA.

A. Objectives of Housing Choice Voucher Program (Section 8)

The objective of the Chattanooga Housing Authority is to provide decent, safe, affordable and sanitary housing to low income Families otherwise unable to obtain adequate housing. The number of Families served is limited only by the funding available through local, state and federal programs, CHA's budget, and the availability of adequate housing.

The Voucher Program (Section 8) provides participating Families with a greater choice of housing opportunities by subsidizing rent payments to private landlords. Through these programs, CHA helps low-income Families obtain quality housing within CHA's geographical jurisdiction. CHA's jurisdiction refers to all cities located in whole or in part in Hamilton County.

Through program administration, CHA will:

1. Ensure Housing Quality Standards are enforced for all units under contract in the Voucher Program (Section 8);
2. Offer all current and future Section 8 Voucher Program Families counseling and referral assistance on the following priority basis:
  - a. all Section 8 Voucher Families residing in a unit that is located in an area within which there is an uncorrected perimeter inspection or a unit in which payment to the Landlord is abated because of a failed inspection, and

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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b. all other Section 8 Voucher Families;

3. Make every good faith effort to relocate a substantial percentage of its Section 8 Voucher Families into low-poverty and low-minority geographical areas in accordance with the CHA De-concentration Plan.

B. Statutory and Regulatory Compliance

The CHA will comply with all federal and state statutes and regulations as applicable in its administration of the Program addressed by this Plan including, but not limited to, 24 CFR Part 5, 24 CFR 982, 24 CFR 983, the Quality Housing and Work Responsibility Act of 1998 (“QHWRA”), the Privacy Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act (“ADA”), Title VI of the Civil Rights Act of 1964, and regulations promulgated by HUD relating to fair housing and equal opportunity.

Section II. Non-Discrimination and Accessibility

The Plan is designed to ensure that all applicants, voucher holders and landlords involved in the Program are treated fairly, equitably, and in compliance with applicable federal, state, and local laws and regulations.

A. Fair Housing

The CHA shall affirmatively further fair housing in the administration of the Program. [24 CFR 5.105(a), 24 CFR 903.7(o), 24 CFR 982.53]

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

To further its commitment to full compliance with applicable civil rights laws, the CHA will provide federal/state/local information to applicants/participants of the Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be available at the CHA Central Office located at 505 West Martin Luther King, Jr. Boulevard, Chattanooga, TN and at the Housing Choice Voucher Program (Section 8) Office located at 801 North Holtzclaw Avenue, Chattanooga, TN. In addition, all CHA written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The CHA will assist any family that believes it has suffered illegal discrimination by providing copies of the appropriate housing discrimination forms. The CHA will also assist in completing the forms, if requested, and will provide the address of the nearest HUD Office of Fair Housing and Equal Opportunity. [24 CFR 982.304]



Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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B. Reasonable Accommodation

The CHA shall make reasonable accommodations as required by law for handicapped/disabled persons to promote the objective of providing equal access to and participation in the Program. Except as otherwise provided in 24 CFR 8.211(1), 8.24(a), 8.25 and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the CHA's facilities are inaccessible to or unusable by persons with disabilities.

The CHA will provide Requests for Reasonable Accommodation Forms at the Section 8 Voucher Program Office lobby for applicants and voucher holders who desire to request an accommodation based on a disability. The CHA will make known the availability of these forms in Pre-certification Meetings, Voucher Issuance meetings, recertification briefings, newsletters and other CHA communications with those involved in the Program.

If the participant requests (as a reasonable accommodation) that he or she be permitted to make physical modifications to their dwelling unit (at their own expense), the request should be made to the property owner/manager. CHA does not have responsibility for the owner's unit and does not have responsibility to make the unit accessible.

Any request for an accommodation that would enable a participant to materially violate family obligations will not be approved.

The CHA will appoint a staff member who will be responsible for reviewing all requests for accommodations and for responding in writing to the requestors.

C. Other Services to Promote Accessibility to Programs

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

The CHA's offices are accessible to persons with disabilities. Accessibility for the hearing impaired is provided by TDD of Bell South. The TDD telephone number is (423) 752-0830.

Persons with disabilities who require a reasonable accommodation in completing an application or other requirement of the Program may call the CHA to make special arrangements.

Section III. Marketing and Outreach

Marketing and outreach efforts are used to provide the local community with awareness of the CHA's various housing programs. The CHA will conduct outreach to the community to create an awareness of the availability of the Program to families of extremely low income, very low

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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income and low income. The CHA shall maintain an adequate application pool, taking into consideration the availability of vouchers through turnover and waiting list characteristics.

The CHA will provide informational materials and/or presentations to prospective participants, prospective landlords, participants, landlords, neighborhood associations, groups, social service agencies and others upon request to provide information about eligibility criteria and other aspects of the Program.

The CHA will seek to reach potential applicants and landlords through advertising in local newspapers, including newspapers that serve minority populations as well as radio and television media when feasible. The Equal Housing Opportunity logo will be used in all advertisements.

The CHA will comply with the income targeting requirements of the QHWRA. Not fewer than 75% of new admissions will have income at or below 30% of the area median income. For the project-based program, not fewer than 40% of new admissions will have income at or below 30% of the area median income. All other new admissions to the project-based program must be at or below 80% of the area median income. [24 CFR 982.201(b)(2)]

A. Expanding Housing Opportunities

The CHA encourages owners of units outside areas of poverty or minority concentration to participate in the Program. The CHA has identified locations in its jurisdiction as areas of poverty or minority concentration, based on information obtained from the Federal Register, the Chattanooga Area Chamber of Commerce, the United States Census Bureau and regulations governing the Program found at 24 CFR 982.

B. Areas of Poverty

The CHA has identified “areas of poverty” as the following locations where 40% or more families have a gross income that is at or below poverty level as defined by the U.S. Census Bureau. According to the 2005 American Community Survey from the U.S. Census Bureau, 9.2 percent of Hamilton County, Tennessee families have income below the poverty level.

Location	% Below Poverty Level	Census Tract Number
Erlanger-UTC	56.7	15
West Side	53.7	16
South Broad / Alton Park	61.2	19
South Side	82.8	20
Downtown	47.0	31

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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C. Areas of Minority Concentration

The CHA has identified “areas of minority concentration” as the following locations where 50% or more families are minorities within the stated zip code.

Location	% Minority	Zip Code
Erlanger-UTC	54.88	37403
Highland Park	66.82	37404
East Chattanooga	82.58	37406
South Broad	88.92	37408
Alton Park	90.81	37410
Brainerd	57.55	37411

The CHA will seek out and educate owners of units outside these areas of poverty or minority concentration by way of semi-annual landlord meetings and prospective landlord workshops. CHA representatives will join community organizations such as the Apartment Association, the Realtors Association and conduct other community outreach programs to develop relationships to support this effort to expand housing opportunities.

D. Required Postings

In the lobby of the CHA Central Office Lobby and at the Section 8 Housing Choice Voucher Program Office Lobby, the CHA will post, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, a statement that the following information is available for review:

1. The Plan
2. Notice of the status of the waiting list (s) (opened or closed)
3. Address of all CHA offices, office hours, telephone numbers, TDD numbers and hours of operation
4. Income limits for admission to the Program
5. Informal review procedures
6. Utility allowance schedule
7. Fair Housing Poster
8. Equal Opportunity in Employment Poster
9. Any current CHA notice
10. UIV data gathering warning

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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Section IV. CHA/Owner responsibility/obligation of the family

This Section outlines the responsibilities and obligations of CHA, the Section 8 Owners/Landlords, and the participating families. Also, the responsibilities and obligations of the Owners/Landlords and participating families are in the briefing packet.

A. CHA Responsibilities

CHA will comply with the consolidated ACC, the application, HUD regulations and other requirements, and the CHA Section 8 Housing Choice Voucher Administrative Plan.

In administering the program, CHA will

1. Publish and disseminate information about the availability and nature of housing assistance under the program;
2. Explain the program to owners and families;
3. Seek expanded opportunities for assisted families to locate housing outside areas of low income and minority concentration;
4. Encourage owners to make units available for leasing in the program, including owners of suitable units located outside areas low income and minority concentration. CHA will provide a resource list with owner names that accept rental assistance in non-concentrated areas. CHA will also distribute upon request a list of neighboring housing agencies with names, addresses, and phone numbers.
5. Affirmatively further fair housing goals and comply with equal opportunity requirements;
6. Make efforts to help persons with disabilities find satisfactory housing;
7. Receive applications from families, determine eligibility, maintain the waiting list, select applicants, issue a voucher to each selected family, and provide housing information to families selected;
8. Determine who can live in the assisted unit at admission and during the family's participation in the program;
9. Obtain and verify evidence of citizenship and eligible immigration status according to 24 CFR Part 5;

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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10. Review the family's *Request for Tenancy Approval* and the owner/landlord lease, including the HUD prescribed tenancy addendum;
11. Inspect the unit before the assisted occupancy begins and at least annually during the assisted tenancy.
12. Determine the amount of the housing assistance payment for a family;
13. Determine the maximum rent to the owner and whether the rent is reasonable;
14. Make timely housing assistance payments to an owner according to the HAP contract;
15. Examine family income, size, and composition at admission and during the family's participation in the program. The examination includes verification of income and other family information;
16. Establish and adjust CHA utility allowance;
17. Administer and enforce the Housing Assistance Payments Contract with an owner, including taking appropriate action as determined by CHA, if the owner defaults (e.g., HQS violation);
18. Determine whether to terminate assistance to a participant family for violation of family obligations;
19. Conduct informal reviews of certain CHA decisions concerning applicants for participation in the program;
20. Conduct informal hearings on certain CHA decisions concerning participant families;
21. Provide sound financial management of the program, including engaging an independent public accountant to conduct audits;
22. Administer the mandatory FSS program.

B. Owner Responsibilities

This Section states the obligations of an owner participating in the program.

The owner is responsible for performing all of the owner's obligations under the HAP contract and the lease. The owner is responsible for:

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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1. Performing all management and rental functions for the assisted unit, including selecting a voucher holder to lease the unit, and deciding if the family is suitable for tenancy of the unit.
2. Maintaining the unit according to HQS, including performance of ordinary and extraordinary maintenance.
3. Complying with equal opportunity requirements.
4. Providing information regarding direct deposit to bank; warranty deed or tax notice; Tax Identification Number or Social Security Number.
5. Preparing and furnishing to CHA information required under the HAP contract.
6. Collecting from the family:
  - a. Any security deposit required under the lease.
  - b. The tenant's contribution (the part of rent to owner not covered by the housing assistance payment).
  - c. Any charges for unit damage by the family.
7. Enforcing tenant obligations under the lease.
8. Paying for utilities and services (unless paid by the family under the lease.)

For provisions on modifications to a dwelling unit occupied or to be occupied by a person with disabilities see 24 CFR 100.203.

The owner is responsible for notifying CHA sixty (60) days prior to any rent increase. CHA reserves the right to deny rent increases to landlords based on funding availability.

C. Obligations of the Family

This Section states the obligations of a participant family under the program.

1. Supplying required information:
  - a. The family must supply any information that CHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. Information

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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includes any requested certification, release, or other documentation.

- b. The family must supply any information requested by CHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition according to HUD requirements.
- c. The family must disclose and verify Social Security numbers and must sign and submit consent forms for obtaining information.
- d. Any information supplied by the family must be true and complete.
- e. The family must report any changes in income, benefits, and family composition within 10 days of the occurrence. In addition, once a dependant in the household turns 18, the family must report this and any income for that household member within 10 days of the dependant turning 18.

2. HQS breach caused by the Family

- a. The family is responsible for any HQS breach caused by the family or its guests.

3. Allowing CHA Inspection

- a. The family must allow CHA to inspect the unit at reasonable times and after at least two (2) days notice. If the family misses the scheduled inspection and fails to reschedule the inspection, CHA will consider the family to have violated a Family Obligation and their assistance may be terminated. If the family calls to dispute the termination, one more chance will be given and the family will be obligated to sign a statement of understanding stating if they ever miss another appointment for inspection, they may lose their assistance.

4. Violation of Lease

- a. The family may not commit any serious or repeated violation of the lease. A family who causes \$500 in damages to a unit or commits serious or repeated violations of the lease may be terminated from the CHA Section 8 Housing Choice Voucher Program(s) and will be ineligible

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- for CHA assisted housing for three years from the date of termination. After three years, the family must demonstrate they have lived in the community without damaging property or eviction for serious or repeated violations of a lease to establish eligibility for CHA assisted housing.
- b. The proof of the \$500 in damages will be derived from an itemized list of damages that coincides with paid receipts, pictures, and/or court documentation provided by the property owner. The damage documentation must be provided within 60 days of move-out. During court negotiations, the family's assistance will not be terminated. After the final outcome is determined and it is determined the family owes more than \$500 in damages, the family assistance will be terminated.
  - c. If the family receives an agreement through the court procedure to repay the owner for damages, the family assistance will not be terminated. If the family defaults on the repay agreement through the courts and the owner provides documentation of default, the assistance will be terminated at that time.
  - d. If there are no court negotiations necessary to determine damages and the family and owner negotiate a repay agreement, the family assistance will not be terminated; however, if the family defaults and the owner can provide documentation of default, the family assistance will terminate at that time.
  - e. A family who is evicted more than once for non-payment of rent or other serious or repeated violations of the lease may be terminated from the program. However, if the family pays the owner for the back rent within thirty (30) days of the eviction notice, the assistance will not be terminated. The family will be ineligible for CHA assisted housing for three years from the date of termination. After three years, to establish eligibility for CHA assisted housing, the family must demonstrate they have lived in the community without eviction for non-payment of rent or other serious or repeated violations of the lease.
  - f. At each leasing, families will be asked to sign a statement of understanding regarding damages, non-payment of rent, and other serious or repeated violations of the lease.



Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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5. Family Notice of Move or Lease Termination
  - a. The family must notify CHA and the owner before the family moves out of the unit or terminates the lease by a notice to the owner.
  
6. Owner Eviction Notice
  - a. The family must promptly give CHA a copy of any owner eviction notice it receives.
  
7. Use and Occupancy of the Unit
  - a. The family must use the assisted unit for a residence by the family. The unit must be the family's only residence.
  
  - b. CHA must approve the composition of the assisted family residing in the unit. The family must promptly inform CHA of the birth, adoption or court-awarded custody of a child. The family must request approval from CHA to add any other family member (family is defined as a group of people related by blood, marriage, adoption, or affinity that live together in a stable family relationship) as an occupant of the unit. No other person (i.e., no one but members of the assisted family) may reside in the unit (except for a foster child/foster adult, or live-in aide as provided in paragraph (4) of this Section).
  
  - c. The family must promptly notify CHA if any family member no longer resides in the unit.
  
  - d. If CHA has given approval, a foster child/foster adult, or a live-in aide may reside in the unit.
  
  - e. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family. Any business uses of the unit must have approval of the owner, comply with zoning requirements, and the affected household member must obtain all appropriate licenses.
  
  - f. The family must not sublease the unit.
  
  - g. The family must not assign the lease or transfer the unit.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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8. Absence from the Unit
  - a. The family must supply any information or certification requested by CHA to verify that the family is living in the unit, or relating to family absence from the unit, including any CHA requested information or certification on the purposes of family absences. The family must cooperate with CHA for this purpose. The family must promptly notify CHA of its absence from the unit for more than seven (7) days.
  - b. Absence means that no member of the family is residing in the unit. The family may be absent from the unit for up to 30 days. The family must request permission from CHA for absences exceeding 30 days. CHA will make a determination within five (5) business days of the request. An authorized absence may not exceed 180 days. Any family absent for more than 30 days without authorization will be terminated from the program.
  - c. Authorized absences may include, but are not limited to:
    - Prolonged hospitalization
    - Absences beyond the control of the family (i.e., death in the family, other family member illness)
    - Other absences that are deemed necessary by CHA
    - Military personnel being deployed
9. Interest in the Unit
  - a. The family may not own or have any interests in the unit (except for owners of manufactured housing renting the manufactured home space).
10. Fraud and Other Program Violation
  - a. The members of the family must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program.
11. Crime by Family Members
  - a. The members of the family may not engage in drug-related or violent criminal activity.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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12. Other Housing Assistance

- a. An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, state, or local housing assistance program.

Section V. Eligibility and Occupancy Policies

There are five eligibility requirements for admission to Section 8 -- qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet CHA screening criteria to be admitted to the Section 8 Housing Choice Voucher Program.

A. Family type

- 1. A **family with or without children**. Such a family is defined as a group of people related by blood, marriage, adoption, or affinity that lives together in a stable family relationship.
  - a. Children temporarily absent from the home due to placement in foster care are considered family members.
  - b. Unborn children and children in the process of being adopted are considered family members for purposes of determining bedroom size but are not considered family members for determining income limit.
- 2. An **elderly family**, which is
  - a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
  - b. Two or more persons who are at least 62 years of age living together; or
  - c. One or more persons who are at least 62 years of age living with one or more live-in aides
- 3. A **near-elderly family** (if applicable), which is
  - a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- b. Two or more persons who are at least 50 years of age but below the age of 62 living together; or
    - c. One or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.
  - 4. A **disabled family**, which is
    - a. A family whose head, spouse, or sole member is a person with disabilities;
    - b. Two or more persons with disabilities living together; or
    - c. One or more persons with disabilities living with one or more live-in aides.
  - 5. A **displaced family** is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws.
  - 6. A **remaining member of a tenant family** is a family member who remains in the unit when other members of the family no longer reside in the unit and are removed from the lease.
  - 7. A **single person** who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.
- B. Income Eligibility
  - 1. A Family is eligible for assistance under the Housing Choice Voucher Program (Section 8), according to 24 CFR, Part 5, if, at the time they initially received assistance under the Section 8 Voucher Program, the Family:
    - a. has been continuously assisted under the 1937 Housing Act with no breaks in assistance exceeding six consecutive months; or
    - b. qualifies as a Very Low-Income Family (including Extremely Low) under HUD's approved Income Limits; or
    - c. qualifies as a Lower Income Family (other than Very Low-Income) and is displaced by Rental Rehabilitation or Development activities assisted under Section 17 of the 1937 Act (42 U.S.C.), or

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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as a result of activities under the Rental Rehabilitation  
Demonstration Program; or

d. qualifies as a Moderate-Income Family and is displaced  
while living in housing covered by the Low-Income Housing  
Preservation and Resident Homeownership Act of 1990.

2. Income limits apply only at admission and are not applicable for continued occupancy; however, as income rises the assistance will decrease.
3. The applicable income limit for issuance of a voucher is the highest income limit for the family size for areas within CHA jurisdiction. The applicable income limit for admission to the program is the income limit for the area in which the family is initially assisted in the program. The family may only use the voucher to rent a unit in an area where the family is income eligible at admission to the program.
4. Families who are moving into CHA's jurisdiction under portability and have not used their voucher to receive assistance at their initial housing agency must meet the income limit for the area where they were initially assisted under the program.
5. Families who are moving into CHA jurisdiction under portability and are already program participants at their initial housing agency do not have to meet the income eligibility requirement for CHA's program.
6. Income limit restrictions do not apply to families transferring units within CHA's Section 8 Housing Choice Voucher Program.

C. Citizenship/Eligible Immigrant status

To be eligible, each member of the family must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).

Family eligibility for assistance:

1. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
2. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 11.5(F) for calculating rents under the non-citizen rule).
3. A family without any eligible members and receiving assistance on June 19, 1995, may be eligible for temporary deferral of termination of

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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assistance.

D. Social Security Number Documentation

Prior to admission to the Section 8 Housing Choice Voucher Program , each family member must provide verification of their Social Security number. If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the member may submit other documentation of the number. CHA will allow ten (10) working days from the date of application for the applicant to provide a Social Security card or verification of the Social Security number from Social Security Administration. The application will retain its position on the waiting list while the required documentation is being obtained. If the documentation is not provided within the allotted time, the application will be denied.

New family members must provide verification prior to being added to the lease. Verification of the Social Security number will be obtained only once.

E. Consent Forms

1. To be eligible, each member of the family who is at least 18 years of age, and each family head and spouse, regardless of age, shall sign one or more consent forms.
2. The consent form must contain, at a minimum, the following:
  - a. A provision authorizing HUD and CHA to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy;
  - b. A provision authorizing HUD or CHA to verify, with previous or current employers, income information pertinent to the family's eligibility for, or level of, assistance;
  - c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
  - d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

F. Suitability for tenancy

CHA determines eligibility for participation and will also conduct criminal background investigation on all adult household members, including live-in aides. CHA will deny

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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assistance to a family because of drug-related or violent criminal activity by family members. This investigation will be made through state or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. If the individual has lived outside the local area, CHA may contact law enforcement agencies where the individual had lived or request an investigation through the FBI's National Crime Information Center (NCIC).

CHA will ban for life any family member who has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property.

CHA will check with the federal sex offender registration program and will ban for life any individual who is registered as a lifetime sex offender.

Additional screening is the responsibility of the owner. Upon the request of an owner/perspective owner, CHA will provide any factual information or third party written information it has relevant to a voucher holder's history of, or ability to, comply with material standard lease terms or any history of drug trafficking.

If an applicant previously abandoned a unit, they must prove they have not abandoned another unit in the last two (2) years.

#### Section VI. Application Intake

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

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program, and that such applicants will not lose their place on other waiting lists when they apply for the Section 8 Housing Choice Voucher Program. The notice will include the Fair Housing logo and slogan and otherwise be in compliance with Fair Housing requirements.

The CHA will determine the method that will be used for the opening of a waiting list. The CHA may elect to accept applications on a first come, first served basis. In such case, the CHA will date and time stamp an application upon receipt by the Housing Choice Voucher Program (Section 8) Office.

As an alternative, the CHA may elect to use a lottery system for the issuance of vouchers. The Executive Director or his designee is responsible for the determination of whether and when a lottery system will be used. In the event that the CHA elects to adopt and use a lottery system

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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for the selection of applicants, the date and time of application will not apply, as said selection will be superseded by the lottery selection.

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

A. Outreach to Lower Income Families

CHA will engage in outreach efforts directed toward potential Applicants, including Families that do not generally apply for assisted housing. CHA will conduct outreach on a continuous basis using the following marketing methods:

1. Use the Chattanooga Times Free Press newspaper, local minority papers and local radio stations to advise the public of available housing opportunities;
2. Publish brochures, leaflets and/or handouts describing CHA's available housing assistance and make these publications available to the public;
3. Contact community groups/organizations and neighborhood papers to promote available housing programs;
4. Hold outreach meetings and seminars in neighborhoods where Hispanic, white and Asian populations predominate (Hispanic and Southeast Asian populations are less likely to apply for CHA housing assistance); and
5. Designate a day for taking applications from Persons who are Elderly, Handicapped or Disabled. As a reasonable accommodation for Persons with a Disability or Handicap, CHA may take applications at alternate sites.

B. Closing of the Waiting List

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

C. Placement on the Waiting List

The application process requires the family to provide information about all household members including name, address, telephone number, composition, Social Security number, picture identification for all adult household members, racial or ethnic designation, income verification, citizenship/eligible immigrant information, and information establishing any preferences to which the family may be entitled.



Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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Upon receipt of the family's application, CHA will make a preliminary determination of eligibility. If CHA determines the family to be ineligible, CHA will notify the family and state the reason(s). CHA will offer the family the opportunity for an informal review of the determination.

An applicant may at any time report changes in their applicant status, including changes in family composition, income, or preference factors. CHA will annotate the applicant's file and will update their place on the waiting list if applicable.

CHA will ensure that verification of all preferences, eligibility, suitability selection factors are current to determine the family's final eligibility for admission into the Section 8 Housing Choice Voucher Program.

D. Organization of the Waiting List

The waiting list will be maintained according to the following guidelines:

1. The application will be a permanent file;
2. All applications will be maintained in one central pool in order of preference, priority within the preference, and then in order of date and time of application.

Note: The waiting list cannot be maintained by bedroom size under current HUD regulations.

E. Families Nearing the Top of the Waiting List

When CHA has vouchers available and is prepared to offer the vouchers to eligible applicants, the family whose application is more than two months old must update household composition, preferences, and income. CHA will re-verify the family's eligibility. If the family is no longer eligible for the Section 8 Housing Choice Voucher Program, CHA must notify the family in writing of this determination and give the family the opportunity for an informal review.

F. Missed Appointments

All applicants who fail to keep a scheduled appointment according to the paragraph below will be sent a notice of denial.

CHA will allow the family to reschedule appointments for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities for good cause. When a good cause exists, CHA will work closely with the family to find a more suitable time. Any applicant whose name is being removed from the waiting list will be notified by CHA, in writing, that they have ten (10)

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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working days from the date of the written correspondence to request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified.

Applicants will be offered the right to an informal review before being removed from the waiting list.

G. Purging the Waiting List

CHA will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents interested families. Purging also enables CHA to update the information regarding address, family composition, income category, and preferences.

H. Removal of Applicants from the Waiting List

CHA will not remove an applicant's name from the waiting list unless:

1. The applicant requests that the name be removed;
2. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program or misses scheduled appointments; or
3. The applicant does not meet either the eligibility or screening criteria for the program.

I. Grounds for Denial

In accordance with 24 CFR.982.553 and FR-4495-F-02, Screening and Eviction for Drug Abuse and Other Criminal Activity published May 24, 2001, CHA will conduct criminal background checks on all new Applicants for a period of five (5) years prior to the application date; and a residency check for the past ten (10) years. CHA may use the services of a contractor to conduct residency research outside the state of Tennessee. CHA will use the following standards to deny admission to the Section 8 Housing Choice Voucher Program.

1. Drug-Related Eviction

CHA will review residential history to determine if the Family has lived in federally assisted housing, and deny admission if any Family member was evicted from a federally assisted housing unit within three (3) years of the application date. An exception may be made if the member responsible for the eviction is no longer a member of the household due to imprisonment or death.

2. Illegal Drug Use

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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CHA will deny admission to any Family if there is reason to believe that a Family member uses or sells any illegal drugs; or that a member's use of drugs will threaten other residents, cause damage to property, or generate police activity on or near the premises.

3. Drug-Related Criminal Activity

Regardless of whether a Family member was arrested or convicted, if the preponderance of evidence indicates that the member engaged in the manufacture, sale or distribution of illegal drugs for a period of ten (10) years prior to the application date, admission will be denied.

Regardless of whether a Family member was arrested or convicted, if the preponderance of evidence indicates that the member engaged in the use and possession of illegal drugs for a period of five (5) years prior to the application date, admission will be denied. If evidence can be provided that the Family member has successfully completed a supervised drug or alcohol rehabilitation program, or has otherwise been rehabilitated successfully, the CHA may consider the Family for admission to the Section 8 Housing Choice Voucher Program. [24 CFR 982.552I(2)(iii)]

4. Conviction for Methamphetamine Production

CHA will permanently deny admission if any Family member has been convicted for the manufacture of Methamphetamine on the premises of a federally assisted unit.

5. Sex Offenders

CHA will use the services of state and private agencies to check state registers for each state that the Family resided to ensure that no registered sex offenders are admitted to the program.

6. Alcohol Abuse

CHA will deny admission if there is reason to believe that any Family member has a pattern of abusing alcohol to the extent that it is a threat to other residents, will cause property damage, or generate police activity on or near the premises.

7. Violent Criminal Activity

Regardless of whether a Family member was arrested or convicted, if the preponderance of evidence indicates that the member engaged in any of the listed criminal acts, admission will be denied:

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- a. Crime involving extreme physical force, such as forcible rape, murder, armed robbery, assault and battery through use of a weapon; or
- b. An activity involving the use of weapons against persons or property, such as armed robbery.

8. Other Crimes that Threaten the Health and Safety of Others

The following crimes are considered crimes of violence and commitment of such by a Family member is grounds for denial of admission:

- a. Voluntary manslaughter
- b. Kidnapping
- c. Mayhem
- d. Burglary
- e. Arson
- f. Terrorist threats
- g. Assault

9. Pattern of Negative Rental History

CHA may elect to conduct rental history checks for new Applicants. A negative rental history may prevent eligibility for the Section 8 Voucher Program if the Family has a history of violating the lease or disturbing the peaceful enjoyment of the premises. Information obtained from the rental history check may be shared with the potential landlord.

10. Public Housing Residents and Former Program Participants

Applicants transferring from CHA's public housing developments will be screened the same as new Applicants to the Section 8 Voucher Program. The record of former Section 8 Voucher participants will be researched for possible program violations. The following violations are grounds for denial of admission:

- a. While participating in the Section 8 Voucher Program the Family must not have violated any Family Obligation, as set forth in 24 CFR 982.551 as amended. An exception may be granted by CHA if the Family member who violated the Family Obligation is not a current member of the household on the application.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- b. No Family member may have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program in the last five (5) years.
- c. The Family must have paid any outstanding debt owed CHA or another housing authority as a result of prior participation in any federal housing program.
- d. Families entering the Section 8 Voucher Program from CHA conventional housing programs must be in good standing under the terms of the CHA lease. The rent and other payments due under the lease must be current, and there must be no evidence of lease violations that would constitute grounds for termination.
- e. No Family member may have been evicted from public housing for non-payment of rent during the past twenty-four (24) months.
- f. No Family member may have engaged in or threatened abusive or violent behavior toward CHA personnel during the past sixty (60) months.

11. Notification of Ineligibility

CHA will notify all Applicants determined to be ineligible for assistance. Applicants will be notified in writing of the reason(s) for the determination. The letter will notify the Applicants of the right to request an Informal Review of the determination. All requests for Informal Reviews must be requested within fifteen (15) calendar days of the notification letter.

12. Informal Review

Applicants who refute a denial for admission to CHA housing programs will have the opportunity to present information and evidence to the Director of Assisted Housing in an Informal Review. The decision of the Director or his designee will be final.

If the Director or his designee determines that the Applicant is eligible, the Family's name will be placed on the Section 8 Voucher Program Waiting List without loss of position during the period of ineligibility, or issued a Voucher, whichever is appropriate.

If after conducting a review CHA determines that the Applicant is ineligible, staff will notify the Applicant in writing. This procedure does not prevent the Applicant from exercising his/her other rights if the

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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Applicant believes he/she is being discriminated against on the basis of race, color, national origin, religion, sex, handicap, familial status or age. A copy of the application, the notification letters, the Applicants' response (if any), the record of any Informal Reviews and a statement of the final disposition will be maintained by CHA for a period of three (3) years. CHA shall notify the Applicant of his/her ineligibility and shall provide the Applicant an opportunity to dispute the accuracy and relevance of the record. A copy of the criminal record will be provided upon request.

Section VII. Project-Based Waiting List Placement

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

A. Residents in Units at Time of Project-Based Award

This selection preference is available to individuals who reside in the targeted development at the time of award of project-based vouchers.

B. Applicants on Tenant-Based Waiting List at Time of Project-Based Award  
Applicants at the top of the Tenant-based waiting list may be offered  
The opportunity to reside in the project-based development if they meet  
the criteria for occupancy in the project.

C. Rent Burden Preference

This selection preference is available to individuals who meet criteria noted above in tenant-based Rent Burden Preference.

D. Unit Offer for Project-Based Program

After a verified determination of eligibility and suitability is made, and the applicant's name is at the top of the waiting list, or is otherwise the next candidate for unit offer, the CHA shall allow the applicant to choose from available developments for which the applicant is suitable or shall offer up to three unit offers in available developments, whichever is greater. If the applicant does not accept a unit subject to this system, the applicant will forfeit his/her preference status and will be placed at the bottom of the project-based waiting list.

Section VIII. Selection from the Waiting List

Applicants will be selected to receive Section 8 rental assistance either as a special admission or as a waiting list admission.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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A. Special Admission

Special admission is a non-waiting list admission relative to HUD awards of program funding targeted to families living in specified units. Examples of program funding that may be targeted for special admission include, but are not limited to:

1. A family displaced because of demolition or disposition of a public housing development, for example by a HOPE VI project;
2. A family residing in a multifamily rental housing project when HUD sells, forecloses, or demolishes the project;
3. A non-purchasing family residing in a project subject to a home ownership program;
4. A family residing in a project covered by a project-based Section 8 Housing Assistance Payment (HAP) contract at or near the end of the HAP contract term;
5. A victim of domestic violence; and
6. A person proven to be chronically homeless but who will have the necessary supportive services available to them.

A special admission permits selecting a family for assistance that is not on the Section 8 waiting list or without considering the family's waiting list position. Records are maintained that show that the family was selected for HUD-targeted assistance.

B. Waiting List Admission

Except for special admissions, participants must be selected from the Section 8 waiting list. CHA will select families from the waiting list based on one or more of the following preferences:

1. **FIRST PREFERENCE:** (Displaced by Government Action) – date and time within the preference

An applicant family who is displaced by government action or an applicant whose dwelling has been extensively damaged or destroyed as a result of disaster, declared or otherwise formally recognized pursuant to federal relief laws.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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2. SECOND PREFERENCE: (Involuntary Displacement) – date and time within the preference

a.

Individuals/families involuntarily displaced/homeless and referred by a recognized social services or private agency/organization that has performed an intake and assessment of the individuals/families circumstance and have developed a case management plan for follow up;

1. In general: For purposes of this chapter, the term “homeless” or “homeless individual or homeless person” <sup>[1]</sup> includes—
  - 1.1. an individual who lacks a fixed, regular, and adequate nighttime residence; and
  - 1.2. an individual who has a primary nighttime residence that is—
    - 1.2.1. a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
    - 1.2.2. an institution that provides a temporary residence for individuals intended to be institutionalized; or
    - 1.2.3. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
  - 1.3. An individual who has temporary shelter in a private residence where the household is over housed due to the individual / family’s presence or the host is unwilling or unable to provide permanent residence.

2. Income eligibility

- 2.1. In general: A homeless individual shall be eligible for assistance under any program provided by this chapter, only if the individual complies with the income eligibility requirements otherwise applicable to such program.
- 2.2. Exception: Notwithstanding paragraph (1), a homeless individual shall be eligible for assistance under title I of the Workforce Investment Act of 1998 [[29](#) U.S.C. [2801](#) et seq.].
- 2.3. Exclusion: For purposes of this chapter, the term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

b.

An applicant family who is in need of immediate shelter by reason of extreme hardship or disaster. For example: an action by a housing owner that is beyond the applicant’s control and that occurs despite the applicant having met all previous conditions of occupancy, and is other than a rent increase; a disaster or catastrophe, such as fire, flood, or storm that has caused the unit to be uninhabitable.



Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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The hardship will be governed by the position that preference will not be given to a family who is, or expected to be, without housing for failure to pay rent or carry out other normal obligations of residency.

It is the responsibility of the applicant to document to the satisfaction of CHA that the housing condition is caused by circumstances beyond the family's control. Written verification from the appropriate unit or agency of government, the property owner, or social services agency is required.

3. THIRD PREFERENCE: (Substandard Housing) – date and time within the preference

An applicant family who currently resides in substandard housing or who is homeless without a fixed nighttime residence or staying in a supervised shelter. For purposes of this preference, substandard housing is defined as any dwelling that is unsafe, unsanitary, or overcrowded due to its location, structural condition or lack of utilities. For example:

- A unit that an agency or unit of government has declared unfit for habitation;
- A unit that is dilapidated and endangers health and safety;
- A unit that is overcrowded (to be determined by CHA subsidy standards) or without one or more of the following for the exclusive use of the applicant family: operable indoor plumbing; useable flushing toilet; useable bathtub or shower; adequate safe electricity; safe or adequate heat; kitchen if designed for one.

Third preference also includes applicants who are without a fixed nighttime residence or are staying in a supervised shelter, including homeless persons; individuals who are victims of domestic violence; and victims of reprisals or hate crimes.

4. FOURTH PREFERENCE (Rent Burden) – date and time within the preference

An applicant family paying more than 50 percent of gross family income for rent and utilities. The rent burden must be in excess of ninety (90) days. Rent is the actual monthly amount due under a lease or occupancy agreement between a family and the family's current landlord and for the utilities purchased directly by the family from utility providers.

a. Documentation of Rent Burden

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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Families must submit a copy of the current lease agreement that includes the monthly rent and utility responsibility; copies of three months utility bills at the lease address; and documentation of all household income from each family member. The lease agreement and utilities must be documented as the responsibility of the Head of Household.

b. Verification of Preference

CHA will require written verification of all documented information provided by the family to determine eligibility for the preference. Verifications that conflict with information provided on the application may disqualify the preference.

5. FIFTH PREFERENCE (Working Family) – date and time within the preference

An applicant household where the Head of Household, spouse or sole member of the household is considered working in a full-time capacity (32 hours or more per week), long term part-time capacity (20 hours weekly for six continuous months), or an approved job training program in accordance with the following provisions:

a. Employment

The Head of Household or spouse must work for wages, commissions, or other consideration of value and demonstrate full-time or part-time (20 hours minimum per week) employment for at least six (6) months immediately prior to the date of placement on the waiting list. It must be apparent that the full-time or part-time employment is of a continuous, as opposed to a temporary nature, and the Head of Household must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the Head of Household or spouse is able to demonstrate six (6) months of full-time or part-time self-employment (20 hours or more per week) immediately prior to the date of placement; or

1. Documentation of Employment

Families must document on the pre-application the source and amount of income received for all household members, and submit copies of documents to support the income.

2. Verification of Employment

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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CHA will use third-party written (and online) verification sources of all information provided by the family to determine eligibility for the preference. Verifications that conflict with information provided on the application may disqualify the preference.

b. Approved Job Training Program

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

c. Elderly and Disabled

The Working Family Preference is also extended equally to all elderly families and all families whose head or spouse meets HUD's definition of persons with disabilities. [24 CFR 5.403

1. Documentation of Disability

Families eligible to receive the working preference based on a disability must meet the HUD definition of a disability as defined in 24 CFR 5.403. To qualify as a disabled family the disabled member must be the Head of Household, spouse or Co-Head. Families must provide documentation to support the disability claim.

6. SIXTH PREFERENCE (Disability) – date and time within the preference

- a. An elderly family as defined herein that has a member(s) with disabilities;
- b. A non-elderly disabled family as defined herein

7. ALL OTHER ELIGIBLE APPLICANTS – date and time within the preference

A final determination of eligibility is made when the Applicant's name is selected from the waiting list, and the income and family composition is verified using online and third-party methods. At that time, the Family's total household income may not exceed the current HUD Income Limits for the family size.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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In accordance with Income Targeting requirements, seventy-five percent (75%) of the new admissions to the Section 8 Voucher Program must have incomes at or below 30% of the area median income (extremely low-income). CHA verifies the income of Families when they reach the top of the Waiting List to ensure that the Family's income is in the Extremely Low category.

Applicants are selected from the waiting list in sequential order and sent an appointment letter to the address given at time of application, unless the applicant has updated their address with the Program. This letter will provide a date and time to appear for final eligibility in accordance with the application date and time.

Section IX. Selection of Families for Special Section 8 Housing Choice Voucher Programs

CHA operates special Section 8 Voucher Programs under special allocations and regulations provided specifically for each program. Applicants may be admitted for participation in special programs without being on the Section 8 Voucher Program Waiting List; or if the Applicant is on the Section 8 Voucher Program Waiting List, and eligible for selection for a special program, he/she may be selected before other Applicants. Applicants are admitted as a special admission when HUD awards funding that is targeted for specific types of Families.

The programs are outlined below.

A. Mainstream Vouchers for Persons with Disabilities

Participants in the Mainstream Housing for Persons with Disabilities Program are Persons with Disabilities who have moved out of one of CHA's elderly high rises, or Applicants on the Section 8 Voucher Program Waiting List who have a disability. Following admittance into the Housing Choice Voucher Program (Section 8), participants follow all Section 8 Voucher Program rules and regulations.

B. Project-Based Vouchers for the Elderly and Persons with Disabilities

Participants in the Project-Based Voucher for Persons with Disabilities Program agree to move into units designated for this program. The housing assistance is tied to the unit and participants who move out of their units lose their housing assistance. This program is covered in full in the Administrative Plan for the Section 8 Voucher Program Assistance Attached to Units (Project-Based Voucher Assistance) (CHA Policy 500-3).

C. Welfare-to-Work Program

Participants in the Welfare-to-Work program are recipients of Temporary Assistance for Needy Families (TANF) who have agreed to actively participate in projects that will equip them to become financially self-sufficient. The project was originally scheduled for a five year period. CHA was awarded 650 vouchers for families.

Section X. Required Eligibility Documents

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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CHA will provide housing assistance to United States citizens and eligible immigrants only. A household with only one eligible member is considered a Mixed Family, and assistance will be provided for the eligible member only, although the non-citizens may reside in the household.

A. Eligibility Documentation

The Family must provide the following documents for each member as evidence of citizenship:

1. United States Citizens
  - A written and signed Declaration by each family member; and
  - A birth certificate; or
  - A United States passport; or
  - A Naturalization Certificate or proof of naturalization; or
2. Eligible Immigrants
  - A written and signed Declaration by each family member; and
  - One of the documents described in the form “Acceptable INS Documents, including a Resident Alien Card; and
  - A signed Verification Consent Form

B. Other Required Information for Admission

All Applicants must sign HUD’s Authorization to Release Information and disclose the social security number for each Family member. [24 CFR 5.216]

If at the end of a 60-day period, a Family member cannot provide the original Social Security card issued by the Social Security Administration, CHA will accept photo identification and one or more of the following documents:

1. A driver’s license with the social security number
2. Identification card issued by a federal, state or local agency
3. Identification card issued by an employer
4. Internal Revenue Form 1099
5. Benefit award letter from a government agency.

C. Family Relations Documentation

CHA considers a Family to be made up of a group of individuals who intend to share common resources. [24 CFR 982.551] A Declaration of Household statement must be

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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provided or signed. Any discrepancies or changes in reported household composition shall be verified by providing one or more of the following:

1. Birth Certificate
2. Certificate of birth issued by a physician, midwife, or hospital
3. Guardianship papers issued by a judiciary
4. Benefit Award Letter on behalf of a minor or disabled adult
5. Divorce decree
6. School records for minors

D. Other Eligibility Criteria and Execution of Consent Forms

Applicants must meet or exceed the following additional eligibility requirements. Each member of the family who is at least 18 years of age shall sign one or more consent forms, 16 years of age for the criminal background check.. The consent form(s) must contain, at a minimum, the following:

1. SWICA Authorization

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

2. Employer Authorization

A provision authorizing HUD or CHA to verify with previous or current employers income and job related information pertinent to the family's eligibility for or level of assistance;

3. IRS and SSA Authorization

A provision authorizing HUD to request income information from the Internal Revenue Service and the Social Security Administration for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits;

4. Criminal History Authorization

A provision authorizing the CHA to conduct a criminal background investigation of the applicant and each member of the applicant's family who is at least Sixteen (16) years old; and

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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5. Expiration Statement

A statement that the authorization(s) to release the information requested by the consent form expires fifteen (15) months after the date the consent form is signed. This provision will not apply to the Criminal History Authorization.

E. Removal from the Waiting List

Applicants who do not meet the basic eligibility requirements below at the time of selection from the waiting list will be removed from the list.

1. Income

The gross annual household income must not exceed the HUD-determined Income Limits for the Family size.

2. Eligible Family Member

At least one Family member must be a U.S. Citizen or Eligible Immigrant

3. Criminal Background Screening

All family members age Sixteen (16) and over will receive criminal history reviews.

4. The Head of Household is responsible for providing required documents within the sixty-day (60-day) allowed period.

Section XI. Subsidy

The CHA thoroughly screens each individual applicant in accordance with HUD regulations and sound management practices to determine whether an applicant is both eligible and suitable for the Program. To demonstrate eligibility, an applicant must satisfy five separate eligibility requirements and show that he/she: (i) qualifies as a family, (ii) has income within the appropriate income limits, (iii) meets citizenship/eligible immigration criteria, (iv) provides documentation of Social Security numbers, and (v) meets or exceeds the eligibility and suitability selection criteria as described in 24 CFR 982.201.

CHA will determine the Family bedroom size and family contribution to rent in accordance with 24 CFR Subpart E and Subpart G, using third party, independent verification. Only the Housing Choice Voucher Program staff may change the subsidy size at annual recertification.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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A. Subsidy Standards

An eligible Family is determined based upon the members included on the original application and personally identified at the eligibility interview. All members must appear in person with photo identification. Members that are not identified will not be considered as a member of the assisted household.

Once the Family composition has been determined, any change in household composition must be reported to and approved by CHA prior to admission. [24 CFR 982.551(h)] Additions due to birth, adoption or court-awarded custody must be reported to CHA upon entering the household.

CHA will issue a voucher for a particular bedroom size – the bedroom size is a factor in determining the family’s level of assistance. The following guidelines will determine each family’s unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	Number of Persons
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons.

In determining bedroom size, CHA will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, and children who are temporarily away at school or temporarily in foster care.

Bedroom size will also be determined using the following guidelines:

1. No more than two (2) persons will occupy a bedroom.
2. Beginning with annual re-certifications effective 1/1/07 forward, a bedroom will be allowed for members of the opposite sex two (2) years and older with the exception of husband and wife.
3. Beginning with annual re-certifications effective 1/1/07 forward, a single Head of Household will share a room with a child under age two (2).



Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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4. Other than the Head of Household, two (2) same sex persons will share a bedroom, up to the age of eighteen (18).
5. A bedroom will be allocated for an approved live-in-aide to provide continuous medical assistance to an elderly or disabled Family member. The additional bedroom is only allocated for the live-in-aide – this does not include any dependants of that live-in-aide.
6. A foster child will be considered in determining unit size only if he/she will be in the unit for more than twelve (12) months.
7. Children removed from the household and placed in foster care must anticipate returning within six (6) months.
8. Exception to the above standards may be granted if reasonable accommodation is deemed necessary.
9. A child who resides in the unit at least 50% of the time, due to a change in custody, will be considered when determining voucher size.
10. Exceptions to voucher size if a change will occur within 2 months of the annual re-certification date:
  - a. if a child will turn 2 within 2 months of the annual re-certification date;
  - b. if a child will turn 18 within 2 months of the annual re-certification date;
  - c. if the due date for a new baby is within 2 months of the annual re-certification date

CHA will grant exceptions to normal occupancy standards when a family requests a larger bedroom-size voucher than the guidelines allow and documents a medical reason why the larger size is necessary.

The family unit size will be determined by CHA according to the above guidelines and will determine the maximum subsidy for the family; however the family may select a unit that may be larger or smaller than the family unit size allocated. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy. If the family selects a larger size, the payment standard for the family's voucher size will determine the maximum subsidy.

**B. Family Breakup and Remaining Family Member**

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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Under certain circumstances the original Family composition may alter due to the Head of Household leaving the household; or a breakup of a husband and wife with minor children.

If the Head of Household dies, and there is another adult Family member, the voucher assistance will pass to the Remaining Member, providing they meet eligibility requirements, who may then become the Head of Household. Another client number will be issued to the new Head for tracking purposes.

If there is not a remaining Family member who is already a member of that household and who has the legal capacity to enter into a lease under state and local law, the voucher assistance will terminate the month of the death or abandonment.

C. Split Family

In cases of divorce or separation under a settlement or judicial decree, CHA will follow a court's ruling in determining which Family members continue to receive Section 8 Voucher Program assistance. Also of consideration will be:

1. The interest of any minor children, or ill, elderly or disabled Family members; and
2. whether Family members are forced to leave a unit as a result of actual or threatened physical violence against Family members by a spouse or other Family members of the household; and
3. who retains custody of the minor children, and provides housing for 51% or more of the time.

Section XII. Family Briefing and Voucher Issuance

All Families who are entering the Section 8 Voucher Program for the first time; and Porting Families entering CHA's jurisdiction will be briefed on the program regulations and CHA's policies. For Porting Family program participants, the briefing requirement shall not in any way impede the leasing process or placement.

A. Conducting a Briefing Session and Issuing Materials to Voucher Holders

Applicants and Porting Families are allowed two (2) appointments to attend a briefing session. Any Applicant who does not attend one of the two sessions will be denied assistance. Briefings are normally conducted as group sessions. When necessary, staff members will conduct individual briefings to accommodate the needs of the homebound or Persons with Disabilities. All new Section 8 Voucher Program Families are briefed in accordance with 24 CFR 982.301, as amended.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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Fair Housing and social service organizations may provide presentations at the briefings with prior approval of the Director.

B. Briefing Topics:

1. A description of how the program works;
2. Family and owner responsibilities;
3. Where the family may rent a unit, including inside and outside the CHA's jurisdiction;
4. Types of eligible housing;
5. For families qualified to lease a unit outside of CHA's jurisdiction under portability, an explanation of how portability works;
6. An explanation of the advantages of living in an area that does not have a high concentration of poor families;
7. An explanation of the family's affordability rate
8. Specifications of any local obligations for Welfare-to-Work Voucher recipients

C. Briefing Packet

During the briefing, the CHA will provide the family with a packet of information on the following topics:

1. The term of the voucher and the CHA's policy on extensions and suspensions of the term. The packet will include information on how to request an extension and forms for requesting extensions;
2. How the CHA determines the housing assistance payment and total tenant payment for the family;
3. Information on the payment standard, exception payment standard rent areas (if applicable), and the utility allowance schedule;
4. How the CHA determines the maximum rent for an assisted unit;
5. Where the family may lease a unit. For families qualified to lease outside the CHA's jurisdiction, the packet must include an explanation of how portability works;

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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6. The HUD-required tenancy addendum that provides the language that must be included in any assisted lease;
7. The Request for Tenancy Approval Form and an explanation of how to request CHA's approval of a unit;
8. A statement of the CHA's policy on providing information to prospective owners. This policy requires applicants to sign disclosure statements allowing the CHA to provide prospective owners with the family's current and prior addresses and the names and addresses of the landlords for those addresses. Upon request, the CHA will also supply any factual information or third party verification relating to the applicant's history as a tenant or their ability to comply with material standard lease terms or any history of drug-trafficking by a family member;
9. The CHA's subsidy standards, including when the CHA will consider granting exceptions to the standards;
10. The HUD brochure on how to select a unit ("A Good Place to Live");
11. The HUD-required lead-based paint brochure;
12. Information on federal, state, and local equal opportunity laws; the brochure "Fair Housing: It's Your Right;" and a copy of the housing discrimination complaint form;
13. A list of landlords, or other parties know to CHA, who may be willing to lease a unit to the family or help the family find a unit;
14. The family's obligations under the program;
15. The grounds upon which CHA may terminate assistance because of the family's action or inaction;

D. Issuance of Voucher/Extending Voucher

Once all family information has been verified, their eligibility determined, their subsidy calculated, and they have attended the family briefing, CHA will issue the voucher. At this point, the family begins their search for a unit.

The initial term of the voucher will be 60 days and will be stated on the Housing Choice Voucher.

CHA may grant one or more extensions of the term. To obtain an extension, the family must make a request in writing prior to the expiration date. If the family requests an extension and additional time can reasonably be expected to result in success, CHA will

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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grant the length of request (sought by the family) or a new expiration date as determined by CHA.

If the family includes a person with disabilities, and the family requires an extension due to the disability, CHA will grant an extension allowing the family the full 120 days search time. If CHA determines that additional search time would be a reasonable accommodation, it may be granted with the proper documentation.

The voucher will be withdrawn if the Family fails to lease suitable housing during the term of the voucher. Expiration or withdrawal of a voucher does not preclude the Family from filing a new application for another voucher, provided CHA has not suspended the taking of applications.

E. Request for Tenancy Approval

When the family finds a unit that the owner is willing to lease under the program, the family and the owner will submit to CHA a completed *Request for Tenancy Approval* and a copy of the owner's proposed lease. CHA will permit the family to submit only one *Request for Tenancy Approval* (RFTA) unless the unit was not in compliance with Housing Quality Standards or the rent amount would exceed 40% of the family's adjusted income, or other circumstances beyond the family's control.

The terms of the HUD tenancy addendum shall prevail over any other provisions of the lease. CHA will review the request, the lease, and the HUD-required tenancy addendum and make an initial determination of approval of tenancy. CHA may assist the family in negotiating changes that may be required for the tenancy to be approvable. Once it appears the tenancy may be approvable, CHA will schedule an appointment to inspect the unit within 15 days after the receipt of inspection request from the family and owner. The 15-day period is suspended during any period the unit is unavailable for inspection. A unit must be available for inspection within thirty (30) days from the date of submitted *Request for Tenancy Approval*. Once inspected, the unit must pass inspection within thirty (30) days.

CHA will promptly notify the owner and the family whether the unit and tenancy are approved.

Additional screening is the responsibility of the owner. Upon request by an owner/perspective owner, CHA will provide any factual information or third-party written information they have relevant to a voucher holder's history of, or ability to, comply with standard material lease terms.

F. Approval to Lease a Unit

CHA will approve a lease if all of the following conditions are met:

1. The unit is eligible;

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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2. The unit is inspected by CHA and passes Housing Quality Standards (HQS);
3. The lease is approvable and includes the following language of the tenancy addendum:
  - a. The names of the owner and the tenant;
  - b. The address of the unit rented;
  - c. The term of the lease (initial term must be for 1 year and any provisions for renewal);
  - d. The amount of the monthly rent to owner;
  - e. A specification of what utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied by the family; and
  - f. The required HUD tenancy addendum;
4. The rent to owner is reasonable;
5. The family's share of rent does not exceed 40% of their monthly adjusted income if the gross rent exceeds the applicable payment standard;
6. The owner has not been found to be debarred, suspended, or subject to a limited denial of participation by HUD or CHA; and
7. The family continues to meet all eligibility and screening criteria.

The lease term may begin only after all of the following conditions are met:

1. The unit passes the CHA HQS inspection;
2. The family's share of rent does not exceed 40% of their monthly adjusted income if the gross rent exceeds the applicable payment standard;
3. The landlord and tenant sign the lease to be effective no earlier than the date the unit passed HQS inspection;
4. CHA approves the leasing of the unit; and
5. Utilities are turned on in the tenant's name (if tenant is responsible for utilities).

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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CHA will prepare the contract when the unit is approved for tenancy. The contract will be executed and become effective simultaneously with the signing of the lease and the HUD required tenancy addendum. CHA will not pay any housing assistance to the owner until the contract is executed. New owners must provide a warranty deed or tax notice, and Tax Identification Number or Social Security Number. Additionally, owners must provide a warranty deed or tax statement for units that have not previously been on the program.

If a voucher family moves with continued assistance, the term of the new assisted unit may begin during the month the family moves out of the old assisted unit. Overlap of housing assistance payment for old unit for month when family moves and first housing assistance payment for new unit is not considered a duplicative subsidy.

G. CHA Disapproval of Owner

CHA requires participating landlords to abide by the Housing Assistance Payment (HAP) contract and enforce the lease agreement with the Family. Failure to abide by the HAP contract could result in penalties from abatement of HAP to permanent banning from participation.

CHA may disapprove, bar or suspend a single unit, an apartment complex or landlord from participation in the Section 8 Housing Choice Voucher Program. The length of the penalty is left to the discretion of the Director in conjunction with the severity of the problem that causes the suspension.

CHA will deny participation by an owner at the direction of HUD for any of the following reasons:

1. The owner has violated any obligations under a Section 8 Housing Assistance Payments Contract;
2. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
3. The owner has engaged in drug-related criminal activity or any violent criminal activity;
4. The owner has a history or practice of noncompliance with HQS for units leased under Section 8 or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program;
5. The owner has a history or practice of renting units that fail to meet state or local codes;
6. The owner has not paid state or local real estate taxes, fines or assessments;

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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7. The owner refuses (or has a history of refusing) to evict families for drug-related criminal activity or for activity that threatens the health, safety, or right to peaceful enjoyment of the :
  - a. Premises by tenant, CHA employees, or owner employees; or
  - b. Residences of neighbors
8. If the owner is the parent, child, grandparent, grandchild, sister or brother, or any member of the family of an applicant seeking the initial use of a voucher (currently shopping) unless CHA determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities;
9. The owner refuses Direct Deposit;
10. Other conflicts of interest under federal, state, or local law.

CHA will take the following actions for owners who already participate in the Housing Choice Voucher Program:

1. CHA will suspend a unit, an apartment complex or landlord for three (3) to twelve (12) months if:
  - a. complex/unit consistently fails HQS inspections for failure of the Landlord to properly maintain the unit/complex in a decent, safe and sanitary manner; or
  - b. Landlord charges Families a security deposit that exceeds what is charged to unsubsidized renters.
2. CHA will ban a Landlord for a minimum of six months to permanently if:
  - a. the complex/Landlord charges assisted families extra rent or executes a “side agreement” for rent or other charges not approved prior to the execution of the HAP contract; or
  - b. the Landlord commits fraud, bribery or any other corrupt or criminal act in connection with the Section 8 Voucher Program; or
  - c. the Landlord violates Section 8 Voucher Program regulations, the HAP contract or CHA policy; or
  - d. the Landlord engages in violent or drug related criminal activity; or



Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- e. the Landlord has a history or practice of not complying with the HQS for units leased on the program; or
  - f. the Landlord has a history or practice of not enforcing the Lease; or
  - g. the Landlord has a history or practice of **not** terminating a family when the head-of-household, household member, guest or a person under the control of the household engages in activity that:
    - (1). threatens the right to peaceful enjoyment of the premises by other residents; or
    - (2). threatens the health or safety of other residents, or Landlord's employees or managers of Landlord's property; or
    - (3). threatens the health or safety of or the right to peaceful enjoyment of their residences, by persons living in the immediate vicinity of the premises.
3. CHA will suspend a unit, an apartment complex or landlord permanently or until verification of remediation by a licensed and accredited company certifies that the unit is free of the residual effects of:
- a. The manufacturing of methamphetamine which has occurred in the unit at any time.

Section XIII.        Security Deposit

The owner may collect a security deposit from the tenant in an amount not in excess of amounts charged in private market practice and not in excess of amounts charged by the owner to unassisted tenants.

When the tenant moves from the dwelling unit, the owner, subject to state or local law, may use the security deposit (including any interest on the deposit) according to the lease, as reimbursement for any unpaid rent payable by the tenant, damages to the unit, or for other amounts the tenant owes under the lease.

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount (if any) used to reimburse the owner, the owner must refund promptly the full amount of the unused balance to the tenant.

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the tenant.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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Section XIV.           Ineligible/Eligible Housing

The following types of housing cannot be assisted under the Section 8 Tenant Based Housing Choice Voucher Program:

- A. A public housing or Indian housing unit;
- B. A unit receiving project-based assistance under a Section 8 program;
- C. Nursing homes, board and care homes, or facilities providing continual psychiatric, medical, or nursing services;
- D. College or other school dormitories;
- E. Units on the grounds of penal, reformatory, medical, mental, and similar public or private institutions; and
- F. A unit receiving any duplicate federal, state, or local housing subsidy. This does not prohibit renting a unit that has a reduced rent because of a tax credit.

CHA will approve leases for the following housing types:

- A. Single family dwellings
- B. Apartments
- C. Duplexes
- D. Townhouses
- E. Manufactured housing
- F. Modular homes
- G. Home ownership option (if applicable)

Section XV.           Moves with Continued Assistance

Participating families are allowed to move to another unit after the initial 12 months has expired or if CHA has terminated the HAP contract. CHA will issue the family another voucher if the family does not owe CHA money, has not violated a Family Obligation, has not committed serious or repeated violations of the lease (see Section 2.3.D.), and if CHA has sufficient funding for continued assistance. Families participating in the Housing Choice Voucher Program will not be allowed to move more than once in any 12-month period and under no circumstances will CHA allow a participant to improperly break a lease except under extraordinary circumstances.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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A. When a Family May Move

Families on the Section 8 Voucher Program may move anywhere within the United States and U.S. territory. Families who wish to move out of CHA jurisdiction may do so utilizing the portability feature of their Voucher. The Family must provide a written notice of intent to vacate to the Landlord according to the Landlord's lease and provide a copy of such notice to the CHA.

After the Move Tenant notice is given, the Family must move from the unit or execute a Continued Occupancy document with the Landlord and present it to the Housing Choice Voucher Program (Section 8) staff. The Landlord must correct all deficiencies and pass the inspection before the HAP terminates. CHA will reestablish the HAP payments when the unit passes inspection, but will not make any retroactive payments for any period the unit did not meet HQS.

1. Families Eligible for Relocation

Families who are currently receiving subsidy may relocate under any of the following conditions:

- a. The Family has resided in their present unit for at least twelve (12) months; or
- b. The Family has resided in their present unit for the time required under the most recent lease provided to CHA, and has given proper written notice of their intent to vacate to their Landlord and CHA; or
- c. The unit has failed a Housing Quality Standards (HQS) inspection and the Landlord failed to meet CHA deadline for correcting identified problems and/or failed to request a re-inspection of the unit; or
- d. The unit has been damaged or destroyed by fire or natural disaster; or
- e. The Landlord does not wish to continue participation in the Section 8 Voucher Program (Federal regulations prohibit a Landlord from leaving the Section 8 Voucher Program during the first year of Family occupancy by a Section 8 Voucher recipient); or
- f. CHA determines the Landlord has breached the contract; or
- g. The Family has been evicted by the Landlord for reasons that do not violate the terms of their family obligations as set forth in 24 CFR 982.552, as amended.

2. Restriction on Moves

- a. A Family may not relocate during the initial lease term.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- b. CHA will limit the number of times a Family may search for housing to once every twelve (12) months, except:
  - (1). in circumstances where the unit is in violation of the Landlord's responsibilities under Housing Quality Standards; or
  - (2). the Family can no longer reside in the unit due to medical conditions verified by a physician.
- c. Families in noncompliance with a promissory note and/or an agreement to repay a bad debt with CHA will not be permitted to move until the debt is brought current under the terms of the agreement.
- d. CHA will not relocate Families evicted by a Landlord for serious or repeated violations of their lease agreement as spelled out in CHA Procedure 501-2.2.
- e. Families must honor the notice of intent to vacate given to the Landlord as stipulated in the lease agreement. A new contract will not be executed prior to the month stipulated in the notice. Families who move early will be responsible for the rent to the Landlord until the new contract is executed.
- f. CHA will pay the current Landlord the HAP through the end of the month the contract will terminate, unless the HAP has been abated.
- g. The Family has not resided in their present unit for the required amount of time under their current lease, but has obtained the Landlord's written approval to terminate the lease due to extenuating circumstances that require the Family to move. Such moves are based on conditions that threaten the safety and welfare of the Family (e.g., domestic violence), or changes in the family composition or for economic reasons (job change) and require the review and approval of the Director of Assisted Housing or his designee.

3. Family Absence from Unit

The Family is obligated to use the assisted dwelling unit for residence by members of the Family as listed on the HAP Contract and Lease. The unit must be the Family's only place of residence.

The Family may be absent from the unit for brief periods, not to exceed three (3) weeks in duration. Absence is defined to mean no member of the family is residing in the unit. If absence shall exceed three (3) weeks, approval must be obtained from the Director or his designee and may only be approved for other good cause.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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B. Portability

A family, whose head or spouse has a legal residence (or works) in the jurisdiction of CHA at the time the family first submits its application for participation in the CHA program, may lease a unit anywhere in the jurisdiction of CHA or outside CHA jurisdiction as long as there is another entity operating a tenant-based Section 8 program covering the location of the proposed unit.

If the head or spouse of the assisted family does not have a legal residence or work in the jurisdiction of CHA at the time of its application, the family will not have any right to lease a unit outside of CHA jurisdiction for a 12-month period beginning when the family is first admitted to the program. During this period, the family may only lease a unit located in the jurisdiction of CHA.

Families may only move to a jurisdiction where a Section 8 Program is being administered. For income targeting purposes, the family will count toward the initial housing agency's goals unless the receiving housing agency absorbs the family. If absorbed, the admission will count toward the receiving housing agency's goals.

If a family has moved from their assisted unit in violation of the lease, CHA will not issue a voucher and will terminate.

1. Income Eligibility

- a. A family must be income-eligible in the area where the family first leases a unit with assistance in the Voucher Program.
- b. If a porting family is already a participant in the Initial Housing Agency's Voucher Program, income eligibility is not re-determined.

2. Portability: Administration by Receiving Housing Agency

- a. When a family utilizes portability to move to an area outside the Initial Housing Agency jurisdiction, another Housing Agency (the Receiving Housing Agency) must administer assistance for the family if that Housing Agency has a tenant-based program covering the area where the unit is located.
- b. A Housing Agency with jurisdiction in the area where the family wants to lease a unit must issue the family a voucher. If there is more than one such Housing Agency, the Initial Housing Agency may choose which Housing Agency shall become the Receiving Housing Agency.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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3. Portability Procedures

a. When CHA is the Initial Housing Agency:

- (1). CHA will brief the family on the process that must take place to exercise portability. The family will be required to attend an applicant or movers briefing.
- (2). CHA will determine whether the family is income-eligible in the area where the family wants to lease a unit (if applicable).
- (3). CHA will advise the family how to contact and request assistance from the Receiving Housing Agency.
- (4). CHA will, within ten (10) calendar days, notify the Receiving Housing Agency to expect the family.
- (5). CHA will immediately mail to the Receiving Housing Agency the most recent HUD Form 50058 (Family Report) for the family, and related verification information.
- (6). CHA may deny a portability request to a client that is requesting portability to a PHA whose payment standard exceeds CHA payment standard if the Receiving PHA will not absorb the client.

CHA may in certain circumstances deny a family the right to exercise a portability move keeping the following caveats in mind:

- Insufficient funding,
- Receiving PHA will not absorb the family, and
- The cost of the HAP is higher in the new jurisdiction.

b. When CHA is the Receiving Housing Agency:

- (1). If funding is available under the consolidated ACC for CHA Voucher Program when the porting family is received, CHA will absorb the family into its Voucher Program. After absorption, the family is assisted with funds available under the consolidated ACC for CHA Tenant-Based Program.
- (2). CHA will issue a voucher to the family. The term of CHA voucher will not expire before the expiration date of any Initial Housing Agency's voucher. CHA will determine

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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whether to extend the voucher term. The family must submit a Request for Tenancy Approval (RFTA) to CHA during the term of CHA voucher.

- (3). CHA will determine the family unit size for the porting family. The family unit size is determined according to CHA subsidy standards.
- (4). CHA will (within ten (10) calendar days) notify the Initial Housing Agency if the family has leased an eligible unit under the program or if the family fails to submit a *Request for Tenancy Approval* for an eligible unit within the term of the voucher.
- (5). If CHA opts to conduct a new reexamination, CHA will not delay issuing the family a voucher or otherwise delay approval of a unit unless the recertification is necessary to determine income eligibility.
- (6). To provide tenant-based assistance for porting families, CHA will perform all Housing Agency program functions, such as reexaminations of family income and composition. At any time, either the Initial Housing Agency or CHA may make a determination to deny or terminate assistance to the family according to 24 CFR 982.552.
- (7). CHA may deny or terminate assistance for family action or inaction according to 24 CFR 982.552 and 24 CFR 982.553.

#### 4. Portability Billing

To cover assistance for a porting family, the Receiving Housing Agency may bill the Initial Housing Agency for housing assistance payments and administrative fees. The billing procedure will be as follows:

- a. The receiving PHA must submit an initial billing notice (1) no later than 10 working days following the date the HAP contract was executed and (2) in time that it will be received no later than 60 days following the expiration date of the family's voucher issued by the initial PHA.
- b. As the Initial Housing Agency, CHA will make payment within 30 days of receipt of Part II of the Form 52665 indicating billing amount. The amount of the housing assistance payment for a porting family in the Receiving Housing Agency's program is determined in the same manner as for other families in the

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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Receiving Housing Agency's program. The Receiving Housing Agency's Payment Standard is used except when CHA denies a portability request to a PHA whose payment standard exceeds CHA payment standard.

- c. The Initial Housing Agency will promptly reimburse the Receiving Housing Agency for 80% of the Initial Housing Agency's ongoing administrative fee for each unit month that the family receives assistance under the tenant-based programs and is assisted by the Receiving Housing Agency.
- d. The receiving PHA must notify CHA of any change in the billing amount as soon as possible (preferably before the effective date to avoid retroactive adjustments) but in no circumstances any later than 10 working days following the effective date of the change.
- e. CHA will ensure that subsequent billing amounts are received no later than the fifth working day of each month for which the monthly billing amount is due.

Section XVI.        Verification

CHA will verify information related to waiting list preferences, eligibility, admission, and level of benefits prior to admission. Before CHA issues a voucher, information must be updated (if more than sixty (60) days old) to verify that eligibility is current. Periodically, during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Household Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations, full-time student status of family members 18 years of age and older, Social Security numbers, citizenship/eligible non-citizen status and any claimed medical expenses. Ages and relationship of household members will only be verified in those instances where needed to make a determination of level of assistance.

CHA will use HUD's Upfront Income Verification (UIV) tools, to the extent that tools/systems are available to CHA, to verify income information before or during a family's reexamination of household income. UIV tools to be used include, but are not limited to, the following:

A.        Verification Tools

Due to the sensitive nature of UIV data, CHA will restrict access to and safeguard the information in accordance with HUD guidance on security procedures, as issued and made available by HUD. Verification documents will be kept in the applicant/tenant file, when needed, and shredded/destroyed when no longer needed. Files will be kept in a secure area that requires electronic key entry by CHA staff.



Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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1. **Enterprise Income Verification (EIV) System** – A HUD-provided Internet-based wage and benefit tool that allows CHA to validate the accuracy of tenant-reported income through an independent source. EIV systematically and uniformly maintains income information in computerized form for subsidized household members.
2. **Tenant Assessment Subsystem (TASS)** – A HUD-provided Internet-based benefit tool that matches Social Security (SS) and Supplemental Security Income (SSI) to comparable tenant data from PIC and TRACS databases.

B. Types of Income

1. Gross wages and salaries (including overtime pay, commission, fees, tips, bonuses, and other compensation for personal services)
2. Unemployment compensation
3. Welfare benefits
4. Social Security benefits
  - a. Social Security (SS)
  - b. Supplemental Security Income (SSI)

Other income types (i.e., child support, pensions, etc.) may be verified using upfront income verification techniques if the resources are available.

C. Using Verification Tools

1. **Using Up-Front Income Verification (UIV) to Project Income** – CHA will follow “HUD Guidelines for Projecting Annual Income When Up-Front Income Verification (UIV) Data Is Available” in handling differences between UIV and family-provided and/or other verified income information. The guidelines establish criteria on whether a difference is substantial or not. HUD defines *substantial difference* as a difference of \$200 or more per month.
  - a. **No Substantial Difference** – If UIV information for a particular income source differs from the information provided by a family by less than \$200 per month, CHA will follow these guidelines:
    - (1) If the UIV figure is less than current family-provided information, CHA will use the family’s information to calculate anticipated annual income.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- (2) If the UIV figure is more than the family's figure, CHA will use the UIV data to calculate anticipated annual income unless the family provides documentation of a change in circumstances (i.e., change in employment, reduction in hours, etc.) to explain the discrepancy. Upon receipt of acceptable family-provided documentation of a change in circumstances CHA will use the family-provided information.
- b. **Substantial Difference** – If UIV information for a particular income source differs from the information provided by a family by \$200 or more per month, CHA will follow these guidelines:
  - (1) CHA will request written third-party verification from the discrepant income source in accordance with 24 CFR 5.236(b)(3)(i).
  - (2) When CHA cannot readily anticipate income (i.e., in cases of seasonal employment, unstable working hours, or suspected fraud), CHA will review historical income data for patterns of employment, paid benefits, and/or receipt of other income.
  - (3) CHA will analyze all UIV, third-party, and family-provided data and attempt to resolve the income discrepancy.
  - (4) CHA will use the most current verified income data (and historical income data, if appropriate) to calculate anticipated annual income.
2. **Verification of SS/SSI Benefits of Participants and Household Member** – CHA will obtain verification of SS/SSI benefits of participants and household members through SWICA and Enterprise Income Verification (EIV) System.

If benefit information is not available in HUD Systems or if the tenant disputes EIV benefit data, CHA will request a current, original SSA notice or benefit verification letter from each household member who receives Social Security benefits within 10 business days of CHA interview date. If the participant and/or household member(s) are unable to provide the requested document, CHA will ask the participant/household member(s) to call SSA at 1-800-772-1213 or visit the local SSA office to request a benefit verification letter. The request for a benefit verification letter can also be made at the SSA Internet Website at [www.ssa.gov](http://www.ssa.gov). The participant/household member(s) should provide CHA with the original benefit verification letter. CHA will make a photocopy of the original benefit verification letter, return the original benefit verification letter to

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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the participant/household member, and maintain the photocopy of the benefit verification letter in the tenant file. (This same process can be used when third-party verification of SS/SSI benefits is not available for applicants and/or their household members.)

3. **Documentation of Unavailability of Third-Party Verification of SS/SSI Benefits** –In the event that third-party verification is not available, CHA will document the tenant file as to why third-party verification was not available. Below are some examples of acceptable file documentation:

- a. New admission, information not available through HUD systems
- b. New tenant, information not available through HUD systems
- c. Current tenant, information not available through HUD systems due to change in re-examination date
- d. Current tenant, information not available through HUD systems due to discrepancy with name, date of birth, or social security number in SSA file
- e. Current tenant, information not available through HUD systems, reason unknown

D. Methods of Verification and Timelines

CHA will verify family information through the five methods of verification authorized by HUD.

1. HUD requires CHA to use the most reliable form of verification that is available and to document in the file the reasons when CHA uses a lesser form of verification. In order of priority, forms of verification that may be used are:
  - a. Enterprise Income Verification (EIV), when available
  - b. Third-party written
  - c. Third-party oral
  - d. Review of documents
  - e. Self-certification/declaration
2. CHA will allow seven (7) days for return of third-party verifications and ten (10) business days to obtain other types of verifications before stepping down to the next verification method.
3. Verifications may not be more than 60 days old at the time of voucher issuance. For participants, verifications must be dated within 60 days of reexamination.
4. There may be legitimate differences between the information provided by the family and EIV-generated information. No adverse action will be taken against a family until CHA has independently verified the EIV information and the

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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family has been granted an opportunity to contest any adverse findings through the informal review/hearing process of CHA.

E. Levels of Verification

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. All adult (18+) household members are required to sign appropriate forms authorizing release of information to the CHA.

1. **Third-party written verification** will be used to confirm information directly with the source. Third-party written verification forms will be sent directly to, and received directly from (via first-class mail), the source and not passed through the hands of the household. However, CHA may request and receive directly from the source verifications that are faxed, emailed, or hand delivered. If third-party verification is received after lower level documents have been accepted as provisional verification and there is a discrepancy, CHA will utilize the third-party verification.
2. **Third-party oral verification** will be used when written third-party verification is delayed or not possible. When third-party oral verification is used (either by contacting source by telephone or in-person visit), staff will be required to note the name of the person contacted and telephone number, the date of the conversation, and the facts provided. If provided by telephone, CHA must originate the call.
3. **Review of Documents:** When third-party written or oral verification cannot be obtained, or the information has not been verified by the third party within the allotted time, CHA will note in the file why third-party verification is not available and utilize hand-carried documents provided by the applicant/participant family as the primary source if the documents provide complete information. Original documents must be provided by the family and should be dated within 60 days of the interview. Photocopies of the documents will be made and maintained in the file. The chart in the Appendix gives common examples of verifications.

**Below is a list of some acceptable family-provided documents:**

- a. 3 Consecutive and original pay stubs
- b. Social Security Administration award letter
- c. Bank statements (2 Checking; 1 Savings)
- d. Pension benefit statements
- e. TANF award letter
- f. Other official and authentic documents from a Federal, State, or local agency.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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4. **Self-Certification/Self-Declaration:** When verification cannot be made by third-party verification or review of documents, household members will be required to submit a self-certification. Self certifications must be signed in the presence of a CHA representative, or a notary public. CHA will document in the file why third-party verification was not available.
  
5. **Exceptions to Third-Party Verification Requirements:** When third-party verification of income, assets, and/or expenses is unavailable, an exception may be made to the third-party verification requirement if:
  1. CHA made at least two unsuccessful documented attempts to obtain third-party verification
  2. The source does not have the capability to provide written or oral third-party verification
  3. The asset or expense to be verified is an insignificant amount, thus it is not cost effective or reasonable to obtain third-party verification

F. Verification of Medical Expenses

To verify medical expenses, CHA will attempt third-party verification of medical expenses from appropriate sources. If third-party verification is not available, CHA will request the tenant to provide original documents such as receipts, cancelled checks, or paycheck stubs for verifying medical insurance premiums. Also the tenant will be asked to provide receipts for payments for medical costs to physicians, pharmacies, and durable medical equipment providers. Previous medical bills that have been paid in full **will not** be considered.

G. Verification of U.S Citizenship or Eligible Non-Citizen Status

The U.S. citizenship/eligible non-citizen status of each family member regardless of age must be determined. U.S. Citizenship status will be verified only once. This verification will be obtained prior to admission and prior to a new member joining the resident family. Eligible non-citizen status will be verified at admission and annually thereafter.

1. Prior to being admitted, all citizens and nationals will be required to sign a declaration under penalty of perjury. (They will be required to show proof of their status by such means as Social Security card, birth certificate, military ID or military DD 214 Form.)
  
2. Prior to being admitted, all eligible noncitizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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3. Prior to being admitted, all eligible noncitizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. CHA will make a copy of the individual's INS documentation and place the copy in the file. CHA also will verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, CHA will mail information to the INS so a manual check can be conducted on INS records.
4. Family members who do not claim to be citizens, nationals, or eligible non-citizens, must be listed on a Statement of Non-eligible Members, and the list must be signed by the head of the household. Any family member who does not choose to declare their status must be listed on the statement of non-eligible members.
5. Non-citizen students on U.S. student visas, though in the country legally, are not eligible to be admitted to the Housing Choice Voucher Program.

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

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

If CHA determines that a family member has knowingly permitted an ineligible non-citizen (other than any ineligible non-citizens on the list) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such household members will not be eligible to be readmitted to Section 8 for a period of 24 months from the date of termination.

H. Verification of Social Security Numbers

1. Prior to admission, each family member must provide verification of their Social Security number. If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the member may submit a written certification of the number. CHA will allow sixty (60) calendar days from the date of application for the applicant member to provide the required documentation. The application will retain its position on the waiting list while the required documentation is being obtained. If the documentation is not provided within the allotted time, the application will be denied. New family members must provide verification prior to being added to the voucher. Verification of the Social Security number will be obtained only once.
2. The preferred method to verify the Social Security number is the original Social Security card. If the card is not available, CHA will accept letters from the Social Security Administration that establish and state the number. Documentation from other governmental agencies will also be accepted that establish and state the number.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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Drivers license, military ID, passports, or other official documents that establish and state the number are also acceptable.

I. Timing of Verification

1. Eligibility information must be updated (if more than ninety (90) days old) to verify that an applicant is eligible. Verification information for tenants must be dated within ninety (90) days of their reexamination. If the verification is older than ninety (90) days, the source will be contacted and asked to provide information regarding any changes.
2. When an interim reexamination is conducted, CHA will verify and update all information related to family circumstances and level of assistance.

Section XVII. Compliance Audits

A. The discrepancy results in an overpayment of rent by the participant.

1. CHA shall process an interim re-certification if necessary to correct any underpayment of subsidy or UAP due to miscalculation of income following the procedure found in the HCVP Standard Operating Procedures Manual, Processing Interim Rent Changes.
2. An adjustment of Subsidy and/or UAP shall be issued and processed to the effective date of the re-certification where the discrepancy of income and overpayment of subsidy and/or UAP and/or Subsidy is first charged.
3. Accounting shall issue a check to the participant in the amount of the overpayment no later than 30 days following processing of the adjustment for the period of overpayment.

B. The discrepancy results in Overpayment of subsidy by CHA of \$499.00 or less.

1. The Program Compliance Auditor will issue a 30 Day Termination of Subsidy Notice letter via certified and standard mail to the participant with e-mail copy to the HCVP Program Manager. The participant will have the right to request a formal hearing. This request must be made in writing to the Program Compliance Auditor at the address specified in the 30 Day Termination of Subsidy Notice, and must be received no later than 14 days before the date of the 30 Day Termination of Subsidy Notice. Hearings will be conducted throughout the month on a scheduled basis. Present at the formal hearing will be the Program Compliance Auditor (Hearing Officer), HCVP Program Manager or Representative and participant.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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2. If the Hearing Officer finds in favor of the participant, he/she will determine if the effective re-certification is correct or if an interim re-certification is necessary to correct any underpayment of subsidy and/or UAP. If there has been an underpayment of subsidy and/or UAP, Step 1.a-c of this procedure shall be followed.
  3. If the Hearing Officer determines the discrepancy to be valid, resulting in an overpayment of subsidy and/or UAP, the Program Manager or his/her representative may offer a repayment agreement requiring a down payment of 25 percent of the total amount due, to be paid within 30 days of the hearing date with the balance paid in up to twelve equal monthly payments. The payments will be due on the 5th, 15th or 25th of the month as agreed by both parties. The participant reserves the right to repay the full amount due at any time during the agreed upon repayment period.
  4. The 25% down payment and all subsequent payments must be made at the Central Office of CHA at 802 Holtzclaw Boulevard.
  5. If the participant fails to request a fraud hearing, termination of subsidy and/or UAP will be enforced as noted in the 30 Day Termination of Subsidy Notice letter and the total amount due with reasonable collection and legal fees added will be referred for collection and/or the case shall be referred to the CHA Public Safety Department who will initiate a criminal investigation and if warranted refer the case to the Hamilton County Grand Jury, Inspector General's office or other law enforcement agency for prosecution..
  6. If the participant fails to make the full down payment in the required time, termination of subsidy and/or UAP will be enforced as noted in the 30 Day Termination of Subsidy Notice letter and the total amount due with reasonable collection and legal fees added will be referred for collection and/or the case shall be referred to the CHA Public Safety Department who will initiate a criminal investigation and if warranted refer the case to the Hamilton County Grand Jury, Inspector General's office or other law enforcement agency for prosecution..
  7. If at anytime the participant fails to make a scheduled payment within 30 days of the payment due date the entire balance shall become due and the participant will be notified of termination of subsidy and/or UAP. If any amount is unpaid as of the date of termination of subsidy and/or UAP, the total amount due with reasonable collection and legal fees added will be referred for collection.
- C. The discrepancy results in overpayment of subsidy and/or UAP by the Tenant \$500.00 to \$1999.00.



Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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1. The Program Compliance Auditor will issue a 30 Day Termination of Subsidy Notice letter via certified and standard mail to the participant with e-mail copy to the HCVP Program Manager. The Participant will have the right to request a formal hearing. This request must be made in writing to the Program Compliance Auditor at the address specified in the 30 Day Termination of Subsidy Notice, and must be received no later than 14 days before the date of the 30 Day Termination of Subsidy Notice. Hearings will be conducted throughout the month on a scheduled basis. Present at the formal hearing will be the Program Compliance Auditor (Hearing Officer), HCVP Program Manager or Representative and participant.
2. If the Hearing Officer finds in favor of the participant, he/she will determine if the effective re-certification is correct or if an interim re-certification is necessary to correct any overpayment of rent. If there has been an overpayment of rent, Step 1.a-c of this procedure shall be followed.
3. If the Hearing Officer determines the discrepancy to be valid, resulting in an overpayment of subsidy and/or UAP, the Program Manager or his/her representative may offer a repayment agreement requiring a down payment of 25 percent of the total amount due, to be paid within 30 days of the hearing date with the balance paid in up to twelve equal monthly payments. The payments will be due on the 5th, 15th or 25th of the month as agreed by both parties. The participant reserves the right to repay the full amount due at any time during the agreed upon repayment period.
4. The 25% down payment and all subsequent payment must be made at the Central Office of CHA at 801 Holtzclaw Boulevard.
5. If the participant fails to request a fraud hearing, termination of subsidy and/or UAP will be enforced as noted in the 30 Day Termination of Subsidy Notice letter and the total amount due with reasonable collection and legal fees added will be referred for collection and/or the case shall be referred to the CHA Public Safety Department who will initiate a criminal investigation and if warranted refer the case to the Hamilton County Grand Jury, Inspector General's office or other law enforcement agency for prosecution..
6. If the participant fails to make the full down payment in the required time, termination of subsidy and/or UAP will be enforced as noted in the 30 Day Termination of Subsidy Notice letter and the case shall be referred to the CHA Public Safety Department who will initiate a criminal investigation and if warranted refer the case to the Hamilton County Grand Jury, Inspector General's Office or other law enforcement agency for prosecution.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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7. If at anytime the participant fails to make a scheduled payment within 30 days of the payment due date the entire balance shall become due and participant will be notified of termination of subsidy and/or UAP. If any amount is unpaid as of the date of termination of subsidy and/or UAP, the total amount due with reasonable collection and legal fees added will be referred for collection and/or the case shall be referred to the CHA Public Safety Department who will initiate a criminal investigation and if warranted refer the case to the Hamilton County Grand Jury, Inspector General's Office or other law enforcement agency

D. The discrepancy results in overpayment of subsidy and/or UAP by the participant of \$2000.00 or greater.

The Program Compliance Auditor will issue a 30 Day Termination of Subsidy Notice letter via certified and standard mail to the participant with e-mail copy to the HCVP Program Manager. The participant will have the right to request a formal hearing. This request must be made in writing to the Program Compliance Auditor at the address specified in the 30 Day Termination of Subsidy Notice, and must be received no later than 14 days before the date of the 30 Day Termination of Subsidy Notice. Hearings will be conducted throughout the month on a scheduled basis. Present at the formal hearing will be the Program Compliance Auditor (Hearing Officer), HCVP Program Manager or Representative, Public Safety and participant.

1. If the Hearing Officer finds in favor of the participant, he/she will determine if the effective re-certification is correct or if an interim re-certification is necessary to correct any underpayment of subsidy and/or UAP. If there has been an underpayment of subsidy and/or UAP, Step 1.a-c of this procedure shall be followed.
2. If the Hearing Officer determines the discrepancy to be valid, resulting in an overpayment of subsidy and/or UAP, participant will be offered the opportunity of repayment. The repayment agreement will require that the overpayment be repaid in full in a lump sum payment within 30 days of the hearing date. Absolutely no partial payment will be accepted. If participant refuses repayment agreement or fail to comply with the specific terms of the repayment agreement termination of subsidy and/or UAP will be enforced as noted in the 30 Day Termination of Subsidy Notice letter and the total amount due with reasonable collection and legal fees added will be referred for collection and/or the case shall be referred to the CHA Public Safety Department who will initiate a criminal investigation and if warranted refer the case to the Hamilton County Grand Jury, Inspector General's Office or other law enforcement agency for prosecution.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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E. File Documentation

CHA will document in the file how the figures used in income and rent calculations were determined. All verification attempts, information obtained, and decisions reached during the verification process will be recorded in the family's file in sufficient detail to demonstrate that CHA has followed all of the verification policies set forth in this plan. The record should be sufficient to enable a staff member or HUD reviewer to understand the process followed and conclusions reached. Applicant/participant records/files will be retained by CHA for a period of not less than three (3) years.

Section XVIII. Rent and Housing Assistance Payment

A. Rent Reasonableness

Program regulation requires CHA to certify that the rent charged to the housing choice tenant is not more than the rent charged for other unassisted comparable units. CHA will not approve an initial rent (or a rent increase) in any of the tenant-based programs without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

1. Before any increase in rent to owner is approved, owner must give a sixty (60) day notice of increase in rent to CHA and tenant. If the rent increase is requested sixty (60) days after recertification, the owner may be required to wait until the next recertification date to increase the rent. CHA reserves the right to deny an increase in rent based on funding availability;
2. If sixty (60) days before the contract anniversary date there is a 5 percent decrease in the published Fair Market Rent (FMR) as compared to the previous FMR; and
3. If CHA or HUD directs that reasonableness be re-determined.

B. Comparability

In making a rent reasonableness determination, CHA will compare the rent for the unit to the rent of comparable units in the same or comparable neighborhoods. CHA will consider the location, quality, size, number of bedrooms, age, amenities, housing services, maintenance, and utilities of the unit and the comparable units.

The rent reasonableness procedures are as follows:

Addresses of unassisted units throughout CHA jurisdiction are added to a databank. The reasonable rent for subject units is determined by requesting three units from the databank that match the subject unit's zip code, bedroom and bath size and square

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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footage. The program will select the units that most closely match the subject unit. If comparables can not be obtained from the database, other sources will be utilized such as the newspaper, internet other unassisted units from that property owner. The comparable data includes the value of utilities included in the rent, the value of amenities, and the monthly rent. If the requested rent for the subject unit is within the range of the rent of the comparables, the rent is reasonable.

Owners of projects with more than 4 units must complete the section on the back of the Request for Tenancy Approval (RFTA), and list three recently leased comparable unassisted units within the premises.

The owner must certify the rents charged for other units. By accepting the housing assistance payment each month, the owner is certifying that the rent to owner is not more than the rent charged by the owner for comparable unassisted units in the premises.

#### C. Maximum Subsidy

The Fair Market Rent (FMR) published by HUD or, if applicable, the exception payment standard rent (requested by KCDC and approved by HUD) determines the maximum subsidy for a family.

For the Housing Choice Voucher Program, the minimum payment standard will be 90 percent of the FMR and the maximum payment standard will be up to 110 percent of the FMR without prior approval from HUD, or the exception payment standard approved by HUD.

#### D. Setting the Payment Standard

The Statute requires that the payment standard be set by CHA at between 90 and 110 percent of the FMR without HUD approval. CHA will review its determination of the payment standard annually after publication of the FMRs. CHA will consider vacancy rates and rents in the market area, rents for units leased under the program, success rates of voucher holders in finding units, and the percentage of annual income families are paying for rent under the Housing Choice Voucher Program. If it is determined that success rates will suffer or that families are having to pay over 40 percent of income for rent, the payment standard may be raised to the level judged necessary to alleviate these hardships.

Payment standards will not be raised solely to allow the renting of luxury quality units.

Before increasing any payment standard, CHA will conduct a financial feasibility test to ensure that in using the higher standard, adequate funds will continue to be available to assist families in the program.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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If success levels are projected to be extremely high and rents are projected to be at or below 30 percent of income, CHA will reduce the payment standard. Payment standards for each bedroom size are evaluated separately so that the payment standard for one-bedroom size may increase or decrease while another remains unchanged. CHA may consider adjusting payment standards at times other than the annual review when circumstances warrant.

CHA may opt to lower payment standards. A lower payment standard applies immediately to all new admissions, all movers, and stayers with a new HAP contract (e.g., when the owner offers or requires a new lease). For all other voucher participants, decreased payment standard amounts are not applied until the second regular reexamination after the payment standard is lowered. CHA may request HUD to waive this requirement, for good cause.

If Payment Standards are lowered because of insufficient funding, the following will be excluded: elderly families, disabled families, Family Self-Sufficiency families, and Section 8 homeowner families.

E. Area Exception Rents (If Applicable)

To help families find housing outside areas of high poverty or when voucher holders are having trouble finding housing for lease under the program, CHA may request that HUD approve an exception payment standard rent for certain areas within its jurisdiction. The areas may be of any size, though generally not smaller than a census tract. CHA may request one such exception payment standard area or many. Exception payment standard rent authority may be requested for all or some unit sizes or for all or some unit types.

When an exception payment standard rent has been approved and the FMR increases, the exception rent remains unchanged until such time as KCDC requests (and HUD approves) a higher exception payment standard rent. If the FMR decreases, the exception payment standard rent authority automatically expires.

F. Assistance and Rent Formulas

1. Total Tenant Payment

The total tenant payment is equal to the highest of:

- a. 10 percent of monthly income
- b. 30 percent of adjusted monthly income
- c. Minimum rent

Plus any rent above the payment standard.

2. Minimum Rent.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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CHA has set the minimum rent as **\$50** for the Section 8 Housing Choice Voucher Program. If the family requests a hardship exemption, CHA will suspend the minimum rent for the family beginning the month following the family's hardship request. The suspension will continue until CHA can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay a minimum rent and the Housing Assistance Payment will be increased accordingly.

- a. ***A hardship*** exists in the following circumstances:
  - (1). When the family has lost eligibility for (or is awaiting an eligibility determination for) a federal, state, or local assistance program;
  - (2). When the family would be evicted as a result of the imposition of the minimum rent requirement;
  - (3). When the income of the family has decreased because of changed circumstances, including loss of employment;
  - (4). When the family has an increase in expenses because of changed circumstances, for medical costs, child care, transportation, education, or similar items;
  - (5). When a death has occurred in the family.
- b. ***No hardship***. If CHA determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent to CHA for the time of suspension.
- c. ***Temporary hardship***. If CHA determines there is a qualifying hardship, but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. CHA will offer a reasonable repayment agreement for any minimum rent back payment paid by CHA on the family's behalf during the period of suspension.
- d. ***Long-term hardship***. If CHA determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- e. ***Appeals***. The family may use the informal hearing procedure to appeal CHA determination regarding the hardship. No escrow deposit will be required in order to access the informal hearing procedures.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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3. Rent for Families under the Non-citizen Rule

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- a. The family was receiving assistance on June 19, 1995;
- b. The family was granted continuation of assistance before November 29, 1996;
- c. The family's head or spouse has eligible immigration status; and
- c. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

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

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

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

1. Find the prorated housing assistance payment (HAP) by dividing the HAP by the total number of family members, and then multiplying the result by the number of eligible family members.
2. Obtain the prorated family share by subtracting the prorated HAP from the gross rent (contract rent plus utility allowance).
3. The prorated tenant rent equals the prorated family share minus the full utility allowance.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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G. Utility Allowance

CHA maintains a utility allowance schedule for all tenant-paid utilities (except telephone and cable), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services.

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, CHA uses normal patterns of consumption for the whole community and current utility rates.

CHA reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. CHA maintains information supporting the annual review of utility allowances and any revisions made in its utility allowance schedule. Participants may review this information at any time by making an appointment with the Section 8 Department.

CHA uses the appropriate utility allowance for the size dwelling unit actually leased by the family (rather than the family unit size as determined under CHA subsidy standards).

At each reexamination, CHA applies the utility allowance from the most current utility allowance schedule.

CHA will approve a request for a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

The utility allowance will be subtracted from the family's share to determine the amount of the tenant rent. The tenant rent is the amount the family owes to the owner each month. The amount of the utility allowance is still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belong to the tenant.



Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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Tenant-supplied utilities **must be in name of the head of household**, unless a reasonable accommodation must be made for a person with disabilities.

#### H. Distribution of Housing Assistance Payment

New HAP contracts may begin when all program requirements have been met. CHA monitors its housing assistance payments to ensure system accuracy, timeliness and integrity. All payments to Landlords and Families are made by check or direct deposit, processed and prepared through CHA Finance Department, independent of the Leased Housing Department. Payments are computed according to HUD approved formulas and schedules. A copy is kept on file of each Landlord's Tax Identification Number or Social Security number.

##### 1. Monthly HAP

HAP disbursements are mailed on the first of every month. Utility payments to Families are mailed directly to the Family at the assisted address.

##### 2. Late Payments

The first HAP for a new contract will be received no later than two calendar months following the execution of the HAP contract. All other payments will be received by the fifth day of each calendar month. CHA shall pay a late fee for HAPs not received (as defined above) due to factors within CHA's control, in accordance with what is charged to unassisted families which pay a late fee and not to exceed what is charged to the Landlord's assisted and unassisted tenants. No other late fees will be paid. This payment is made upon request from the Landlord, provided the Landlord has a policy and practice of collecting late fees from private market tenants residing in his/her units.

No late fee will be assessed or paid by CHA if the payment is received late due to factors beyond CHA's control or receipt of the late payment is due to an adjustment in either the amount of contract rent to the owner or the HAP to be made by CHA

#### I. Change of Ownership or New Ownership

CHA requires a written request by the owner who executed the HAP contract to make changes regarding who is to receive CHA's rent payment or the address where the rent payment should be sent.

In addition, CHA requires a written request from the new owner to process a change of ownership. The following documents must accompany the written request:

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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1. Property Tax Notice, Settlement Statement, or Deed of Trust showing the transfer of title and address,
2. Tax Identification Number or Social Security Number, and

New owners will be required to execute IRS form W-9. CHA may withhold the rent payment until the Taxpayer Identification Number is received. The following documents are required from the owner:

1. Property Tax Notice, Settlement Statement, or Deed of Trust showing the transfer of title and address,
2. Tax Identification Number or Social Security Number, and
3. A statement that they will accept the existing HAP contract as is.

Section XIX. Determination of Family Income

A. Income, Exclusions from Income, Deductions from Income

To determine annual income, CHA counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, CHA subtracts all allowable deductions (allowances) as the next step in determining the Total Tenant Payment.

1. Income

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

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

b. Annual income includes, but is not limited to:

- (1). The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- (2). The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
  
- (3). Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD. During reexaminations, CHA will obtain each family's certification that it has or has not disposed of assets for less than fair market value during the two years preceding the effective date of the recertification. If the family certifies that it has disposed of assets for less than fair market value, the certification must show: (a) all assets disposed of for less than fair market value, (b) the date they were disposed of, (c) the amount the family received for each asset, and (d) the market value of each asset at the time of disposition. Third-party verification will be obtained whenever possible.
  
- (4). The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)

- (5). Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from workers' compensation are excluded.)
  - (6). Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
  - (7). All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.);
  - (8). Imputed welfare income resulting from sanctions imposed by welfare agency;
- c. CHA will annualize seasonal income over a twelve-month period based upon the past income; and spread cyclical income over a twelve-month period rather than redetermining income throughout the year (ex. For 9-month school employees, income will be divided over 12 months. No interim rent adjustment will be required).

Families

whose welfare assistance (Families First) is reduced specifically because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement must not have their Section 8 contribution to rent reduced based on the Families First benefit reduction. The exclusion on reduction of Section 8 rent contribution does not apply when the family has complied with their Families First Program requirements but cannot obtain employment (e.g. the family has complied but loses welfare benefits because of a durational

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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time limit, such as the five-year time limit for receipt of Families First benefits).

At all times when a request for an income reexamination and rent reduction due to a reduction in Families First income is received, CHA will verify with the local division of the Department of Human Services (DHS) that the family's benefits have been reduced because of noncompliance with economic self-sufficiency requirements, work activities requirements, or because of fraud. Verification may be obtained, in written form, directly from the local DHS office, or through the ACCENT computer system. The verification will be maintained in the tenant file.

If verification is obtained from DHS that the family's benefits have been reduced because of noncompliance with economic self-sufficiency requirements, work activities requirements, or because of fraud, the family's income must not be reduced for purposes of calculating the family's TTP. Instead, the family's welfare income must be "imputed" during the term of the welfare benefits sanction. CHA will verify with DHS the term of the sanction.

To impute welfare benefits reduction:

- (1). Determine the amount of welfare income received prior to the sanction.
- (2). Determine the term of the sanction.
- (3). Offset the amount of additional income the family receives that starts after the welfare sanction. If additional income received after the welfare sanction begins is equal to the amount of welfare income received prior to the sanction, the imputed welfare income is equal to \$0.

CHA will not include imputed welfare income in annual income if the family was not an assisted resident at the time of the sanction. If a resident is not satisfied that CHA has calculated the amount of imputed welfare income according to HUD requirements, and if CHA denies the family's request to modify such amount, then CHA shall give the resident written notice of such denial, with a brief explanation of the basis for CHA's determination of the amount of imputed welfare income. CHA's notice shall also state that if the resident does not agree with the determination, the resident may grieve the

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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decision according to our grievance policy. The resident is not required to pay an escrow deposit for the portion of the resident's rent attributable to the imputed welfare income to obtain a grievance hearing.

Such welfare agency determinations are the responsibility of the welfare agency, and the family may seek appeal of such determinations through the welfare agency's normal due process procedures. CHA shall rely on the welfare agency notice to CHA of the welfare agency's determination of a specified welfare benefits reduction.

2. Exclusions from Income

Annual income does not include the following:

- a. Earned income of minors (children under the age of 18, including foster children) except head of household or spouse;
- b. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- c. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and workers' compensation), capital gains, and settlement for personal or property losses;
- d. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- e. Income of a live-in aide. To qualify as a Live-In Aide, a tenant's medical professional must document that the tenant needs a live-in aide. CHA must screen the aide and add their name to the tenant's lease.
- f. The full amount of student financial assistance paid directly to the student or to the educational institution;
- g. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- h. The amounts received from the following programs:
  - (1). Amounts received under training programs funded by HUD;
  - (2). Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
  - (3). Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;

- (4). Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for CHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiative coordination. No resident may receive more than one such stipend during the same period of time;

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- (5) Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;
- (6) Temporary, nonrecurring, or sporadic income (including gifts);
- (7) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
- (8) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
- (9) Adoption assistance payments in excess of \$480 per adopted child;
- (10) Deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
- (11) Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;
- (12) Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
- (13) Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits.

These exclusions include:

- (a) The value of the allotment of food stamps will be calculated and excluded annually;
- (b) Payments to volunteers under the Domestic Volunteer Services Act of 1973;
- ©. Payments made under HHS's Low-Income Energy Assistance Program;
- (d) Payments received under the Job Training Partnership Act;



Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- (e). Amount of scholarships awarded under Title IV including Work-Study;
- (f). Payments received under the Older Americans Act of 1965;
- (g). Payments from Agent Orange Settlement;
- (h). The value of child care under the Child Care and Development Block Grant Act of 1990;
- (i). Earned income tax credit refund payments;
- (j). Payments for living expenses under the AmeriCorps Program;
- (k). **Earned Income Disallowance:** Disallowance of income for disabled persons who are working (effective 4/20/01). *(1) Initial 12-month exclusion:* During the cumulative 12-month period beginning on the date a member who is a person with disabilities of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, CHA must exclude from annual income of a qualified family any increase in income of the family member who is a person with disabilities as a result of employment over prior income of that family member. *(2) Second 12-month exclusion and phase-in:* During the second cumulative 12-month period after the date a member who is a person with disabilities of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, CHA must exclude from annual income of a qualified family 50% of any increase in income of such family member as a result of employment over income of that family member prior to the beginning of such employment. *(3) Maximum 4-year disallowance:* The disallowance of income of an individual family member who is a person with disabilities is limited to a lifetime 48-month period. The disallowance of increases in income as a result of employment of persons with disabilities does not apply for purposes of admission to the program.

3. Deductions from Annual Income

The following deductions will be made from annual income:

- a. \$480 for each dependent
- b. \$400 for any elderly family or disabled family

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- c. Allowance for disability assistance expenses that are anticipated for attendant care and auxiliary apparatus for a disabled family member and that is necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are not paid to a family member or reimbursed by an outside source. The amount to be deducted cannot exceed the amount earned by a family member 18 years old or older who is enabled to work because of the disability assistance. For non-elderly families, the disability assistance allowance is the lessor of: (1) the amount by which total expenses for disability assistance exceeds 3 percent of annual income or (2) what a family is able to earn because the disability assistance allowance is available.

For elderly families, the 3 percent of annual income must first be deducted from disability assistance expenses and then any remainder deducted from medical expenses.

If a family has both medical and disability assistance expenses, first deduct 3 percent of annual income from the disability assistance expenses; any remainder is then deducted from total medical expenses.

- d. Medical expenses, for households whose head or spouse is at least 62 years of age or disabled, that are not covered by insurance and are in excess of 3 percent of annual income:
- (1). That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3 percent of annual income;
  - (2). That has disability expenses greater than or equal to 3 percent of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;
  - (3). That has disability assistance expenses that are less than 3 percent of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3 percent of annual income.

Medical expenses include the costs of diagnosis, cure, mitigation, treatment, or the prevention of disease, and the costs for treatments affecting any part or function of the body. They include the costs of equipments, supplies and diagnostic devices needed for these purposes. They also include dental expenses. Medical expenses include the premiums paid for insurance that covers the expenses of medical care and the amounts paid for transportation to get medical care. Medical expenses also include amounts paid for qualified long-term care services and limited amounts paid for any qualified long-term care insurance contract.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- e. Child care expenses (for which the family is not reimbursed) for the care of children less than 13 years of age to the extent necessary to enable a family member to be gainfully employed or to further their education. The amount deducted shall reflect reasonable charges for child care, and when child care is necessary to permit employment, the child care deduction shall not exceed the amount derived from that employment income.
  
- 4. Cooperating with Welfare Agencies

CHA and the local welfare agency agree:

To target public assistance, benefits, and services to families receiving assistance in the public housing program and the Section 8 tenant-based assistance program to achieve self-sufficiency;

**XX. Inspection Policies and Housing Quality Standards**

Housing leased in the HCVP (Section 8) for the CHA will meet the standards and acceptability criteria set forth in 24 CFR 982.401, as amended. The Landlord will at a minimum, maintain the unit(s) in compliance with those requirements during the Housing Assistance Payments Contract. Annual inspection will be made of all units on the program to ensure compliance with HUD's requirements. The Landlord and Family will be notified of the repairs necessary for compliance.

CHA will inspect all units to ensure that they meet Housing Quality Standards (HQS). No unit will be initially placed on the Section 8 Housing Choice Voucher Program unless the HQS is met. Units will be inspected at least annually, and at other times as needed, to determine if the units meet HQS.

CHA must be allowed to inspect the dwelling unit at reasonable times with reasonable notice. The family and owner will be notified of the inspection appointment by first-class mail. If the family is not at home for the scheduled inspection appointment, it is considered a Fail 98 and another inspection is scheduled.

If the family misses the second scheduled inspection, CHA will consider the family to have violated a Family Obligation and their assistance may be terminated. If the family calls to dispute the termination, one more chance will be given and the family will be obligated to sign a statement of understanding stating if they ever miss another appointment for inspection, they may lose their assistance.

Owners and families are obligated to sign the "Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards" at each initial lease signing.

**A. Types of Inspections**

CHA will perform six types of inspections:

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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1. Initial Inspection

Before approving a lease, CHA will ensure the dwelling unit is inspected for compliance according to CHA procedure. All HQS inspections of units shall be conducted within seven days of the date the unit is ready using a HUD approved inspection form. A copy of the inspection will be mailed to both the Landlord and Family. A report for every inspection will be prepared and maintained in the Family's file in the Housing Choice Voucher Program (Section 8) Office. Each report will specify the defects or deficiencies, if any, which must be corrected by the Landlord before the contract can be executed.

a. Unit Failure

If, as a result of the initial inspection, CHA determines violations exist, CHA will notify the Landlord and the Family in writing, and require the defects be corrected within fifteen days (15) of the failure. A copy of this notification will be retained in the Family's file in the Housing Choice Voucher Program (Section 8) office. If CHA determines, as a result of the re-inspection, that the Landlord has satisfactorily corrected all defects or deficiencies, CHA will execute the HAP Contract.

b. Correcting Deficiencies and Approval

If the Landlord fails to make the required repairs within fifteen (15) days, the Landlord and Family will be notified that the RFTA has been denied. The Family may then be issued new paperwork to search for alternate housing provided there is time left on the Voucher to search for housing.

2. Annual Inspection

Regular annual inspections will be made of each unit prior to the anniversary date of the last passed initial or annual inspection. If the unit passes the inspection, CHA will continue payments. If the unit fails inspection, corrective action will be taken.

3. Complaint Inspection

The CHA will respond to all Families reporting violations of Housing Quality Standards in their units. Requests for complaint inspections are made to Landlord Services. Families may call the HQS Hotline or submit a written request.

Once the complaint is received, CHA will notify the Landlord of the complaint and give the Landlord a reasonable amount of time to address the complaint and make necessary repairs. If the complaint is not addressed appropriately within the time frame specified, CHA will perform an inspection of the unit and staff will

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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take the steps outlined for such situations according to the terms of the HAP contract.

A “reasonable time” will be determined by the severity of the condition.

- a. Any hazard that represents an immediate threat to the health and safety of the Family must be corrected within 24 hours.
- b. Any hazards that represent a potential threat to the health and safety of the Family must be corrected with three days.
- c. Any violations that pose no threat to the health and safety of the Family must be corrected within 21 days unless the Director of Assisted Housing grants an extension.

4. Special Inspection

An inspection caused by a third party, i.e., HUD, needing to view the unit.

5. Emergency

Emergency Inspections will be conducted when there are deficiencies in a unit that are considered to be life-threatening. The deficiencies must be corrected within 24 to 72 hours of the inspection date.

6. Quality Control Inspection

Quality Control inspections will be conducted in compliance with SEMAP regulation 985.2, public housing agency quality control sample. The records will be drawn in an unbiased manner and reviewed by a CHA supervisor. The supervisor’s re-inspected sample will be drawn from recently completed HQS inspections (performed during the last three months preceding re-inspection) and will be drawn to represent a cross section of neighborhoods and the work of a cross section of inspectors.

B. Owner and Family Responsibility

1. Owner Responsibility for HQS

- a. The owner must maintain the unit according to HQS.
- b. If the owner fails to maintain the dwelling unit according to HQS, CHA will take prompt and vigorous action to enforce the owner’s obligations. CHA's remedies for such breach of the HQS include termination, suspension, or reduction of housing assistance payments and termination of the HAP contract.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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c. CHA will not make any housing assistance payments for a dwelling unit that fails to meet the HQS, unless the owner corrects the defect within the period specified by CHA and CHA verifies the correction. If a defect is life threatening, the owner must correct the defect within no more than 24 hours. For other defects, the owner must correct the defect within no more than 30 calendar days (or any CHA-approved extension). Owners and tenants must request extensions in writing or extensions will not be granted. CHA will accept written verification of compliance in lieu of re-inspection in cases of minor, non-life threatening HQS violations. Written verification must be attested to by both the Landlord and the Family and must be submitted to CHA prior to the expiration of the allowed compliance period for failed items.

d. The owner is not responsible for a breach of the HQS that is not caused by the owner and for which the family is responsible. Furthermore, CHA may terminate assistance to a family because of the HQS breach caused by the family.

E. Move Tenant

Once abatement has occurred, a letter will be generated informing the Landlord of the abatement and the fifteen (15) day compliance time. If the Landlord does not bring the unit into compliance after fifteen (15) days of abatement, CHA will begin the process of relocating the Family. CHA will cancel the HAP Contract when the family moves from the unit or sixty (60) days after CHA after the abatement date, whichever comes first.

f. Continued Occupancy

After the Move Tenant notice is given, the Family must move from the unit or execute a Continued Occupancy document with the Landlord and present it to the Housing Choice Voucher Program (Section 8) staff. The Landlord must correct all deficiencies and pass the inspection before the HAP terminates. CHA will reestablish the HAP payments when the unit passes inspection, but will not make any retroactive payments for any period the unit did not meet HQS.

g. HAP Cancellation

If the unit does not pass inspection prior to the HAP termination date, and the Family decides not to move, but to instead enter into a separate lease with the Landlord, CHA will terminate the assistance to the Family in accordance with the HAP Contract.

Any overpayment of the HAP will be deducted from the Landlord's other assisted properties, or from the first HAP for any property leased under the program.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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2. Family Responsibility for HQS

- a. The family is responsible for a breach of the HQS that is caused by any of the following:
  - (1). The family fails to pay for any utilities that the owner is not required to pay, but which are to be paid by the tenant;
  - (2). The family fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; or
  - (3). Any member of the household, or a guest, damages the dwelling unit or premises (damage beyond ordinary wear and tear).
- b. If an HQS breach caused by the family is life threatening, the family must correct the defect within no more than 24 hours. For other family-caused defects, the family must correct the defect within no more than 30 calendar days (or any CHA-approved extension).
- c. If the family has caused a breach of the HQS, CHA will take prompt and vigorous action to enforce the family obligations. CHA may terminate assistance for the family according to 24 CFR 982.552.

d. Family Termination

The Section 8 Voucher Program Representative will send the Family a thirty (30) day notice of termination, and a copy to the Landlord. The Family will be allowed fifteen (15) days from the letter date to request an informal hearing to dispute the termination; or the Family may correct the deficiencies and request a reinspection.

If the Landlord has no pending deficiencies, the HAP payment will continue through the termination date if the tenant remains in the unit.

e. Continued Occupancy

During the waiting period, the Landlord has the option to assist the family to correct the deficiencies if they agree to continue the tenancy. If agreed upon, the Landlord and family must complete and sign the Notice of Continued Occupancy and return it to Housing Choice Voucher Program (Section 8) office so that a reinspection may be made. The termination will be suspended if the unit passes inspection before the pending termination date.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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f. Informal Hearing

If the Family is terminated for HQS violations, and requests a hearing, an informal hearing will be held prior to the pending termination date.

C. Exceptions to the HQS Acceptability Criteria

CHA has the following HQS requirements in addition to the minimum standards set by HUD:

1. In units that do not have central air conditioning, the require openable windows must contain screens. This applies to the bathroom, if no mechanical exhaust is present; and one window in each sleeping room;
2. Bathrooms must have a door with properly operating knob and locks. Bedrooms must have a door with properly operating hardware, including door knob;
3. Thumb latch dead bolt locks are required on entry doors. Keyed locks are prohibited;
4. The heating system must be capable of maintaining a minimum of 68° F at a distance 3 feet above floor level, under minimum winter conditions;
5. Storm door, if present, must be in good condition (closer, handles, glass, screen);
6. Security bars on the openable window must be of the type that opens or is removed without the use of a key;
7. Bedroom shall contain a minimum of 70 square feet (7x10) of floor space;
8. Required handrails shall be not less than 30 inches nor more than 40 inches high measured vertically above the nosing of the treads. Guardrails shall be not less than 30 inches high above the floor of the porch, landing or balcony. Every handrail and guardrail shall be firmly fastened and capable of bearing normally imposed loads and shall be maintained in good condition;
9. The dwelling unit must not contain un-vented room heaters that burn gas, oil, or kerosene. Electric area heaters are acceptable as a secondary source of heat only;
10. Gutters, if present must be maintained free of obstructions and in proper working condition;



Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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11. Unpainted interior and/or exterior wood surfaces must be protected by an appropriate surface coating or treatment unless specifically designed for use without protection;
12. All doors and windows must be appropriately weather stripped to prevent the entrance of wind, rain and/or vermin infestation;
13. Fences, when present, shall be in good condition, properly installed and maintained and should not pose a hazard. Barbed wire, razor wire, electric wire and other hazardous fence material are not permitted;

D. Time Frames and Corrections of HQS Fail Items

1. Correcting Initial HQS Fail Items

CHA will conduct an initial inspection of the unit within a reasonable period after the family submits a *Request for Tenancy Approval* and the owner and family indicate the unit is ready for inspection. The owner and participant will be notified of the results of the inspection. If the unit fails HQS, the owner and the participant will be advised to notify CHA (or the independent agency if applicable) to reschedule a re-inspection when the repairs have been properly completed. Once the unit passes the inspection, CHA (or the independent agency) will notify the owner and participant of the results.

If the Landlord fails to make the required repairs within 15 days, the landlord and Family will be notified that the RFTA has been denied and the Family will be issued new paperwork.

2. HQS Fail Items for Units under Contract

The owner or participant will be given time to correct the failed items cited on the inspection report for a unit already under contract. If the failed items endanger the family's health or safety (using the emergency item list below), the owner or participant will be given 24 hours to correct the violations. For less serious failures, the owner or participant will be given up to 30 days to correct the failed item(s). If the unit fails HQS, the owner and the participant will be advised to notify CHA (or independent agency) to reschedule a re-inspection when the repairs have been properly completed.

If the owner fails to correct the items that failed HQS after proper notification has been given, CHA will abate payment and terminate the contract according to Sections 12.7 and 17.0(B)(3).

If the participant fails to correct the HQS failed items that are family caused after proper notification has been given, CHA will terminate assistance for the family according to Sections 12.2(B) and 17.0(B)(3).

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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If the unit does not pass inspection prior to the HAP termination date, and the Family decides not to move, but to instead enter into a separate lease with the Landlord, CHA will terminate the assistance to the Family in accordance with the HAP Contract.

Any overpayment of the HAP will be deducted from the Landlord's other assisted properties, or from the first HAP for any property leased under the program.

3. Timeframes for Corrections

- a. Emergency repair items must be abated within 24 hours.
- b. Non-emergency items must be completed within thirty (30) days of the initial inspection.

4. Extensions

At the sole discretion of CHA, extensions of up to 30 days may be granted to permit an owner to complete repairs if the owner has made a good faith effort to initiate repairs. If repairs are not completed within 60 days after the initial inspection date, CHA will abate the rent and cancel the HAP contract for owner noncompliance. Appropriate extensions will be granted if a severe weather condition exists for such items as exterior painting and outside concrete work for porches, steps, and sidewalks. Owners and tenants must request extensions in writing or extensions will not be granted.

E. Emergency Fail Items

The following items are to be considered examples of emergency items that need to be abated within 24 hours:

1. No hot or cold water
2. Owner-provided utilities
3. Inability to maintain adequate heat
4. Major plumbing leak
5. Natural gas leak
6. Broken lock(s) on first floor doors or windows
7. Broken windows that unduly allow weather elements into the unit

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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8. Electrical outlet smoking or sparking
9. Exposed electrical wires that could result in shock or fire
10. Unusable toilet when only one toilet is present in the unit
11. Security risks such as broken doors or windows that would allow intrusion
12. Other conditions that pose an immediate threat to health or safety
13. When there is not at least one working smoke alarm on each floor.

F. Abatements

When a unit fails to meet HQS and the owner has been given an opportunity to correct the deficiencies, but has failed to do so within the required timeframe, the rent for the dwelling unit will be abated.

For tenant-caused HQS deficiencies, the owner will not be held accountable, and the rent will not be abated. The tenant is held to the same standard and timeframes for correction of deficiencies as owners. If repairs are not completed by the deadline, CHA will send a notice of termination to both the tenant and the owner. The tenant will be given the opportunity to request an informal hearing.

Section XXI. Rent Increase Requests

The Voucher Contract requires the Landlord to notify the CHA in writing, at least sixty (60) days prior to renewal, of a proposed rent increase and the date the increase will go into effect. All proposed rent increases must be approved by CHA as reasonable and cannot exceed rents charged for comparable unassisted units in the same complex.

CHA will conduct a rent reasonable survey using the computer databank of unassisted units to select comparable units. If the requested increase is determined reasonable, the approved increase will become effective the first day of the month following the 60 day notice.

Section XXII. Term of Lease

The initial lease term must be for at least one (1) year. However, CHA may at any time approve a shorter period if both of the following apply:

- A. It is the prevailing market practice; and
- B. It will improve housing opportunities.

The Landlord's lease must provide renewal terms.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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Section XXIII. Term of the HAP Contract

The initial term of the HAP contract shall coincide with the lease. After such time, the HAP contract shall extend automatically to coincide with the term of the lease. Any changes to the lease must be approved by CHA, and the Landlord must provide CHA with a copy of such changes in writing.

Section XXIV. Owner Claims for damages and unpaid rent and participant's ensuing responsibilities

This Section applies only to voucher HAP contracts in effect before October 2, 1995. Vouchers have a provision for damages and unpaid rent. No vacancy loss will be paid on vouchers. No damage claims will be processed unless CHA has performed a move-out inspection. Either the tenant or the owner can request the move-out inspection. Ultimately, it is the owner's responsibility to request the move-out inspection if he/she believes there may be a claim.

Damage claims are limited in the following manner:

- In the voucher program, owners are allowed to claim up to one (1) month contract rent minus the greater of the security deposit collected or the security deposit that should have been collected under the lease. There will be no payment for vacancy losses under the voucher program.
- No damage claims will be paid under the voucher program for contracts effective on or after October 2, 1995.

A. Owner Claims for Pre-October 2, 1995 Units

According to the Voucher HAP contract, owners can make special claims for damages and unpaid rent, (vacancy loss cannot be claimed for vouchers) after the tenant has vacated or proper eviction proceedings have been conducted.

Owner claims for damages and unpaid rent are reviewed for accuracy and completeness. Claims are then compared to the move-in and move-out inspections to determine if an actual claim is warranted. No claim will be paid for normal wear and tear. Unpaid utility bills are not an eligible claim item.

CHA will make payments to owners for approved claims. It should be noted that the tenant is ultimately responsible for any damages or unpaid rent paid to the owner and will be held responsible for repaying CHA to remain eligible for the Section 8 Housing Choice Voucher Program.

Actual bills and receipts for repairs, materials, and labor must support claims for damages if they exceed a cost estimate of damage claim by inspector. CHA has a list or

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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reasonable costs and charges for items routinely included on damage claims. This list is used as a guide.

Owners can claim unpaid rent owed by the tenant up to the date of HAP termination if they evict for nonpayment of rent.

All claims and supporting documentation under this Section must be submitted to CHA within forty-five (45) days of the move-out inspection. Any reimbursement shall be applied first toward any unpaid rent. No reimbursement may be claimed for unpaid rent for the period after the family vacates.

**B. Participant Responsibilities**

If a damage claim or unpaid rent claim has been paid to an owner, the participant is responsible for repaying the amount to CHA. This shall be done either by paying the full amount due immediately upon CHA requesting it or through a Repayment Agreement that is approved by CHA.

If the participant is not current on any Repayment Agreements or has unpaid claims on more than one unit, the participant shall be terminated from the program. The participant retains the right to request an informal hearing.

Within twelve (12) months of the Family's last examination, the Housing Choice Voucher Program (Section 8) division will schedule an appointment to conduct a reexamination of Family income, assets, composition, and the extent of medical expenses for Elderly and Disabled Families, or other unusual expenses incurred by the Family. Participants will be offered up to 2 annual reexamination appointments and/or times. Participant failure to keep their annual reexamination appointment may be subject to termination from the program. CHA will conduct a criminal background check on any Family member that there is reason to believe may have a criminal history, in addition to conducting criminal background checks on all new Family members sixteen (16) years or older. Any matter found that is a ground for termination of assistance will be reviewed and appropriate action taken to terminate assistance.

CHA will also review and collect all delinquent balances owed to CHA by the Family. Such balances include but are not limited to:

1. Payments made under a special claim to a Section 8 Voucher Program Landlord on behalf of the Family.
2. Back-rent agreements made by the Family during participation in any of CHA's programs.
3. Charges incurred by the Family when they moved from a unit owned or operated by CHA.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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Section XXV.      Re-certification

A.      Changes in Lease or Rent

If the participant and owner agree to any changes in the lease after the initial lease term (1 year), the owner must notify CHA and the tenant within sixty (60) days of the effective date of the proposed lease. The lease, including any changes, must be according to this Administrative Plan. Owners must notify CHA and the tenant of any changes in the amount of the rent at least sixty (60) days before the changes go into effect. If the rent increase is requested sixty (60) days after recertification, the owner may be required to wait until the next recertification date to increase the rent. Any such changes are subject to CHA determining them to be reasonable. CHA reserves the right to deny rent increases to landlords based on funding availability. Assistance shall not be continued unless CHA has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner if any of the following changes are made:

1.      Requirements governing participant or owner responsibilities for utilities or appliances;
2.      In the lease terms governing the term of the lease;
3.      If the participant moves to a new unit, even if the unit is in the same building or complex.

B.      Annual Re-examination

At least annually, CHA will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family subsidy is correct based on the family unit size.

CHA will send a notification letter to the family letting them know that it is time for their annual reexamination and scheduling an appointment. Participants will be offered up to 2 annual reexamination appointments and/or times. Failure to keep their annual reexamination appointment may be subject to termination from the program.

CHA will conduct a criminal background check on any Family member that there is reason to believe may have a criminal history, in addition to conducting criminal background checks on all new Family members sixteen (16) years or older.

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, CHA will determine the family's annual income and will calculate their family share.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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CHA will also review and collect all delinquent balances owed to CHA by the Family. Such balances include but are not limited to:

1. Payments made under a special claim to a Section 8 Voucher Program Landlord on behalf of the Family.
2. Back-rent agreements made by the Family during participation in any of CHA's programs.
3. Charges incurred by the Family when they moved from a unit owned or operated by CHA.

C. Effective Date of Rent Changes for Annual Reexaminations

The revised family share will generally be effective upon the anniversary date with 30 days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the revised rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

D. Missed Appointments

If the family misses the scheduled recertification appointment and fails to reschedule the appointment, CHA will consider the family to have violated a Family Obligation and their assistance may be terminated. If the family contacts CHA to dispute the termination, one more chance will be given and the family will be obligated to sign a statement of understanding stating if they miss another appointment for recertification, they may lose their assistance.

E. Interim Re-Examinations

Interim reexamination of the tenant's portion of rent will be made at the request of the tenant due to changes in family income or other relative circumstances. Families may request an interim based on a decrease in income for any reason, except for a decrease that lasts less than 30 days. All changes occurring prior to the next annual recertification must be reported to CHA within ten (10) days of occurrence. CHA will adjust the Housing Assistance Payments according to these verified changes.

Tenants are required to report all changes in family composition at the time of occurrence, even if the tenant portion of rent is not affected. When warranted, adjustments will be according to regulations. If the unit size is affected by the change in

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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family composition, a voucher for the appropriate size unit will be issued at the time of the annual recertification.

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified. CHA will not re-verify the income of other family members.

Families are required to report the following changes to CHA between regular reexaminations. These changes will trigger an interim reexamination.

1. A member has been added to the family through birth or adoption or court-awarded custody.
2. A household member is leaving or has left the family unit.
3. Family breakup

In circumstances of a family break-up, CHA will make a determination of which family member will retain the voucher, taking into consideration the following factors:

- a. To whom the voucher was issued.
  - b. the interest of minor children or of ill, elderly, or disabled family members.
- c. In regards to custody of the child when there is a family split, CHA can use a notarized statement if court documentation is not attainable to determine the household size of the voucher holder. The tenant must try every means possible to obtain the court documentation. A child residing in the unit at least 50% of the time will be considered when determining voucher size.
- d. Whether the assistance should remain with the family members remaining in the unit.
- e. Whether family members were forced to leave the unit as a result of actual or threatened physical violence by a spouse or other member(s) of the household.

If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement of judicial decree, CHA will be bound by the court's determination of which family members continue to receive assistance in the program.

Because of the number of possible different circumstances in which a determination will have to be made, CHA will make determinations on a case-by-case basis.



Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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CHA will issue a determination within ten (10) business days of the request for a determination. The family member requesting the determination may request an informal hearing in compliance with the informal hearings in Section 16.3.

To add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family). The new family member will go through the screening process similar to the process for applicants. CHA will determine the eligibility of the new member before allowing the person(s) to be added to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, CHA will grant approval to add their name to the lease. At the same time, the family's annual income will be recalculated taking into account the income and circumstances of the new family member. The effective date of the new rent will be according to paragraph below 14.2.2.

4. Earned Income Disallowance families: Tenants whose disabled family member's income is being disallowed under the Earned Income Disallowance provision must attend an interim recertification at the end of the 12 cumulative month's 100% disallowance and again at the end of the next 12 cumulative month's 50% disallowance.

F. Special Reexaminations

If a family's income is too unstable to project for 12 months, including families that temporarily have no income or have a temporary decrease in income, CHA may schedule special reexaminations every 60 days until the income stabilizes and an annual income can be determined.

G. Effective Date of Rent Changes Due to Interim or Special Reexaminations

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Families may request an interim based on a decrease in income for any reason, except for a decrease that lasts less than 30 days. Upon such request, CHA will take timely action to process the interim reexamination and recalculate the family share.

The CHA requires a reasonable amount of time to process interim reexaminations. Changes in family composition or income that result in a decrease in the Family's share of the rent will require fifteen (15) days to review, verify and initiate the new payments to the Landlord. The new HAP payment will take effect the first of the month following this 15-day time frame. The Family is responsible for all rent payment to the Landlord until such time as the new rent takes effect. New income that increases the Family's

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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share of the rent will become effective the first of the month following a 30-day notice to the Family and the Landlord.

If the family causes a delay, the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change timely, the change will be effective the first of the month after the rent amount is determined.

H. Retroactive Charges

Retroactive charges will be assessed in all cases where the proper rent or monthly payment has not been charged for whatever reason, except CHA error. Retroactive charges shall be assessed for the total amount that should have been paid had the proper information been received by CHA and/or the proper rent or monthly payment charges made. The tenant may be terminated from the program in cases of misrepresentation. If the amount of the retroactive charge is more than \$1,999, a repayment agreement will not be executed and the tenant may be terminated. In cases of termination, a tenant will have a right to an informal hearing. At this time, the case will be forwarded to the Grand Jury. Anyone with charges of \$1,999 or less may be allowed to enter into an agreement to pay and, depending upon the amount owed, may have up to 12 months to pay. Failure to enter into the agreement will result in termination of assistance.

Section XXVI. Termination of Assistance to Family by CHA

CHA may at any time terminate program assistance for a participant because of any of the following actions or inactions by the household:

- A. If the family violates any family obligations under the program;
- B. If a family member fails to sign and submit consent forms;
- C. If a family fails to establish citizenship or eligible immigrant status and is not eligible for or does not elect continuation of assistance, proration of assistance, or temporary deferral of assistance. If CHA determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 24 months from the date of termination;
- D. If any family member has ever been evicted from public housing;

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- E. If CHA has ever terminated assistance under the Certificate or Voucher Program for any family member;
- F. If any family member or guest of the resident as well as any person under the resident's control commits drug-related or violent criminal activity on or near the premises; has weapons or illegal drugs seized by a law enforcement officer; or manufactures methamphetamine on the premises;
- G. If any family member commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
- H. If the family currently owes rent or other amounts to CHA or to another housing agency in connection with Section 8 or public housing assistance under the 1937 Act;
- I. If the family has not reimbursed any housing agency for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
- J. If the family breaches an agreement with CHA to pay amounts owed to a housing agency or amounts paid to an owner by a housing agency. (CHA, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a housing agency or amounts paid to an owner by a housing agency. CHA may impose the terms of the agreement as defined in 14.2.3.);
- K. If a family participating in the Family Self-Sufficiency (FSS) program fails to comply, without good cause, with the family's FSS contract of participation;
- L. If the family has engaged in or threatened abusive or violent behavior toward housing agency personnel;
- M. If any household member is subject to a lifetime registration requirement under a state sex offender registration program;
- N. If a household member's illegal use (or pattern of illegal use) of a controlled substance, or whose abuse (or pattern of abuse) of alcohol, is determined by CHA to interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents;
- O. A family will be terminated if the family commits any serious or repeated violation of the lease. A family who causes \$500 in damages to a unit or commits any serious or repeated violations of the lease will be terminated from the Section 8 Housing Choice Voucher Program and will be ineligible for CHA assisted housing for three years from the date of termination. After three years, the family must demonstrate they have lived in the community without damaging property or without eviction for any serious or repeated violations of a lease to establish

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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eligibility for CHA assisted housing. The proof of the \$500 in damages will be derived from an itemized list of damages that coincide with paid receipts, pictures and/or court documentation provided by the property owner. The damage documentation must be provided to CHA within 60 days of move-out. During court negotiations, the family's assistance will not be terminated. If the final outcome determines the family owes more than \$500 in damages, the family assistance will be terminated.

If the family receives an agreement through court proceedings to repay the owner for damages, the family assistance will not be terminated. If the family defaults on the repay agreement through the courts and the owner provides documentation of the default, the assistance will be terminated at that time.

If no court negotiations are necessary to determine damages and the family and owner negotiate a repay agreement, the family assistance will not be terminated; however, if the family defaults on the repay agreement and the owner can provide documentation of the default, the family assistance will terminate at that time.

A family who is evicted for nonpayment of rent or any other serious or repeated violations more than once may be terminated from the program. However, if the family pays the owner for the back rent within thirty (30) days of the eviction notice, the assistance will not be terminated. The family will be ineligible for CHA assisted housing for three years from the date of termination. After three years, to establish eligibility for CHA assisted housing, the family must demonstrate they have lived in the community without eviction for non-payment of rent or other serious or repeated violations of the lease.

- P. If the family misses the scheduled inspection and fails to reschedule the inspection, CHA will consider the family to have violated a Family Obligation and their assistance may be terminated. If the family calls to dispute the termination, one more chance will be given and the family will be obligated to sign a statement of understanding stating if they ever miss another appointment for inspection, they may lose their assistance.
- Q. **Misrepresentation:** If, at any time, CHA learns that a tenant made any misrepresentation to be eligible for assistance, the tenant's assistance may be terminated even though the tenant's current status may be eligible. A tenant's misrepresentation that results in a lower portion of tenant rent than should have been paid, will result in the tenant being required to pay the difference between that amount and the amount that should have been paid. In justifiable cases, CHA may take such action as it deems reasonable.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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Section XXVII. Complaints, Informal Review for Applicants, Informal Hearings for Participants

A. Complaints

CHA will investigate and respond to complaints by participant families, owners, and the public. CHA may require that complaints other than HQS violations be put in writing. Anonymous complaints are investigated whenever possible.

If a family has an HQS complaint, they must call the owner. For nonemergencies, the family should send the complaint in writing to the owner and CHA.

B. Informal Review for Applicants

1. Informal Review for the Applicant

CHA will give an applicant for participation in the Section 8 Existing Program prompt notice of a decision denying assistance to the applicant. The notice will contain a brief statement of the reasons for CHA's decision. The notice will state that the applicant may request an informal review within ten (10) business days of the denial and will describe how to obtain the informal review.

2. When an Informal Review is Not Required

CHA will not provide the applicant an opportunity for an informal review for any of the following reasons:

- a. A determination of the family unit size under CHA subsidy standards.
- b. A CHA determination not to approve an extension or suspension of a voucher term.
- c. A CHA determination not to grant approval to lease a unit under the program or to approve a proposed lease.
- d. A CHA determination that a unit selected by the applicant is not in compliance with HQS.
- e. A CHA determination that the unit is not according to HQS because of family size or composition.
- f. General policy issues or class grievances.
- g. Discretionary administrative determinations by CHA.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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3. Informal Review Process

CHA will give an applicant an opportunity for an informal review of CHA decision denying assistance to the applicant. The procedure is as follows:

- a. The review will be conducted by any person or persons designated by CHA other than the person who made or approved the decision under review or a subordinate of this person.
- b. The applicant will be given an opportunity to present written or oral objections to CHA's decision.
- c. CHA will notify the applicant of CHA's decision after the informal review within 14 calendar days. The notification will include a brief statement of the reasons for the final decision.

4. Informal Review Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The applicant family may request that CHA provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the applicant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance* or within 30 days of receipt of the INS appeal decision.

For applicant families, the Informal Review Process above will be utilized with the exception that the applicant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance* or of the INS appeal decision to request the review.

5. Informal Review Procedures for Denial of Assistance on the Basis of Drug Activity. In determining whether to provide assistance, CHA will consider verifiable evidence of whether the household member(s):

- a. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
- b. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
- c. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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C. Informal Hearing for Participants

1. When a Hearing is Required

a. CHA will give a participant family an opportunity for an informal hearing to consider whether the following CHA decisions relating to the individual circumstances of a participant family are according to the law, HUD regulations, and CHA policies:

- (1). A determination of the family's annual or adjusted income and the use of such income to compute the housing assistance payment;
- (2). A determination of the appropriate utility allowance (if any) for tenant-paid utilities from CHA's utility allowance schedule;
- (3). A determination of the family unit size under CHA subsidy standards;
- (4). A determination that a Housing Choice Voucher Program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under CHA subsidy standards, or CHA determination to deny the family's request for an exception from the standards;
- (5). A determination to terminate assistance for a participant family because of the family's action or failure to act;
- (6). A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under CHA policy and HUD rules.

b. In cases described in paragraphs 16.3(A)(1)(d), (e), and (f), of this Section, CHA will give the opportunity for an informal hearing before CHA terminates HAPs for the family under an outstanding HAP contract.

2. When a Hearing is Not Required

CHA will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

- a. Discretionary administrative determinations by CHA;
- b. General policy issues or class grievances;

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- c. Establishment of CHA's schedule of utility allowances for families in the program;
- d. A CHA determination not to approve an extension or suspension of a voucher term;
- e. A CHA determination not to approve a unit or lease;
- f. A CHA determination that an assisted unit is not in compliance with HQS. (However, CHA will provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family.);
- g. A CHA determination that the unit is not according to HQS because of the family size;
- h. A determination by CHA to exercise or not exercise any right or remedy against the owner under a HAP contract.

3. Notice to the Family

- a. In the cases described in paragraphs 16.3(A)(1)(a), (b), and (c) of this Section, CHA will notify the family that the family may ask for an explanation of the basis of CHA's determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.
- b. In the cases described in paragraphs 16.3(A)(1)(d), (e), and (f) of this Section, CHA will give the family prompt written notice that the family may request a hearing within ten (10) business days of the notification. The notice will:
  - (1). Contain a brief statement of the reasons for the decision; and
  - (2). State if the family does not agree with the decision, the family may request an informal hearing on the decision within ten (10) business days of the notification.

4. Hearing Procedures

CHA and participants will adhere to the following procedures:

- a. Discovery



Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- (1). The family will be given the opportunity to examine before the hearing any CHA documents that are directly relevant to the hearing. The family will be allowed to copy any such document at the family's expense. If CHA does not make the document(s) available for examination on request of the family, CHA may not rely on the document at the hearing.
  
- (2). CHA will be given the opportunity to examine, at CHA's offices before the hearing, any family documents that are directly relevant to the hearing. CHA will be allowed to copy any such document at CHA's expense. If the family does not make the document(s) available for examination on request of CHA, the family may not rely on the document(s) at the hearing.

Note: The term **document** includes records and regulations.

b. Representation of the Family

At its own expense, a lawyer or other representative may represent the family.

c. Hearing Officer

- (1). The hearing will be conducted by any person or persons designated by CHA, other than a person who made or approved the decision under review or a subordinate of this person.
  
- (2). The person who conducts the hearing will regulate the conduct of the hearing according to CHA hearing procedures.

d. Evidence

CHA and the family must have the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

e. Issuance of Decision

The person who conducts the hearing must issue a written decision within 14 calendar days from the date of the hearing, stating briefly the reasons

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing.

f. Effect of the Decision

CHA is not bound by a hearing decision:

- (1). Concerning a matter for which CHA is not required to provide an opportunity for an informal hearing under this Section or that otherwise exceeds the authority of the person conducting the hearing under CHA hearing procedures.
- (2). Contrary to HUD regulations or requirements or otherwise contrary to federal, state, or local law.
- (3). If CHA determines that it is not bound by a hearing decision, CHA will notify the family within 14 calendar days of the determination and of the reasons for the determination.

5. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, CHA may consider all circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

CHA may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. CHA may permit the other members of a participant family to continue receiving assistance.

If CHA seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that CHA provides notice to the family of CHA's decision to deny or terminate assistance. In determining whether to terminate assistance for these reasons CHA will consider evidence of whether the household member:

- a. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- b. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
  - c. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.
6. Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that CHA provide for an informal hearing after the family has notification of the INS decision on appeal or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance* or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance* or of the INS appeal decision.

Section XXVIII. Termination of Lease and Contract

The term of the lease and the term of the HAP contract are the same. They begin on the same date, and they end on the same date. The lease may be terminated by the owner, by the tenant, or by the mutual agreement of both. The owner may only terminate the contract by terminating the lease. The HAP contract may be terminated by CHA. Under some circumstances the contract automatically terminates.

CHA may terminate the HAP contract if it is determined there is insufficient funding. CHA may terminate a HAP contract with a 30-day notice to the landlord and the tenant prior to recertification date that it is determined there is insufficient funding to continue the HAP contract. The following will be excluded: elderly families, disabled families, Family Self-Sufficiency families, and Section 8 homeowner families. CHA will add the families being terminated to the top of the waiting list and when funding is resumed, the family will receive a voucher for their rental assistance.

A. Termination of the Lease

1. By the family

The family may terminate the lease without cause upon proper notice to the owner and to CHA after the initial lease term. The length of the notice that is required is stated in the lease (generally 30 days).

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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2. By the owner

- a. The owner may terminate the lease during its term on the following grounds:
  - (1). Serious or repeated violations of the terms or conditions of the lease;
  - (2). Violation of federal, state, or local law that imposes obligations on the tenant in connection with the occupancy or use of the unit and its premises;
  - (3). Criminal activity by the household, a guest, or another person under the control of the household that threatens the health, safety, or right to peaceful enjoyment of the premises by other persons residing in the immediate vicinity of the premises;
  - (4). Any drug-related or violent criminal activity on or near the premises;
  - (5). Other good cause. Other good cause may include, but is not limited to:
    - (a) Failure by the family to accept the offer of a new lease;
    - (b) Family history of disturbances of neighbors or destruction of property or living or housekeeping habits resulting in damage to the property or unit;
    - (c) The owner's desire to utilize the unit for personal or family use or for a purpose other than use as a residential rental unit;
    - (d) A business or economic reason, such as sale of the property, renovation of the unit, desire to rent at a higher rental amount.
- b. During the first year the owner may not terminate tenancy for other good cause unless the reason is because of something the household did or failed to do.
- c. The owner may only evict the tenant by instituting court action after or simultaneously providing written notice to the participant specifying the grounds for termination. The owner must give CHA

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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a copy of any owner eviction notice to the tenant at the same time the owner gives the notice to the tenant.

- d. The owner may terminate the contract at the end of the initial lease term or any extension of the lease term without cause by providing notice to the family that the lease term will not be renewed.

3. By mutual agreement

The family and the owner may at any time mutually agree to terminate for extraordinary circumstances. The extraordinary circumstances must be approved by a supervisor.

B. Termination of the Contract

1. Automatic termination of the contract

- a. If CHA terminates assistance to the family, the contract terminates automatically.
- b. If the family moves out of the unit, the contract terminates automatically.
- c. 180 calendar days after the last housing assistance payment to the owner.

2. Termination of the contract by the owner

The owner may only terminate tenancy according to the lease and state and local law.

3. Termination of the HAP contract by CHA

CHA may terminate the HAP contract because:

- a. CHA has terminated assistance to the family.
- b. The unit does not meet HQS space standards because of an increase in family size or change in family composition.
- c. The unit is larger than appropriate for the family size or composition under the regular Housing Choice Voucher Program.
- d. When the family breaks up and CHA determines that the family members who move from the unit will continue to receive the assistance.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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- e. The owner has breached the contract in any of the following ways:
  - (1). If the owner has violated any obligation under the HAP contract for the dwelling unit, including the owner's obligation to maintain the unit according to HQS;
  - (2). If the owner has violated any obligation under any other housing assistance payments contract under Section 8 of the 1937 Act;
  - (3). If the owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
  - (4). For projects with mortgages insured by HUD or loans made by HUD, if the owner has failed to comply with the regulations for the applicable mortgage insurance or loan program, with the mortgage or mortgage note, or with the regulatory agreement;
  - (5). If the owner has engaged in drug-related criminal activity trafficking or any violent criminal activity.
- f. If a welfare-to-work family fails to fulfill its obligations under the welfare-to-work voucher program.
- g. CHA may terminate the HAP contract if it is determined there is insufficient funding. CHA may terminate a HAP contract with a 30-day notice to the landlord and the tenant at the recertification date that it is determined there is insufficient funding to continue the HAP contract. If Payment Standards are lowered because of insufficient funding, the following will be excluded: elderly families, disabled families, Family Self-Sufficiency families, and Section 8 homeowner families. CHA will add the families being terminated to the top of the waiting list and when funding is resumed, the family will receive a voucher for their rental assistance.

4. Final HAP payment to owner

The HAP payment stops when the lease terminates. The owner may keep the payment for the month in which the family moves out. If the owner has begun eviction proceedings and the family continues to occupy the unit, CHA will continue to make payments until the owner obtains a judgment or the family moves out. The owner must file a detainer

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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warrant within five (5) days of the move-out date stated in the eviction notice.

5. Abandonment:

If the tenant abandons the unit, the owner will keep the housing assistance payment for the month the tenant abandons. The family will not be responsible to repay the housing assistance payment for the month of abandonment. The tenant will receive a termination of assistance letter. If the tenant wants to reapply for housing, they must prove they have lived in a unit for two years without abandoning.

If the owner must post the unit abandoned due to family unexplained absence from the unit, CHA will pay through a thirty-(30) day abandonment.

Section XXIX. Payment of Monies Owed by the Family to CHA

A. Section 8 Voucher Applicants Living in CHA's Conventional Public Housing

Families transferring from Public Housing to the Section 8 Voucher Program must satisfy all outstanding debts under the Public Housing lease prior to transferring to the Section 8 Voucher Program. Families accessed a debt to CHA of \$500.00 or less, after being issued a Voucher and prior to a Section 8 HAP contract being executed on their behalf, may be offered the opportunity to enter into an agreement to pay the amount owed. Under such an agreement, CHA may accept 25% of the debt and negotiate a promissory note to repay the remaining balance within twelve (12) months. Any amounts greater than \$500.00 must be paid prior to execution of a Section 8 HAP contract.

B. Section 8 Voucher Applicants Living Outside of CHA's Conventional Public Housing

CHA will deny participation to any Applicant (including Family members) owing CHA money or to any Applicant (including Family Members) whose previous performance in any CHA program would disqualify them from further participation.

C. Additions to Families

CHA will allow the Family to enter into a repayment agreement in the event a spouse of the Head of Household is added to a Family and that adult has an outstanding debt to CHA. The total amount owed by the adult requesting to be added to the lease will be transferred to the Head of Household's account and payments will become the responsibility of the Head of Household and, if applicable, the Co-head. Failure to pay the repayment agreement may result in the Family's termination from the program.

Chattanooga Housing Authority  
Housing Choice Voucher Program Administrative Plan

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D. Participants in the Housing Choice Voucher Program (Section 8)

Families must satisfy, in full, all outstanding balances to CHA resulting from previous tenancy in any housing program administered or managed by CHA. This includes debts for damages, fraud and move-out expenses from public housing or special claims paid to a Housing Choice Voucher Program (Section 8) Landlord. If the amount owed is \$500.00 or less, CHA may accept 25% of the debt and negotiate a promissory note to repay the remaining balance within twelve (12) months. Failure to pay monies owed CHA may result in termination of assistance.

Section XXX. Charges Against the Administrative Fee Reserve

Occasionally, it is necessary for the CHA to spend money from its Housing Choice Voucher Program (Section 8) Administrative Fee Reserve to meet unseen or extraordinary expenditures or for its other housing related purposes consistent with State law.

The CHA Board of Commissioners authorizes the Executive Director to expend without prior Board approval up to and including Ten Thousand Dollars (\$10,000) for authorized expenditures.

Any item(s) exceeding Ten Thousand Dollars (\$10,000) will require prior Board of Commissioner approval before any charge is made against the Housing Choice Voucher Program (Section 8) Administrative Fee Reserve.

Section XXXI. Verification and Privacy of Family Information

CHA will utilize all means, including electronic, to collect and verify information about participants and all household members. Certain of this data may be shared, on request, only with the individual to whom the information pertains. Heads of Household only may receive information on minors residing in the household. Information for other adults in the household may be provided, only to them, at their request only. There is no fee to provide this information during the annual reexamination interview, and/or when income information is disputed by any member of the household. Each adult member of the household shall sign the PDQ acknowledging these methods of data collection and their rights to access the information.



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

<b>PHA Name:</b> Chattanooga Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: TN37P00450108 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2008
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:     Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$842,011.00			
3	1408 Management Improvements	\$235,000.00			
4	1410 Administration	\$421,000.00			
5	1411 Audit	\$5,000.00			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$165,000.00			
8	1440 Site Acquisition	\$50,000.00			
9	1450 Site Improvement	\$32,500.00			
10	1460 Dwelling Structures	\$635,089.00			
11	1465.1 Dwelling Equipment - Nonexpendable	\$14,400.00		\$30,089.00	
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$35,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$25,000.00			
18	1499 Development Activities	\$1,750,000.00			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	<b>\$4,210,000.00</b>	<b>\$0.00</b>		
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00		
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00		
24	Amount of line 21 Related to Security - Soft Costs	\$150,000.00	\$0.00		
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00		

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

X

**Annual Statement / Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRH)**

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450108</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2008</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-1</b> College Hill Courts	Extraordinary maintenance - exteriors (FA)	1460	as needed	\$35,000.00				
	Extraordinary maintenance - site (FA)	1450	as needed	<u>\$2,500.00</u> <b>\$37,500.00</b>				
<b>TN 4-2</b> Eastlake Courts	Extraordinary maintenance - exteriors (FA)	1460	as needed	\$35,000.00				
	Extraordinary maintenance - site (FA)	1450	as needed	<u>\$2,500.00</u> <b>\$37,500.00</b>				
<b>TN 4-3</b> Harriet Tubman	Extraordinary maintenance - exteriors (FA)	1460	as needed	\$30,089.00				
	Extraordinary maintenance - site (FA)	1450	as needed	<u>\$2,500.00</u> <b>\$32,589.00</b>				
<b>TN 4-7</b> Mary Walker	Extraordinary maintenance - exteriors (FA)	1460	as needed	\$5,000.00				
	Extraordinary maintenance - site (FA)	1450	as needed	<u>\$2,500.00</u> <b>\$7,500.00</b>				
<b>TN 4-8</b> Emma Wheeler	Extraordinary maintenance - exteriors (FA)	1460	as needed	\$5,000.00				
	Extraordinary maintenance - site (FA)	1450	as needed	<u>\$2,500.00</u> <b>\$7,500.00</b>				
<b>TN 4-10</b> Boynton Terrace	Extraordinary maintenance - exteriors (FA)	1460	as needed	\$25,000.00				
	Development	1499		\$1,500,000.00				
	Extraordinary maintenance - site (FA)	1450	as needed	<u>\$2,500.00</u> <b>\$1,527,500.00</b>				
<b>TN 4-12</b> Scattered Sites	Extraordinary maintenance - exteriors (FA)	1460	as needed	\$20,000.00				
	Extraordinary maintenance - site (FA)	1450	as needed	\$15,000.00				
	Rehab	1460	6 d.u.	<u>\$375,000.00</u> <b>\$410,000.00</b>				

**Annual Statement / Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRH)**

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450108</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2008</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-21</b> Cromwell Hills	Extraordinary maintenance - exteriors (FA)	1460	as needed	\$100,000.00				
	Extraordinary maintenance - site (FA)	1450	as needed	<u>\$2,500.00</u> <b>\$102,500.00</b>				
<b>TN 4-22</b> Gateway Tower	Extraordinary maintenance - exteriors (FA)	1460	as needed	\$5,000.00 <b>\$5,000.00</b>				
<b>LIPH-Wide</b>	Operations	1406		<b>\$842,011.00</b>				
	Upgrade Computer Software	1408		\$15,000.00				
	Maintain Marketing Program	1408		\$5,000.00				
	Management Development/Training	1408		\$50,000.00				
	Provide Security	1408		\$150,000.00				
	Summer Youth Program	1408		<u>\$15,000.00</u> <b>\$235,000.00</b>				
	Salaries	1410		\$303,120.00				
	Employee Benefits	1410		<u>\$117,880.00</u> <b>\$421,000.00</b>				
	Audit	1411		<b>\$5,000.00</b>				
	A/E Services	1430		<b>\$150,000.00</b>				
	Strategic Planning	1430		<b>\$15,000.00</b>				
	Land acquisition for future development	1440		<b>\$50,000.00</b>				
	Computer hardware	1475		<b>\$35,000.00</b>				

**Annual Statement / Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRH)**

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450108</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2008</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>LIPH-Wide</b> (Continued)	Relocation	1495		<b>\$25,000.00</b>				
	Dwelling equipment - bulk for rehab	1465		<b>\$14,400.00</b>				
	Development	1499		<b>\$250,000.00</b>				
		<b>Total</b>		<b>\$4,210,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

PHA Name: <b>Chattnaooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450108</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2008</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>TH 4-1</b> College Hill Courts	12/31/2010			12/31/2012			
<b>TH 4-2</b> East Lake Courts	12/31/2010			12/31/2012			
<b>TH 4-3</b> Harriet Tubman	12/31/2010			12/31/2012			
<b>TH 4-7</b> Mary Walker	12/31/2010			12/31/2012			
<b>TN 4-8</b> Emma Wheeler	12/31/2010			12/31/2012			
<b>TN 4-10</b> Boynton Terrace	12/31/2010			12/31/2012			
<b>TN 4-12</b> Scattered Sites	12/31/2010			12/31/2012			
<b>TN 4-21</b> Cromwell Hills	12/31/2010			12/31/2012			
<b>TN 4-22</b> Gateway Tower	12/31/2010			12/31/2012			
<b>LIPH-Wide</b> Upgrade Computer Software	12/31/2010			12/31/2012			

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

PHA Name: <b>Chattnaooga Housing Authority</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>TN37P00450108</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2008</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>LIPH-Wide</b> (Continued)							
Maintain Marketing Program	12/31/2010			12/31/2012			
Management Development/Training	12/31/2010			12/31/2012			
Provide Security	12/31/2010			12/31/2012			
Summer Youth Program	12/31/2010			12/31/2012			
A/E Services/Planning	12/31/2010			12/31/2012			
Land acquisition	12/31/2010			12/31/2012			
Computer hardware	12/31/2010			12/31/2012			
Relocation	12/31/2010			12/31/2012			
Dwelling equipment - bulk for rehab	12/31/2010			12/31/2012			
Development	12/31/2010			12/31/2012			


# Annual Statement / Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: <b>Chattanooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450104</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: **6/30/2007**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$939,982.80	\$939,982.80	\$939,982.80	\$939,982.80
3	1408 Management Improvements	\$601,833.23	\$575,864.21	\$575,864.21	\$575,829.42
4	1410 Administration	\$469,991.40	\$469,991.40	\$469,991.40	\$469,991.40
5	1411 Audit	\$4,774.70	\$4,774.70	\$4,774.70	\$4,774.70
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$427,679.29	\$427,679.29	\$427,679.29	\$421,979.29
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$1,896,390.21	\$1,779,391.59	\$1,779,391.59	\$1,771,431.74
11	1465.1 Dwelling Equipment - Nonexpendable	\$11,786.00	\$11,786.00	\$11,786.00	\$11,786.00
12	1470 Nondwelling Structures	\$260,000.00	\$412,969.64	\$412,969.64	\$393,285.50
13	1475 Nondwelling Equipment	\$20,501.37	\$10,499.37	\$10,499.37	\$10,499.37
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$17,540.00	\$17,540.00	\$17,540.00	\$17,540.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	\$49,435.00	\$49,435.00	\$49,435.00	\$49,435.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2 - 20)	<b>\$4,699,914.00</b>	<b>\$4,699,914.00</b>	<b>\$4,699,914.00</b>	<b>\$4,666,535.22</b>
22	Amount of line 21 Related to LBP Activities	\$7,500.00	\$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	\$296,724.00	\$328,950.01	\$328,950.01	\$328,950.01
25	Amount of line 21 Related to Security - Hard Costs	\$10,000.00	\$302,291.64	\$302,291.64	\$282,607.50
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00			

Signature of Executive Director & Date:  


Signature of Public Housing Director/Office of Native American Programs Administrator & Date:  
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**Annual Statement / Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: TN37P00450104 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2004</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN 4-1 College Hill Courts	Replace roofs	1460		412,244.19	411,244.19			100% obligated, 100% expended
	Storm doors w/security screens	1460		69,900.00				100% obligated, 100% expended
	Fan & light in bathroom	1460		0.00				Deleted
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		15.30				100% obligated, 100% expended
	Electric heaters	1460		0.00				Deleted
				<b>482,159.49</b>		<b>481,159.49</b>	<b>481,159.49</b>	
TN 4-2 East Lake Courts	Remove clothesline poles, construct playground	1450	site	0.00				Deleted
	Construct laundry facility	1470		0.00				Deleted
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		5,247.04	5,308.36			100% obligated, 100% expended
	Secure crawl space access	1460		7,695.00				100% obligated, 100% expended
	Replace door locks	1460		83,799.61	91,494.61			100% obligated, 100% expended
				<b>96,741.65</b>		<b>96,802.97</b>	<b>92,757.97</b>	
TN 4-3 Harriet Tubman	Replace exterior doors & windows	1460		0.00				Deleted
	Upgrade site electrical system	1450		0.00				Deleted
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		15.30				100% obligated, 100% expended
	Renovate M/M office - from 2002	1470		110,678.00				100% obligated, 100% expended
	Repair structural damage, M/M bldg. from 2002	1470		149,322.00	0.00			Deleted
				<b>260,015.30</b>		<b>110,693.30</b>	<b>110,693.30</b>	
TN 4-7,11 Mary Walker Towers	Upgrade elevators	1460		0.00				Deleted
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		357.70	338.90			100% obligated, 100% expended
				<b>357.70</b>		<b>338.90</b>	<b>338.90</b>	



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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: TN37P00450104 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2004</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN 4-8  Emma Wheeler	Replace roofs	1460		3,983.23				100% obligated, 100% expended
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		108,594.86				100% obligated, 100% expended
	Replace water heaters - from 2002	1460		<u>8,940.00</u>				100% obligated, 100% expended
				<b>121,518.09</b>		<b>121,518.09</b>		
TN 4-10 Boynton Terrace	Install automatic doors	1460		0.00	0.00			Deleted
	Install park benches	1450		0.00	0.00			Deleted
TN 4-10 Boynton Terrace (Continued)	Repair elevators	1460		445,006.30	327,252.97			100% obligated, 8% expended
	Replace generators & fire pump	1460		0.00				Deleted
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		514.06	514.06			100% obligated, 100% expended
	Renovate/expand lobbies	1460		<u>0.00</u>				Deleted
				<b>445,520.36</b>		<b>327,767.03</b>	<b>327,767.03</b>	
TN 4-12 Greenwood Terrace	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		<b>6,330.52</b>		<b>6,330.52</b>	<b>6,330.52</b>	100% obligated, 100% expended
TN 4-13 Missionary Heights	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		70,861.31	70,887.44			100% obligated, 100% expended
	Repair/install floors, ceilings, walls & trim	1460		<u>70,902.00</u>				100% obligated, 100% expended
				<b>141,763.31</b>		<b>141,789.44</b>	<b>141,789.44</b>	
TN 4-14E Judson Lane	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		<b>77,697.31</b>	<b>80,309.15</b>	<b>80,309.15</b>	<b>80,309.15</b>	100% obligated, 100% expended
TN 4-14N Devel Lane	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		<b>0.00</b>	<b>2,878.92</b>	<b>2,878.92</b>	<b>2,878.92</b>	100% obligated, 100% expended
TN 4-19-1 Gurley St.	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		<b>23,509.58</b>		<b>23,509.58</b>	<b>23,509.58</b>	100% obligated, 100% expended
TN 4-19-3 Woodside	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		<b>4,225.44</b>		<b>4,225.44</b>	<b>4,225.44</b>	100% obligated, 100% expended

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450104</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2004</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN 4-21 Cromwell Hills	Replace roofs	1460	site	0.00				Deleted
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		<u>20,304.34</u> <b>20,304.34</b>		<b>20,304.34</b>	<b>20,304.34</b>	100% obligated, 100% expended
TN 4-22 Gateway Tower	Upgrade garbage chutes	1460	bldg	0.00	0.00			Deleted
	Interior furnishings	1475		0.00	0.00			Deleted
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		5,053.84	489.46			100% obligated, 100% expended
	Replace/install electrical fittings, fixtures & wiring	1460		39,123.76	42,497.04			100% obligated, 91% expended
	Elevator repair	1460	bldg	0.00	0.00			Deleted
	Site lighting	1450		0.00	0.00			Deleted
	Ventilation	1460	bldg	<u>0.00</u> <b>44,177.60</b>	0.00		<b>42,986.50</b>	<b>39,074.11</b>
HA-Wide	Manager of Development	1408		3,762.24		3,762.24	3,762.24	100% obligated, 100% expended
	Administrative Assistant	1408		0.00		0.00	0.00	Deleted
	Resident Greeter Coordinator	1408		34,577.10		34,577.10	34,577.10	100% obligated, 100% expended
	Resident Upward Mobility Program	1408		34,854.34	9,750.32	9,750.32	9,750.32	100% obligated, 100% expended
	Resident Service Apprenticeship Program	1408		0.00		0.00	0.00	Deleted
	Summer Youth Program	1408		83,508.30	84,633.30	84,633.30	84,633.30	100% obligated, 100% expended
	Resident Greeters	1408		51,896.20	49,906.20	49,906.20	49,906.20	100% obligated, 100% expended
	Maintain Marketing Program	1408		4,355.00	4,095.00	4,095.00	4,095.00	100% obligated, 100% expended
	Management Development/Training	1408		44,031.60	44,291.60	44,291.60	44,256.81	100% obligated, 100% expended

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: TN37P00450104 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2004</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b> (Continued)	Provide Security	1408		328,950.01		328,950.01	328,950.01	100% obligated, 100% expended
	Upgrade Computer Software	1408		<u>15,898.44</u> <b>601,833.23</b>		<u>15,898.44</u> <b>575,864.21</b>	<u>15,898.44</u> <b>575,829.42</b>	100% obligated, 100% expended
	Employee Benefits	1410		110,232.56		110,232.56	110,232.56	100% obligated, 100% expended
	Salaries	1410		359,758.84		359,758.84	359,758.84	100% obligated, 100% expended
	<del>Environmental review</del>	1410		0.00				Deleted
	<del>Legal Services</del>	1410		<u>0.00</u> <b>469,991.40</b>		<b>469,991.40</b>	<b>469,991.40</b>	Deleted
	Operations	1406		<b>939,982.80</b>		<b>939,982.80</b>	<b>939,982.80</b>	100% obligated, 100% expended
	Audit	1411		<b>4,774.70</b>		<b>4,774.70</b>	<b>4,774.70</b>	100% obligated, 100% expended
	A/E Services	1430		<b>255,617.10</b>		<b>255,617.10</b>	<b>251,417.10</b>	100% obligated, 98% expended
	<del>Contract Management Services</del>	1430		<b>0.00</b>				Deleted
	<del>Consulting services</del>	1430		<b>0.00</b>				Deleted
	<del>LBP testing</del>	1430		<b>0.00</b>				Deleted
	<del>Mold testing</del>	1430		<b>0.00</b>				Deleted
	Master/Strategic planning	1430		<b>172,062.19</b>		<b>172,062.19</b>	<b>170,562.19</b>	100% obligated, 99% expended
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance	1460		<b>432,069.52</b>	<b>429,455.92</b>	<b>429,455.92</b>	<b>429,453.46</b>	100% obligated, 100% expended
	Appliances (bulk for rehab)	1465		<b>11,786.00</b>		<b>11,786.00</b>	<b>11,786.00</b>	100% obligated, 100% expended

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: TN37P00450104 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2004</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide (Continued)	Computer hardware	1475		9,589.79		9,587.79	9,587.79	100% obligated, 100% expended
	Office furniture & equip.	1475		911.58		911.58	911.58	100% obligated, 100% expended
	Security cameras	1470		10,000.00	302,291.64	302,291.64	282,607.50	100% obligated, 93% expended
	<del>Land acquisition</del>	1440		0.00				Deleted
	Capital Fund leveraging - various sites	1501		49,435.00		49,435.00	49,435.00	100% obligated, 100% expended
	Relocation	1495		17,540.00		17,540.00	17,540.00	100% obligated, 100% expended
	<del>Contingency</del>	1502		0.00				Deleted
<b>Total</b>				<b>4,699,914.00</b>		<b>4,699,914.00</b>	<b>4,666,535.22</b>	

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaoooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450104</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN 4-1 College Hill	12/31/2005	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
TN 4-2 East Lake	12/31/2005	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
TN 4-3 Harriet Tubman	12/31/2005	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
TN 4-7, 11 Mary Walker	12/31/2005	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
TN 4-8 Emma Wheeler	12/31/2005	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
TN 4-10 Boynton Terrace	12/31/2005	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
TN 4-12 Greenwood Terrace		9/13/2006	8/31/2006				
TN 4-13 Missionary Heights	12/31/2005	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
TN 4-14E Judson Lane		9/13/2006	8/31/2006				
TN 4-19-1 Gurley St.		9/13/2006	8/31/2006				
TN 4-19-3 Woodside		9/13/2006	8/31/2006				

# Annual Statement / Performance and Evaluation Report

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

### Part II: Supporting Pages

PHA Name: <b>Chattnaooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450104</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>TN 4-21</b> Cromwell Hills	12/31/2005	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
<b>TN 4-22</b> Gateway Towers	12/31/2005	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
<b>HA-Wide</b>							
Manager of Development	12/31/04		12/31/04	12/31/2007			
Administrative Assistant	12/31/04		Deleted	12/31/2007			
Resident Greeter Coordinator	12/31/04		12/31/04	12/31/2007			
Resident Greeters	12/31/05		12/31/04	12/31/2007			
Resident Upward Mobility Program	12/31/05	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
Resident Service Apprentice- ship Program	12/31/05	Deleted		12/31/2007			
Summer Youth Program	12/31/05	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
Upgrade Computer Software	12/31/05	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
LBP Testing	12/31/05	Deleted		12/31/2007			
Mold testing	12/31/05	Deleted		12/31/2007			
Contract Management services	12/31/05		Deleted	12/31/2007			
Consulting services	12/31/05		Deleted	12/31/2007			

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450104</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>HA-Wide</b> (Continued)							
Master planning/grant writing	12/31/05	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
Renovate vacant units to HUD Mod standards/codes extraordinary maintenance	12/31/05	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
Appliances	12/31/05	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
Upgrade computer hardware	12/31/05	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
Office furniture	12/31/05	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
Security cameras	12/31/05	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date
Land acquisition	12/31/05	Deleted		12/31/2007			
Relocation	12/31/05	9/13/2006	8/31/2006	12/31/2007			LOCCS , from ACC execution date

# Annual Statement / Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: <b>Chattanooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450105</b>	Federal FY of Grant: <b>2005</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: **6/30/07**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$924,491.80	\$924,491.80	\$924,491.80	\$924,491.80
3	1408 Management Improvements	\$599,983.00	\$439,986.78	\$439,986.78	\$423,803.71
4	1410 Administration	\$419,513.00	\$410,517.93	\$410,517.93	\$410,517.93
5	1411 Audit	\$10,000.00	\$9,980.08	\$9,980.08	\$9,980.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$175,279.19	\$94,944.36	\$94,944.36	\$88,590.36
8	1440 Site Acquisition	\$50,000.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$15,000.00	\$318,146.22	\$318,146.22	\$315,488.22
10	1460 Dwelling Structures	\$1,688,056.68	\$2,192,956.45	\$2,192,956.45	\$2,184,079.19
11	1465.1 Dwelling Equipment - Nonexpendable	\$5,000.00	\$42,084.00	\$42,084.00	\$42,084.00
12	1470 Nondwelling Structures	\$0.00	\$50,218.36	\$50,218.36	\$35,706.00
13	1475 Nondwelling Equipment	\$385,000.00	\$99,474.60	\$99,474.60	\$82,515.70
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service	\$350,135.33	\$39,658.42	\$39,658.42	\$39,658.42
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$4,622,459.00	\$4,622,459.00	\$4,622,459.00	\$4,556,915.33
22	Amount of line 21 Related to LBP Activities	\$5,000.00	\$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	\$150,000.00	\$237,581.78	\$237,581.78	\$136,258.98
25	Amount of line 21 Related to Security - Hard Costs	\$300,000.00	\$50,218.36	\$50,218.36	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

Signature of Executive Director & Date:  
 X 

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:  
 X



# Annual Statement / Performance and Evaluation Report

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

### Part II: Supporting Pages

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN 4-1 College Hill Courts	Roof replacement	1460	Site	\$0.00				Deleted
	Extraordinary maintenance (FA)	1460	as needed	\$0.00	3,177.22			100 % Obligated, 100 % Expended
	Site Improvements	1450	as needed	\$0.00	40,250.64			100 % Obligated, 100 % Expended
				<b>\$0.00</b>		<b>43,427.86</b>	<b>43,427.86</b>	
TN 4-2 East Lake Courts	Construct laundry facility	1470		\$0.00				Deleted
	Site Improvements			\$0.00	23,110.62			100 % Obligated, 100 % Expended
	Renovations	1460		\$0.00	17,247.39			100 % Obligated, 100 % Expended
	Secure crawl space access	1460		\$0.00				Deleted
				<b>\$0.00</b>		<b>40,358.01</b>	<b>40,358.01</b>	
TN 4-3 Harriet Tubman	Extraordinary maintenance (FA)	1460	as needed	\$0.00				Deleted
	Extraordinary maintenance (FA)	1470	as needed	\$0.00				Deleted
	Site Improvements	1450	as needed	\$0.00	15,247.45			100 % Obligated, 91 % Expended
	Renovations	1460	as needed	\$0.00	114,978.17			100 % Obligated, 100 % Expended
	Upgrade site electrical system	1450		\$0.00				Deleted
	Doors/windows, non-routine maintenance	1460	as needed	\$0.00				Deleted
				<b>\$0.00</b>		<b>130,225.62</b>	<b>128,896.62</b>	
TN 4-7 Mary Walker	Site Improvements	1450		\$0.00	2,179.96			100 % Obligated, 100 % Expended
	Renovations	1460		\$0.00	4,564.13			100 % Obligated, 100 % Expended
				<b>\$0.00</b>		<b>6,744.09</b>	<b>6,744.09</b>	
TN 4-8 Emma Wheeler	Replace roofs	1460		\$30,000.00	2,228.63			100 % Obligated, 100 % Expended
	Site Improvements	1450	as needed	\$0.00	38,302.85			100 % Obligated, 97 % Expended

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>TN 4-8</b> Emma Wheeler Continued	Renovations	1460	as needed	\$0.00	39,203.83	<b>79,735.31</b>	<b>78,406.31</b>	100 % Obligated, 100 % Expended
				<b>\$30,000.00</b>				
<b>TN 4-10</b>  Boynton Terrace	Repair elevators	1460		\$0.00	117,753.33			100 % Obligated, 100 % Expended
	Site Improvements	1450	as needed	\$0.00	547.49			100 % Obligated, 100 % Expended
	Renovations	1460	as needed	\$0.00	8,541.83			100 % Obligated, 100 % Expended
	Renovate/expand lobbies	1460		\$0.00				Deleted
				<b>\$0.00</b>		<b>126,842.65</b>	<b>126,842.65</b>	
<b>TN 4-12</b> Greenwood Terrace	Renovate bathrooms	1460	Site	\$0.00				Deleted
	Renovate kitchens	1460	Site	\$0.00				Deleted
	Replace/repair exterior doors & windows	1460	Site	\$0.00				Deleted
	Repair floors, ceilings, walls & trim	1460	Site	\$0.00				Deleted
	Lead based paint abatement	1460	Site	\$0.00				Deleted
	Replace interior doors/window accessories	1460	Site	\$0.00				Deleted
	Paint interior	1460	Site	\$0.00				Deleted
	Pest control	1460	Site	\$0.00				Deleted
	Replace shelving/closet accessories	1460	Site	\$0.00				Deleted
	Upgrade electrical service	1460	Site	\$0.00				Deleted
	Install electric meters	1460	Site	\$0.00				Deleted
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance (FA)	1460		\$2,541.51	9,252.80			100 % Obligated, 100 % Expended

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
TN 4-12 Greenwood Terrace (Continued)	Site Improvements	1450		\$0.00	3,703.38		100 % Obligated, 100 % Expended
	Replace ranges & refrigerators	1465	Site	\$0.00			Deleted
				<b>\$2,541.51</b>		<b>12,956.18</b>	<b>12,956.18</b>
TN 4-13 Missionary Heights	Renovate bathrooms	1460		\$15,846.59			100 % Obligated, 100 % Expended
	Renovate kitchens	1460		\$19,361.75			100 % Obligated, 100 % Expended
	Replace/repair ext. doors & windows	1460		\$36,994.26			100 % Obligated, 100 % Expended
	Repair/install floors, ceilings, walls & trim	1460		\$110,086.99	123,170.41		100 % Obligated, 100 % Expended
	Paint interior	1460		\$34,357.89			100 % Obligated, 100 % Expended
	Pest control	1460		\$2,642.04			100 % Obligated, 100 % Expended
	Replace shelving & closet accessories	1460		\$4,405.29			100 % Obligated, 100 % Expended
	Upgrade electrical service	1460		\$29,946.93			100 % Obligated, 100 % Expended
	Upgrade HVAC	1460		\$10,562.50			100 % Obligated, 100 % Expended
	Site Improvements	1450		\$0.00	13,322.02		100 % Obligated, 100 % Expended
				<b>\$264,204.24</b>		<b>290,609.68</b>	<b>290,609.68</b>
TN 4-14-1 Judson Lane	Renovate bathrooms	1460		\$13,750.39			100 % Obligated, 100 % Expended
	Renovate kitchens	1460		\$16,800.57			100 % Obligated, 53 % Expended
	Replace/repair ext. doors & windows	1460		\$32,100.63	48,352.09		100 % Obligated, 100 % Expended
	Repair/install floors, ceilings, walls & trim	1460		\$95,524.60	143,885.48		100 % Obligated, 100 % Expended
	Paint interior	1460		\$29,813.00			100 % Obligated, 100 % Expended

# Annual Statement / Performance and Evaluation Report

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

### Part II: Supporting Pages

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>		Status of Work
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
TN 4-14-1 Judson Lane Continued	Pest control	1460		\$2,292.55				100 % Obligated, 100 % Expended
	Replace shelving & closet accessories	1460		\$3,822.56				100 % Obligated, 100 % Expended
	Upgrade electrical service	1460		\$25,985.53	45,463.62			100 % Obligated, 100 % Expended
	Upgrade HVAC	1460		\$9,165.29				100 % Obligated, 100 % Expended
	Site Improvements	1450		\$0.00	6,322.49			100 % Obligated, 100 % Expended
				<b>\$229,255.12</b>		<b>313,345.55</b>	<b>304,468.29</b>	
TN 4-14-2 Devel Lane	Extraordinary Maintenance	1460		\$0.00	959.96			100 % Obligated, 100 % Expended
	Site Improvements	1450		\$0.00	123.60			100 % Obligated, 100 % Expended
				<b>\$0.00</b>		<b>1,083.56</b>	<b>1,083.56</b>	
TN 4-16 Steiner Apartments	Emergency site repairs	1450		\$3,273.47	13,807.95			100 % Obligated, 100 % Expended
	Renovations	1460		\$0.00	26,209.53			100 % Obligated, 100 % Expended
				<b>\$3,273.47</b>		<b>40,017.48</b>	<b>40,017.48</b>	
TN 4-19-1 Gurley Street	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance (FA)	1460		\$223.75	2,340.00			100 % Obligated, 100 % Expended
	Renovations	1460		\$0.00	5,671.32			100 % Obligated, 100 % Expended
	Site Improvements	1450		\$0.00	7,939.41			100 % Obligated, 100 % Expended
				<b>\$223.75</b>		<b>15,950.73</b>	<b>15,950.73</b>	
TN 4-19-2 Fairmount	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance (FA)	1460		\$353.24	3,447.40			100 % Obligated, 100 % Expended
	Emergency site repairs	1450		\$1,000.00	3,062.47			100 % Obligated, 100 % Expended
				<b>\$1,353.24</b>		<b>6,509.87</b>	<b>6,509.87</b>	
TN 4-19-3 Woodside	Interior renovations: (Painting, kitchens, floor repair, elec. & plumbing, etc.)	1460		\$939,242.67	1,022,585.83			100 % Obligated, 92 % Expended
	Site Improvements	1450			26,410.29			100 % Obligated, 100 % Expended

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
<b>TN 4-19-3</b> Woodside Continued	Dwelling Equipment	1465		14,005.00			100 % Obligated, 100 % Expended
				<b>\$939,242.67</b>	<b>1,063,001.12</b>	<b>1,063,001.12</b>	
<b>TN 4-21</b> Cromwell Hills	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance (FA)	1460		\$5,662.40	45,701.69		100 % Obligated, 100 % Expended
	Site Improvements	1450		\$0.00	43,790.18		100 % Obligated, 100 % Expended
	Renovations	1460		\$0.00	29,500.42		100 % Obligated, 100 % Expended
				<b>\$5,662.40</b>	<b>118,992.29</b>	<b>118,992.29</b>	
<b>TN 4-22</b> Gateway Towers	Upgrade garbage chutes	1460		\$9,384.00			100 % Obligated, 100 % Expended
	Replace/install electrical fittings, fixtures, wiring	1460		\$16,305.44	17,714.17		100 % Obligated, 100 % Expended
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance (FA)	1460		\$559.10			100 % Obligated, 100 % Expended
	<del>Elevator repair</del>	1460		\$0.00			Deleted
	<del>Ventilation</del>	1460		\$0.00			Deleted
	Dwelling Equipment	1465		\$0.00	28,079.00		100 % Obligated, 100 % Expended
	Site Improvements	1450			6,743.03		100 % Obligated, 100 % Expended
				<b>\$26,248.54</b>	<b>62,479.30</b>	<b>62,479.30</b>	
<b>HA-Wide</b>	Operations	1406		<b>\$924,491.80</b>		<b>924,491.80</b>	100 % Obligated, 100 % Expended
	Upgrade Computer Software	1408		\$50,000.00	7,819.28	7,819.28	100 % Obligated, 100 % Expended
	Maintain Marketing Program	1408		\$64,983.00	64,983.00	48,829.60	100 % Obligated, 75 % Expended
	Management Development/Training	1408		\$45,000.00	64,085.32	64,055.65	100 % Obligated, 99 % Expended
	Provide Security	1408		\$300,000.00	237,581.78	237,581.78	100 % Obligated, 100 % Expended
	<del>Resident Greeter Coordinator</del>	1408		\$0.00			Deleted

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>				
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
<b>HA-Wide</b> (Continued)	Resident Greeters	1408		\$40,000.00	15,936.15	15,936.15	15,936.15	100 % Obligated, 100 % Expended	
	<del>Resident Upward Mobility Program</del>	1408		\$50,000.00	0.00			Deleted	
	<del>Resident Service Apprenticeship Program</del>	1408		\$0.00				Deleted	
	Summer Youth Program	1408		\$50,000.00	49,581.25	49,581.25	49,581.25	100 % Obligated, 100 % Expended	
					<b>\$599,983.00</b>		<b>439,986.78</b>	<b>423,803.71</b>	
	Salaries	1410		\$310,750.00		\$310,750	\$310,750	100 % Obligated, 100 % Expended	
	Employee Benefits	1410		\$108,763.00	99,767.93	\$99,768	\$99,768	100 % Obligated, 100 % Expended	
	<del>Environmental review</del>	1410		\$0.00				Deleted	
	<del>Legal services</del>	1410		\$0.00				Deleted	
					<b>\$419,513.00</b>		<b>410,517.93</b>	<b>410,517.93</b>	
	Audit	1411		\$10,000.00	9,980.08	9,980.08	9,980.00	100 % Obligated, 100 % Expended	
	A & E Fees	1430		\$83,984.00	90,263.86	90,263.86	83,909.86	100 % Obligated, 93 % Expended	
	<del>LBP testing</del>	1430		\$0.00				Deleted	
	<del>Mold testing</del>	1430		\$0.00				Deleted	
	Strategic planning costs	1430		\$91,295.19	4,680.50	4,680.50	4,680.50	100 % Obligated, 100 % Expended	
	Land acquisition for future development	1440		\$50,000.00	0.00			Deleted	
	Emergency site repairs	1450	as needed	\$10,726.53	67,732.94	67,732.94	67,732.94	100 % Obligated, 100 % Expended	
	<del>Lighting</del>	1450		\$0.00				Deleted	
Renovations	1460		\$0.00	100,139.37	100,139.37	100,139.37	100 % Obligated, 100 % Expended		

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
<b>HA-Wide</b> (Continued)	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance (FA)	1460	as needed	\$190,325.21	33,035.06	33,035.06	33,035.06	100 % Obligated, 100 % Expended
	<del>Emergency dwelling repairs</del>	1460	as needed	\$0.00				Deleted
	Office furniture & equipment	1475		\$15,000.00	10,520.00	10,520.00	10,520.00	100 % Obligated, 100 % Expended
	Upgrade computer hardware	1475		\$70,000.00	88,954.60	88,954.60	71,995.70	100 % Obligated, 81 % Expended
	Security cameras	1470		\$300,000.00	50,218.36	50,218.36	35,706.00	100 % Obligated, 71 % Expended
	<del>Appliances for rehabs</del>	1465.1		\$5,000.00	0.00			Deleted
	Leveraging	1501		\$350,135.33	39,658.42	39,658.42	39,658.42	100 % Obligated, 100 % Expended
	<del>Contingency</del>	1502		\$0.00				Deleted
	Total			<b>\$4,622,459.00</b>		<b>\$4,622,459.00</b>	<b>\$4,556,915.33</b>	
				<b>\$4,622,459.00</b>				

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

PHA Name: <b>Chattanooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: TN37P00450105 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2005</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>TN 4-1</b> College Hill	12/31/2007		12/31/2006	12/31/2008			
<b>TN 4-2</b> East Lake Courts	12/31/2007		12/31/2006	12/31/2008			
<b>TN 4-3</b> Harriet Tubman	12/31/2007		12/31/2006	12/31/2008			
<b>TN 4-8</b> Emma Wheeler Homes	12/31/2007		12/31/2006	12/31/2008			
<b>TN 4-10</b> Boynton Terrace	12/31/2007		12/31/2006	12/31/2008			
<b>TN 4-12</b> Greenwood Terrace	12/31/2007		12/31/2006	12/31/2008			
<b>TN 4-22</b> Gateway Towers	12/31/2007		12/31/2006	12/31/2008			
<b>HA-Wide</b>							
Upgrade Computer Software	12/31/2007		12/31/2006	12/31/2008			
Maintain Marketing Program	12/31/2007		12/31/2006	12/31/2008			
Management Development/ Training	12/31/2007		12/31/2006	12/31/2008			
Provide Security	12/31/2007		12/31/2006	12/31/2008			
Resident Greeter Coordinator	12/31/2007		12/31/2006	12/31/2008			



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

PHA Name: <b>Chattnaooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450105</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2005</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>HA-Wide</b> (Continued)							
Resident Greeters	12/31/2007		12/31/2006	12/31/2008			
Resident Upward Mobility Program	12/31/2007	Deleted		12/31/2008			
Resident Service Apprenticeship Program	12/31/2007	Deleted		12/31/2008			
Summer Youth Program	12/31/2007		12/31/2006	12/31/2008			
Renovate vacant units to HUD Mod standards/codes extraordinary maintenance	12/31/2007		12/31/2006	12/31/2008			
Emergency site repairs	12/31/2007		12/31/2006	12/31/2008			
Lighting	12/31/2007		12/31/2006	12/31/2008			
Emergency dwelling repairs	12/31/2007		12/31/2006	12/31/2008			
Office furniture & equipment	12/31/2007		12/31/2006	12/31/2008			
Upgrade computer hardware	12/31/2007		12/31/2006	12/31/2008			
Security cameras	12/31/2007		12/31/2006	12/31/2008			
Appliances for rehabs	12/31/2007		12/31/2006	12/31/2008			
Leveraging	12/31/2007		12/31/2006	12/31/2008			
Contingency	12/31/2007		Deleted	12/31/2008			

# Annual Statement / Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: <b>Chattanooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450106</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2006</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: **6/30/07**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$913,130.20	\$913,130.20	\$913,130.20	\$913,130.20
3	1408 Management Improvements	\$386,973.88	\$454,447.85	\$441,965.60	\$364,736.60
4	1410 Administration	\$419,513.00	\$456,565.00	\$456,565.00	\$411,619.77
5	1411 Audit	\$5,000.00	\$5,000.00	\$2,749.98	\$2,749.98
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$292,217.62	\$66,817.50	\$66,817.50	(\$50,453.11)
8	1440 Site Acquisition	\$0.00	\$0.00		
9	1450 Site Improvement	\$248,007.38	\$196,052.68	\$196,052.68	\$196,052.68
10	1460 Dwelling Structures	\$723,712.81	\$880,733.35	\$870,733.35	\$638,678.82
11	1465.1 Dwelling Equipment - Nonexpendable	\$17,961.15	\$17,961.15	\$17,961.15	\$17,961.15
12	1470 Nondwelling Structures	\$313,273.10	\$331,804.10	\$331,804.10	\$304,855.80
13	1475 Nondwelling Equipment	\$73,316.98	\$84,224.95	\$84,224.95	\$84,224.95
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$22,150.00	\$77,400.00	\$36,750.00	\$36,750.00
18	1499 Development Activities	\$1,150,394.88	\$1,081,514.22	\$1,001,614.10	\$770,715.96
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	<b>\$4,565,651.00</b>	<b>\$4,565,651.00</b>	<b>\$4,420,368.61</b>	<b>\$3,691,022.80</b>
22	Amount of line 21 Related to LBP Activities	\$2,000.00	\$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	\$170,000.00	\$150,000.00	\$150,000.00	\$110,907.18
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$89,679.00	\$89,679.00	\$65,210.70
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

Signature of Executive Director & Date:

X 

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450106</b> Replacement Housing Factor Grant No:				Federal FY of Grant:  2,006.00		
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 4-1 College Hill Courts	Site Improvements	1450		\$0	5,254.05			100% obligated, 100% expended
	Renovations	1460		\$0 <b>0.00</b>	15,245.38	<b>20,499.43</b>	<b>20,499.43</b>	100% obligated, 100% expended
TN 4-2 East Lake Courts	Site Improvements	1450		\$0	837.59			100% obligated, 100% expended
	Renovations	1460		\$0	6,134.41			100% obligated, 100% expended
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance (FA)	1460		\$0 <b>0.00</b>	30,517.20	<b>37,489.20</b>	<b>37,489.20</b>	100% obligated, 100% expended
TN 4-3 Harriet Tubman	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance (FA)	1460	as needed	\$520,000.00	93,889.39			100% obligated, 100% expended
	Site Improvements	1450		\$0.00	123,690.96			100% obligated, 100% expended
	Renovations	1460		\$0.00 <b>520,000.00</b>	5,211.88	<b>222,792.23</b>	<b>222,792.23</b>	100% obligated, 100% expended
TN 4-7 Mary Walker	Extraordinary maintenance - interiors (FA)	1460	as needed	<b>\$0.00</b>	<b>2,132.06</b>	<b>2,132.06</b>	<b>2,132.06</b>	100% obligated, 100% expended
TN 4-8 Emma Wheeler Homes	Replace roofs	1460	as needed	\$90,000.00	0.00			Deleted
	Site Improvements	1450		\$0.00	2,843.40			100% obligated, 100% expended
	Development	1499		\$0.00	117.00			100% obligated, 100% expended
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance (FA)	1460		\$0.00	18,643.24			100% obligated, 0% expended
	Renovations	1460		\$0.00 <b>90,000.00</b>	64,204.89	<b>85,808.53</b>	<b>67,165.29</b>	100% obligated, 100% expended
TN 4-10 Boynton Terrace	Site Improvements	1450		0.00	234.17			100% obligated, 100% expended
	Development	1460		0.00	351.00			100% obligated, 100% expended
	Extraordinary maintenance - interiors (FA)	1460		0.00 <b>0.00</b>	425.61	<b>1,010.78</b>	<b>1,010.78</b>	100% obligated, 100% expended

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450106</b> Replacement Housing Factor Grant No:				Federal FY of Grant:  2,006.00		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-12</b> Greenwood Terrace	Development	1460	as needed	\$294,000.00	126,820.12			49% obligated, 26% expended
	Renovations			\$0.00	33,824.51			100% obligated, 100% expended
	Extraordinary maintenance - site (FA)	1450	as needed	<u>\$196,000.00</u> <b>\$490,000.00</b>	84,253.75	<b>164,998.26</b>	<b>151,414.53</b>	100% obligated, 100% expended
<b>TN 4-13</b> Missionary Heights	Dwelling Equipment	1465		\$0.00	\$8,981.40			100% obligated, 100% expended
	Site Improvements	1450		\$0.00 <b>\$0.00</b>	\$5,704.34	<b>\$14,685.74</b>	<b>\$14,685.74</b>	100% obligated, 100% expended
<b>TN 4-14E</b> Judson Lane	<del>Extraordinary maintenance - exteriors (FA)</del>	1460	as needed	\$120,000.00	0.00			Deleted
	<del>Extraordinary maintenance - interiors (FA)</del>	1460	as needed	\$87,000.00	0.00			Deleted
	Renovations	1460		\$0.00	4,598.71			100% obligated, 100% expended
	Dwelling Equipment	1465		\$0.00	8,979.75			100% obligated, 100% expended
	Extraordinary maintenance - site (FA)	1450	as needed	<u>\$58,000.00</u> <b>\$265,000.00</b>	5,427.71	<b>19,006.17</b>	<b>19,006.17</b>	100% obligated, 100% expended
<b>TN 4-16</b> Steiner Apartments	Site Improvements	1450		\$0.00	348.18			100% obligated, 100% expended
	Renovations	1460		\$0.00 <b>0.00</b>	2,635.48	<b>2,983.66</b>	<b>2,983.66</b>	100% obligated, 100% expended
<b>TN 4-19-1</b> Gurley Street	Extraordinary maintenance - exteriors (FA)	1460	as needed	\$150,000.00	5,000.00			0% obligated, 0% expended
	Extraordinary maintenance - interiors (FA)	1460	as needed	\$48,000.00	5,000.00			0% obligated, 0% expended
	Renovations	1460		\$0.00	223.15			100% obligated, 100% expended
	Extraordinary maintenance - site (FA)	1450	as needed	<u>\$50,000.00</u> <b>\$248,000.00</b>	102.41	<b>325.56</b>	<b>325.56</b>	100% obligated, 100% expended
<b>TN 4-19-2</b> Fairmount	<del>Extraordinary maintenance - exteriors (FA)</del>	1460	as needed	\$135,000.00	0.00			Deleted
	<del>Extraordinary maintenance - interiors (FA)</del>	1460	as needed	\$56,000.00	0.00			Deleted

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450106</b> Replacement Housing Factor Grant No:				Federal FY of Grant:  2,006.00		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>TN 4-19-2</b> Fairmount Continued	<del>Extraordinary maintenance—site (FA)</del>	1450	as needed	<del>\$56,000.00</del> <b>\$247,000.00</b>	0.00	<b>0.00</b>	<b>0.00</b>	Deleted
<b>TN 4-19-3</b> Woodside	<del>Extraordinary maintenance—interiors (FA)</del>	1460	as needed	<del>\$24,000.00</del> <b>\$24,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Deleted
<b>TN 4-21</b> Cromwell Hills	<del>Replace roofs</del>	1460	Site	\$250,000.00	0.00			Deleted
	Renovations	1460	25 d.u.	\$0.00	130,312.27			100% obligated, 100% expended
	Site Improvements	1450		\$0.00	25,652.02	<b>155,964.29</b>	<b>155,964.29</b>	100% obligated, 100% expended
<b>TN 4-22</b> Gateway Tower	Renovations	1460		0.00	53,030.26			100% obligated, 100% expended
	Site Improvements	1450		0.00	1,402.59	<b>54,432.85</b>	<b>54,432.85</b>	100% obligated, 100% expended
<b>TN 4-32</b> The Oaks at Camden	Development	1499		<b>0.00</b>	<b>943,144.00</b>	<b>943,144.00</b>	<b>725,829.59</b>	100% obligated, 77% expended
<b>HA-Wide</b>	Operations	1406		<b>\$913,130.20</b>		<b>913,130.20</b>	<b>913,130.20</b>	100% obligated, 100% expended
	Upgrade Computer Software	1408		\$150,000.00	117,050.33	117,050.33	80,729.15	100% obligated, 69% expended
	Maintain Marketing Program	1408		\$10,000.00	47,906.04	47,906.04	47,906.04	100% obligated, 100% expended
	Management Development/Training	1408		\$20,000.00	114,898.98	114,898.98	114,898.98	100% obligated, 100% expended
	Provide Security	1408		\$150,000.00		150,000.00	110,907.18	100% obligated, 74% expended
	<del>Resident Greeter Coordinator</del>	1408		\$10,000.00	0.00	0.00	0.00	Deleted
	<del>Resident Greeters</del>	1408		\$10,000.00	0.00	0.00	0.00	Deleted
	Resident Upward Mobility Program	1408		\$100,000.00	10,312.50	10,312.50	8,497.50	100% obligated, 82% expended
	Summer Youth Program	1408		\$10,000.00	14,280.00	1,797.75	1,797.75	100% obligated, 100% expended
				<b>\$460,000.00</b>		<b>441,965.60</b>	<b>364,736.60</b>	

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450106</b> Replacement Housing Factor Grant No:			Federal FY of Grant:  2,006.00				
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
<b>HA-Wide</b> (Continued)	Salaries	1410		\$310,750.00	338,196.00	338,196.00	305,370.85	100% obligated, 90% expended	
	Employee Benefits	1410		\$108,763.00	118,369.00	118,369.00	106,248.92	100% obligated, 90% expended	
	<del>Environmental review</del>	1410		\$500.00	0.00			Deleted	
	<del>Legal services</del>	1410		<del>\$5,000.00</del>	0.00			Deleted	
				<b>\$425,013.00</b>			<b>456,565.00</b>	<b>411,619.77</b>	
	Audit	1411		\$5,000.00		2,749.98	2,749.98	100% obligated, 100% expended	
	A/E Services	1430		\$45,000.00	66,817.50	66,817.50	(50,453.11)	Credit for services in prior year applied to this grant	
	<del>LBP Testing</del>	1430		\$2,000.00	0.00	0.00	0.00	Deleted	
	<del>Mold Testing</del>	1430		\$2,000.00	0.00	0.00	0.00	Deleted	
	<del>Lighting</del>	1460		\$10,000.00	0.00	0.00	0.00	Deleted	
	Land acquisition for future development	1440		\$5,000.00	0.00	0.00	0.00	Deleted	
	Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance (FA)	1460	as needed	\$114,694.20	14,745.35	14,745.35	14,745.35	100% obligated, 100% expended	
	<del>Emergency site repairs</del>	1450		\$15,000.00	0.00	0.00	0.00	Deleted	
	Site Improvements	1450		\$0.00	58,780.59	58,780.59	58,780.59	100% obligated, 100% expended	
	<del>Emergency dwelling repairs</del>	1460		\$15,000.00	0.00	0.00	0.00	Deleted	
	Renovations	1460		\$104,813.60	276,480.48	276,480.48	63,069.19	100% obligated, 23% expended	
Renovate/relocate office space	1470		\$220,000.00	242,125.10	242,125.10	239,645.10	100% obligated, 99% expended		

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450106</b> Replacement Housing Factor Grant No:			Federal FY of Grant:  2,006.00			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b> (Continued)	Office furniture & equipment	1475		\$15,000.00	0.00	0.00		Deleted
	Security Cameras	1470		\$0.00	89,679.00	89,679.00	65,210.70	100% obligated, 73% expended
	Computer hardware	1475		\$50,000.00	84,224.95	84,224.95	84,224.95	100% obligated, 100% expended
	Relocation	1495		\$20,000.00	77,400.00	36,750.00	36,750.00	100% obligated, 100% expended
	<del>Dwelling equipment - bulk for rehab</del>	1465		\$5,000.00	0.00	0.00		Deleted
	Development	1499		\$5,000.00	11,082.10	11,082.10	11,082.10	100% obligated, 100% expended
		<b>Total</b>			<b>\$4,565,651.00</b>		<b>\$4,420,368.61</b>	<b>\$3,691,022.80</b>

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: TN37P00450106 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2006</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>TH 4-3</b> Harriet Tubman	12/31/2008			12/31/2009			
<b>TN 4-8</b> Emma Wheeler	12/31/2008			12/31/2009			
<b>TN 4-12</b> Greenwood	12/31/2008			12/31/2009			
<b>TN 14-E</b> Judson Lane	12/31/2008			12/31/2009			
<b>TN 4-19-1</b> Gurley Street	12/31/2008			12/31/2009			
<b>TN 4-19-2</b> Fairmount Ave.	12/31/2008			12/31/2009			
<b>TN 4-19-3</b> Woodside Ave.	12/31/2008			12/31/2009			
<b>TN 4-21</b> Cromwell Hills	12/31/2008			12/31/2009			
<b>HA-Wide</b>							
Upgrade Computer Software	12/31/2008			12/31/2009			
Maintain Marketing Program	12/31/2008			12/31/2009			
Management Development/Training	12/31/2008			12/31/2009			



**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaoooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: TN37P00450106 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2006</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>HA-Wide</b> (Continued)							
Provide Security	12/31/2008			12/31/2009			
Resident Greeter Coordinator	12/31/2008			12/31/2009			
Resident Greeters	12/31/2008			12/31/2009			
Resident Upward Mobility Program	12/31/2008			12/31/2009			
Resident Service Apprenticeship Program	12/31/2008			12/31/2009			
Summer Youth Program	12/31/2008			12/31/2009			
A/E Services	12/31/2008			12/31/2009			
LBP Testing	12/31/2008			12/31/2009			
Mold Testing	12/31/2008			12/31/2009			
Lighting	12/31/2008			12/31/2009			
Land acquisition	12/31/2008			12/31/2009			
Renovate vacant units to HUD Mod standards/ codes - extraordinary maintenance (FA)	12/31/2008			12/31/2009			
Emergency site repairs	12/31/2008			12/31/2009			

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>TN37P00450106</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2006</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>HA-Wide</b> (Continued)							
Emergency dwelling repairs	12/31/2008			12/31/2009			
Renovate/relocate office space	12/31/2008			12/31/2009			
Office furniture & equipment	12/31/2008			12/31/2009			
Computer hardware	12/31/2008			12/31/2009			
Relocation	12/31/2008			12/31/2009			
Dwelling equipment - bulk for rehab	12/31/2008			12/31/2009			
Development	12/31/2008			12/31/2009			

# Annual Statement / Performance and Evaluation Report

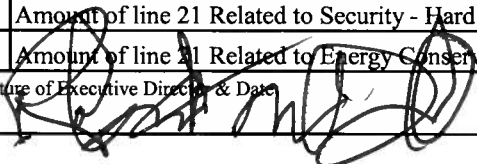
## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

<b>PHA Name:</b> Chattanooga Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN37R004501-00	<b>Federal FY of Grant:</b> 2000
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 6/30/07  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$35,665.00	\$35,665.00	\$35,665.00	\$35,665.00
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$35,665.00	\$35,665.00	\$35,665.00	\$35,665.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00		
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00		
24	Amount of line 21 Related to Security - Soft Costs	\$0.00	\$0.00		
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00		

Signature of Executive Director & Date

X 

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-00</b>			Federal FY of Grant: <b>2000</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b>	Development	1499		\$35,665		\$35,665		100% Obligated, 100 % expended

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-00</b>	Federal FY of Grant: <b>2000</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Development	3/30/2006	1/12/2007	6/30/2006	1/12/09		9/30/2006	

# Annual Statement / Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

<b>PHA Name:</b> Chattanooga Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN37R004501-01	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement   
  Reserve for Disasters/Emergencies   
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 6/30/07   
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$294,675.00	\$294,675.00	\$294,675.00	\$294,675.00
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$294,675.00	\$294,675.00	\$294,675.00	\$294,675.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00		
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00		
24	Amount of line 21 Related to Security - Soft Costs	\$0.00	\$0.00		
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00		

Signature of Executive Director & Date: X	Signature of Public Housing Director/Office of Native American Programs Administrator & Date: X
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**Annual Statement / Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-01</b>			Federal FY of Grant: <b>2001</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b>	Development	1499		\$294,675		\$294,675	294,675.00	100% Obligated, 100 % expended

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-01</b>	Federal FY of Grant: <p style="text-align: center;"><b>2001</b></p>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Development	3/30/2006	1/12/2007	6/30/2006	1/12/09		9/30/2006	



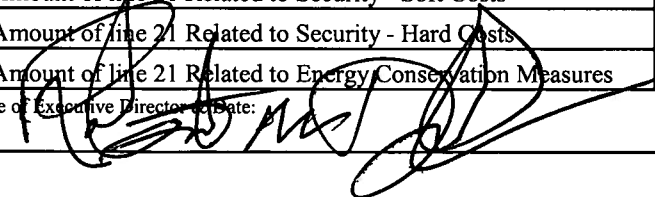
# Annual Statement / Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

<b>PHA Name:</b> Chattanooga Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN37R004501-02	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 6/30/07  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$279,949.00	\$279,949.00	\$279,949.00	\$279,949.00
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$279,949.00	\$279,949.00	\$279,949.00	\$279,949.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00		
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00		
24	Amount of line 21 Related to Security - Soft Costs	\$0.00	\$0.00		
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00		

Signature of Executive Director & Date:  X

Signature of Public Housing Director/Office of Native American Programs Administrator & Date: X

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-02</b>			Federal FY of Grant: <b>2002</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b>	Development	1499		\$279,949		\$279,949	279,949.00	100% Obligated, 100% expended

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaooga Housing Authority</b>			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-02</b>				Federal FY of Grant:  <b>2002</b>	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Development	3/30/2006	1/12/2007	6/30/2006	1/12/09		12/30/2006		


**Annual Statement / Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHA Name:</b> Chattanooga Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN37R004501-03	<b>Federal FY of Grant:</b> 2003
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Original Annual Statement   
  Reserve for Disasters/Emergencies   
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 6/30/07   
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$224,259.00	\$224,259.00	\$224,259.00	\$224,259.00
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$224,259.00	\$224,259.00	\$224,259.00	\$224,259.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00		
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00		
24	Amount of line 21 Related to Security - Soft Costs	\$0.00	\$0.00		
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00		

Signature of Executive Director & Date:  
 X 

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:  
 X

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-03</b>				Federal FY of Grant: <b>2003</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b>	Development	1499		\$224,259		\$224,259	224,259.00	100% Obligated, 100 % expended

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-03</b>	Federal FY of Grant: <p style="text-align: center;"><b>2003</b></p>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Development	3/30/2006	1/12/2007	6/30/2006	1/12/09		12/31/2006	

**Annual Statement / Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: <b>Chattanooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-04</b>	Federal FY of Grant: <b>2004</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no:    )

Performance and Evaluation Report for Period Ending: **6/30/07**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$1,021,652.00	\$1,021,652.00	\$1,021,652.00	\$1,021,652.00
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$1,021,652.00	\$1,021,652.00	\$1,021,652.00	\$1,021,652.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00		
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00		
24	Amount of line 21 Related to Security - Soft Costs	\$0.00	\$0.00		
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00		

Signature of Executive Director & Date:  
 X

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:  
 X

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-04</b>				Federal FY of Grant: <b>2004</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b>	Development	1499		\$1,021,652		\$1,021,652	1,021,652.00	100% Obligated, 100 % expended



**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaoooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-04</b>	Federal FY of Grant:  <b>2004</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Development	3/30/2006	1/12/2007	6/30/2006	1/12/09		3/31/2007	

# Annual Statement / Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

<b>PHA Name:</b> Chattanooga Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: TN37R004501-05	<b>Federal FY of Grant:</b> 2005
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 6/30/07  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$577,234.00	\$577,234.00	\$577,234.00	\$577,234.00
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$577,234.00	\$577,234.00	\$577,234.00	\$577,234.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00		
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00		
24	Amount of line 21 Related to Security - Soft Costs	\$0.00	\$0.00		
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00		

Signature of Executive Director & Date:  


Signature of Public Housing Director/Office of Native American Programs Administrator & Date:  
 X

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-05</b>				Federal FY of Grant: <b>2005</b>		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b>	Development	1499		\$577,234		\$577,234	577,234.00	100% Obligated, 100 % expended

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-05</b>	Federal FY of Grant:  <b>2005</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Development	3/30/2006	1/12/2007	6/30/2006	1/12/09		6/30/2007	

# Annual Statement / Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: <b>Chattanooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004502-05</b>	Federal FY of Grant: <b>2005</b>
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: **6/30/07**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$114,225.00	\$114,225.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$114,225.00	\$114,225.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00		
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00		
24	Amount of line 21 Related to Security - Soft Costs	\$0.00	\$0.00		
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00		

Signature of Executive Director & Date:  
 X

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:  
 X

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

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004502-05</b>			Federal FY of Grant: <b>2005</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Development	1499	114225	\$114,225				0 % obligated, 0 % expended

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004502-05</b>	Federal FY of Grant:  <b>2005</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Development	10/28/2008		114225	10/28/2010			

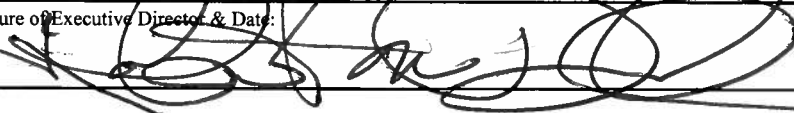
# Annual Statement / Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

<b>PHA Name:</b> Chattanooga Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R00450106</b>	<b>Federal FY of Grant:</b> 2006
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: **6/30/07**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$549,548.00	\$549,548.00	\$0.00	\$0.00
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$549,548.00	\$549,548.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00		
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00		
24	Amount of line 21 Related to Security - Soft Costs	\$0.00	\$0.00		
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00		

Signature of Executive Director & Date: 

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:   
X



**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-06</b>			Federal FY of Grant: <b>2006</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b>	Development	1499	549548	\$549,548				0 % obligated, 0 % expended

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004501-06</b>				Federal FY of Grant:  <b>2006</b>	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Development	7/17/2008		549548	7/17/2010			

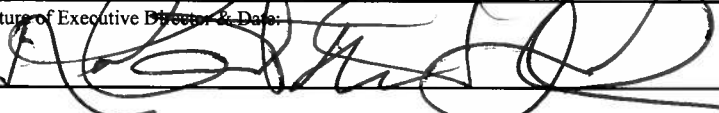
# Annual Statement / Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

<b>PHA Name:</b> Chattanooga Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R00450206</b>	<b>Federal FY of Grant:</b> 2006
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Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: **6/30/07**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	\$107,882.00	\$107,882.00	\$0.00	\$0.00
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$107,882.00	\$107,882.00	\$0.00	\$0.00
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00		
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00		
24	Amount of line 21 Related to Security - Soft Costs	\$0.00	\$0.00		
25	Amount of line 21 Related to Security - Hard Costs	\$0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00		

Signature of Executive Director & Date: 

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:   
 X

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattanooga Housing Authority</b>		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004502-06</b>			Federal FY of Grant: <b>2006</b>			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-Wide</b>	Development	1499		\$107,882	\$107,882			0 % obligated, 0 % expended

**Annual Statement / Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>Chattnaooga Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>TN37R004502-06</b>	Federal FY of Grant:  <b>2006</b>
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Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Development	7/17/2008			7/17/2010			

# Standard PHA Plan PHA Certifications of Compliance

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

## PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and Streamlined 5-Year/Annual PHA Plans*

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the standard Annual,  standard 5-Year/Annual or streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning **2008**, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7( c)( 1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Chattanooga Housing Authority      TN37P004  
 PHA Name                                      PHA Number/HA Code

- Standard PHA Plan for Fiscal Year: 20\_\_
- Standard Five-Year PHA Plan for Fiscal Years ~~2008~~ - 2012, including Annual Plan for FY ~~2008~~
- Streamlined Five-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_, including Annual Plan for FY 20\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Consuelo O'Neal	Chairperson
Signature	Date
X <i>Consuelo O'Neal</i>	10/16/2007

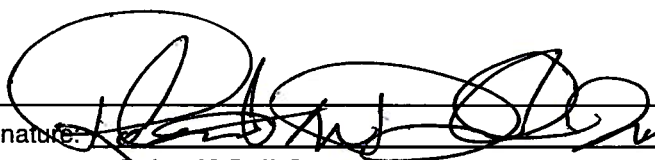
## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known:	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b> 2008 Annual Plan CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):  	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: <u>Robert N. Dull, Jr</u> Title: <u>Executive Director</u> Telephone No.: <u>423-658-2374</u> Date: <u>10/16/2007</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Chattanooga Housing Authority

Program/Activity Receiving Federal Grant Funding

2008 Agency Plan

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

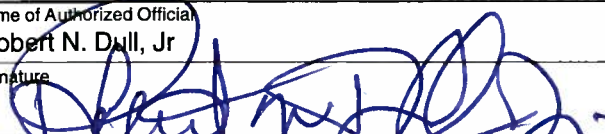
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Robert N. Dull, Jr	Title Executive Director
Signature 	Date 10/16/2007

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

Chattanooga Housing Authority

Program/Activity Receiving Federal Grant Funding

2008 Agency Plan

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

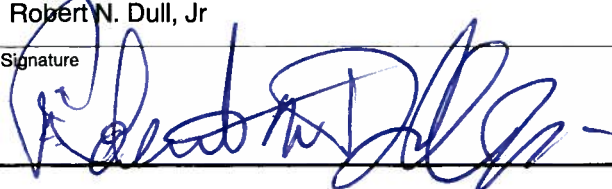
Name of Authorized Official

Robert N. Dull, Jr

Title

Executive Director

Signature



Date (mm/dd/yyyy)

10/16/2007

**RESOLUTION 07 - 040**

**APPROVING A FIVE-YEAR AGENCY PLAN FOR THE PERIOD ENDING DECEMBER 31, 2012 AND CONTAINING THEREIN A REVISED ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP); A REVISED HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN; ANNUAL OBJECTIVES FOR THE PERIOD ENDING DECEMBER 31, 2008; CAPITAL FUND PLANS AND REPORTS; AND INCORPORATING EXPANDED GOALS AND OBJECTIVES BY REFERENCE AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EFFECT THE INTENT OF THIS RESOLUTION**

**WHEREAS**, the Quality Housing and Work Responsibilities Act of 1998 (QHWRA) requires that public housing agencies prepare and submit updated Agency Plans annually, setting forth five-year goals and annual objectives, and

**WHEREAS**, in accordance with HUD guidelines for Public Housing Agency Plans, 24CRF Part 903.13, a revised Agency Plan was prepared and made available for public review and comment as of August 28, 2007, and posted at all CHA sites, the Office of the Mayor, the City's Community Development Office, the Bicentennial Library and on the CHA website, and reviewed with the Resident Advisory Board (RAB) on October 11, 2008, and

**WHEREAS**, the CHA has considered all comments from the RAB, the customers, community and the local government, and

**WHEREAS**, the revised Agency Plan is due to HUD by October 19, 2007, and

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Chattanooga Housing Authority hereby approves the revised Agency Plan, including all attachments thereto, and

**BE IT FURTHER RESOLVED** that the revised Agency Plan, including the revised ACOP and HCVP Administrative Plan, will be effective upon approval by HUD or January 1, 2008, whichever is later, and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized to effect the intent of this resolution, and

**BE IT FURTHER RESOLVED** that this resolution shall be effective immediately.

Adopted October 16, 2007