

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Franklin Redevelopment and Housing Authority</u> PHA Code: <u>VA018</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2012</u>												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>150</u> Number of HCV units: <u>315</u>												
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <tr> <th>PH</th> <th>HCV</th> </tr> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
PH	HCV												
PHA 1:													
PHA 2:													
PHA 3:													
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	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 for the next five years: <u>N/A</u>												
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <u>N/A</u>												
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <ol style="list-style-type: none"> 1. Eligibility, Selection and Admissions Policies – Yes, see proposed changes in Attachment A (Tab 2) 2. Financial Resources – Yes, see proposed changes in Attachment A (Tab 2) 3. Rent Determination – No Change 4. Operation and Management – Yes, see proposed changes in Attachment A (Tab 2) 5. Grievance Procedures – No Change 6. Designated Housing for Elderly and Disabled Families – No Change 7. Community Service and Self-Sufficiency – Yes, see proposed changes in Attachment A (Tab 2) 8. Safety and Crime Prevention – No Change 9. Pets – Yes, see proposed changes in Attachment A (Tab 2) 10. Civil Rights Certification – No Change 11. Fiscal Year Audit – No Change 12. Asset Management – No Change 13. Violence Against Women Act (VAWA) – No Change (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. <u>FRHA Main Office (601 Campbell Ave), Ruth Camp Campbell Memorial Library (280 North College Dr.), Martin Luther King Jr. Center (683 Oak St.), Pretlow Gardens Office (925 Pretlow St.), Old Town Terrace Office (331 Bruce St.)</u>												
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. <u>See statements in Attachment B (Tab 3)</u>												
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.												
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. <u>See HUD-50075.1 in Attachment C (Tab 4)</u>												

8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>See HUD-50075.2 in Attachment C (Tab 4)</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>See statements in Attachment D (Tab 5)</p>
9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>See statements in Attachment D (Tab 5)</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>See statements in Attachment E (Tab 6)</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p>See required submission documents in Attachment F (Tab 7)</p>



Franklin Redevelopment and Housing Authority

Section 6.0 Plan Update

Additional policy changes were made to:

Admissions and Continued Occupancy Policy (ACOP)

Section 3 Implementation and Administrative Plan

Section 8 Homeownership Guidelines

**Franklin Redevelopment and Housing Authority
Admissions and Continued Occupancy Policy (ACOP)**



ACOP

(Proposed Revisions as of February 10, 2012)

ACOP TABLE OF CONTENTS

STATEMENT OF POLICIES AND OBJECTIVES	8
1.0 FAIR HOUSING	9
2.0 REASONABLE ACCOMODATION	10
2.1 COMMUNICATION	10
2.2 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION	10
3.0 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS.....	11
4.0 FAMILY OUTREACH	12
5.0 RIGHT TO PRIVACY	12
6.0 REQUIRED POSTINGS	13
7.0 TAKING APPLICATIONS	14
7.1 TAKING APPLICATIONS FOR PUBLIC HOUSING	14
7.2 TAKING APPLICATIONS FOR THE HOMEOWNERSHIP PROGRAM.....	15
8.0 ELIGIBILITY FOR ADMISSION.....	16
8.1 INTRODUCTION	16
8.2 ELIGIBILITY CRITERIA	16
8.3 TENANT SELECTION CRITERIA	19
8.4 GROUNDS FOR DENIAL	21
8.5 INFORMAL REVIEW	23
8.6 REINSTATEMENT OF A DENIED APPLICATION.....	23
8.7 ORIENTATIONS AND SCREENING	24
9.0 MANAGING THE WAITING LIST.....	25
9.1 OPENING AND CLOSING THE WAITING LIST	25
9.2 ORGANIZATION OF THE WAITING LIST	26
9.3 FAMILIES NEARING THE TOP OF THE WAITING LIST	26
9.4 PURGING THE WAITING LIST	26
9.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST	26
9.6 MISSED APPOINTMENTS	27
9.7 NOTIFICATION OF NEGATIVE ACTIONS	27
10.0 TENANT SELECTION AND ASSIGNMENT PLAN.....	27
10.1 PREFERENCES	27
10.2 ASSIGNMENT OF BEDROOM SIZES	29
10.3 SELECTION FROM THE WAITING LIST	31
10.4 DECONCENTRATION POLICY	31

10.5	DECONCENTRATION INCENTIVES	32
10.6	OFFER OF A UNIT	32
10.7	REJECTION OF UNIT	32
10.8	ACCEPTANCE OF UNIT	33
11.0	INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME.....	33
11.1	INCOME	34
11.2	ANNUAL INCOME.....	36
11.3	DEDUCTIONS FROM ANNUAL INCOME.....	40
12.0	VERIFICATION.....	40
12.1	ACCEPTABLE METHODS OF VERIFICATION	41
12.2	ENTERPRISE INCOME VERIFICATION SYSTEM POLICY.....	41
12.3	TYPES OF VERIFICATION	42
12.4	VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS	44
12.5	VERIFICATION OF SOCIAL SECURITY NUMBERS.....	45
12.6	TIMING OF VERIFICATION.....	46
12.7	FREQUENCY OF OBTAINING VERIFICATION.....	46
12.8	VERIFICATION OF WAITING LIST PREFERENCES.....	46
13.0	DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT.....	47
13.1	FAMILY CHOICE.....	47
13.2	THE INCOME BASED METHOD	47
13.3	MINIMUM RENT.....	48
13.4	THE FLAT RENT	49
13.5	RENT FOR FAMILIES UNDER THE NONCITIZEN RULE	49
13.6	UTILITY ALLOWANCE	50
13.7	PAYING RENT.....	51
13.8	UTILITIES.....	51
13.9	TRASH FEES.....	51
14.0	CONTINUED OCCUPANCY AND COMMUNITY SERVICE.....	52
14.1	GENERAL.....	52
14.2	EXEMPTIONS.....	52
14.3	NOTIFICATION OF THE REQUIREMENT	53
14.4	VOLUNTEER OPPORTUNITIES	53
14.5	THE PROCESS	54
14.6	NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENTS	54
14.7	OPPORTUNITY FOR CURE.....	54
14.8	GUESTS	55
15.0	RECERTIFICATIONS.....	55
15.1	GENERAL.....	55
15.2	MISSED APPOINTMENTS	55
15.3	FLAT RENTS.....	56

15.4	THE FORMULA METHOD.....	57
15.5	EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS.....	57
15.6	INTERIM REEXAMINATIONS.....	57
15.7	SPECIAL REEXAMINATIONS	58
15.8	EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS.....	58
16.0	UNIT TRANSFERS OR RELOCATION OF FAMILIES.....	59
16.1	OBJECTIVES OF THE TRANSFER POLICY	59
16.2	PRIORITIES OF TRANSFERS.....	59
16.3	DOCUMENTATION	60
16.4	INCENTIVE TRANSFERS	60
16.5	PROCESSING TRANSFERS	60
16.6	COST OF THE FAMILY'S MOVE	62
16.7	TENANTS IN GOOD STANDING.....	62
16.8	TRANSFER REQUESTS.....	62
16.9	RIGHT OF THE FRANKLIN REDEVELOPMENT AND HOUSING AUTHORITY TRANSFER POLICY	63
16.10	OVER HOUSED / UNDER HOUSED TRANSFER.....	63
17.0	INSPECTIONS	63
17.1	MOVE-IN INSPECTIONS	63
17.2	ANNUAL INSPECTIONS.....	63
17.3	PREVENTATIVE MAINTENANCE INSPECTIONS	63
17.4	SPECIAL INSPECTIONS	64
17.5	HOUSEKEEPING INSPECTIONS	64
17.6	NOTICE OF INSPECTION	64
17.7	EMERGENCY INSPECTIONS.....	64
17.8	PRE-MOVE-OUT INSPECTIONS.....	64
17.9	MOVE-OUT INSPECTIONS	65
18.0	PET POLICY	65
18.1	PURPOSE.....	64
18.2	REGISTRATION	65
18.3	LICENSES AND TAGS	66
18.4	DENSITY OF PETS.....	66
18.5	VISTORS AND GUESTS.....	66
18.6	PET RESTRAINTS	66
18.7	LIABILITY	66
18.8	SANITARY STANDARDS AND WASTE DISPOSAL.....	66
18.9	GENERAL RULES	67
18.10	PET RULE VIOLATION AND PET REMOVAL	67
18.11	RULE ENFORCEMENT	68
18.12	GRIEVANCE	68
18.13	DAMAGE DEPOSIT	69
18.14	EXCEPTION	68

18.15 NO TENANT SHALL HOUSE A PET WITHOUT PROPER APPROVAL FROM FRHA	68
19.0 POLICIES.....	68
19.1 TRESSPASS & BAN POLICY.....	68
19.2 ONE STRIKE & YOU'RE OUT POLICY (DRUG & OTHER CRIMINAL ACTIVITY).....	68
19.3 VAWA POLICY (VIOLENCE AGAINST WOMENT ACT).....	68
19.4 SWIMMING POOLS & TRAMPOLINES.....	68
20.0 REPAYMENT AGREEMENTS.....	69
21.0 TERMINATION.....	69
21.1 TERMINATION BY TENANT	69
21.2 TERMINATION BY THE HOUSING AUTHORITY.....	70
21.3 ABANDONMENT	70
21.4 RETURN OF SECURITY DEPOSIT	71
21.5 BALANCES OWED THE FRANKLIN REDEVELOPMENT AND HOUSING AUTHORITY	71
22.0 GRIEVANCES.....	71
22.1 GRIEVANCES.....	71
22.2 EXCEPTIONS.....	71
GLOSSARY.....	72
ACRONYMS.....	82
APPENDIX I.....	83

STATEMENT OF POLICIES AND OBJECTIVES

INTRODUCTION

The U.S. Housing Act of 1937 created the Public Housing Program.

Administration of the Public Housing Program and the functions and responsibilities of the Public Housing Authority (PHA) staff shall be in compliance with the PHA's Personnel Policy, and this Admissions and Continued Occupancy Policy. The administration of this PHA's housing and program will also meet the requirements of the Department of Housing and Urban Development. Such requirements include any Public Housing Regulations, Handbooks, and applicable Notices. Such requirements include any Public Housing Regulations, Handbooks, and applicable Notices. All applicable Federal, State and local laws, including Fair Housing Laws and regulations also apply. Changes in applicable federal laws or regulations shall supersede provisions in conflict with this policy. Federal regulations shall include those found in Volume 24 CFR, Parts 1, 5, 8, 100 and 900-966 (Code of Federal Regulations).

TERMINOLOGY

FRHA of Franklin, Virginia is referred to as "PHA" or "FRHA" or "Housing Authority" or "HA" throughout this document.

"Family" is used to refer to participants in terms of their relation as a lessee to the PHA as the landlord.

"Landlord" refers to the PHA.

"Disability" is used where "handicap" was formerly used.

"Non-citizens Rule" refers to the regulation effective June 19, 1995, restricting assistance to U.S. citizens and eligible immigrants.

See Glossary for other terminology.

HOUSING AUTHORITY MISSION/ VISION STATEMENT

To Develop and Promote Quality Housing Options Through Partnerships and Through Creative Initiatives That Supports A Healthy Atmosphere for the City.

The Mission of FRHA is to develop and promote quality housing options through partnerships and through creative initiatives that supports a healthy atmosphere for the City.

OUR VISION:

- We are recognized as a respected professional housing development and quality of life resource
- Through partnerships, We:
 - **Improve and meet the community's housing needs**
 - **Support economic opportunity**
 - **Implement strategies for education achievement**
 - **Prepare people for home ownership and successful tenancy**

LOCAL OBJECTIVES

This Admissions and Continued Occupancy Plan for the Public Housing Program is designed to demonstrate that the PHA is managing its program in a manner that reflects its commitment to improving the quality of housing available to its public, and its capacity to manage that housing in a manner that demonstrates its responsibility to the public trust. In addition, this Admissions and Continued Occupancy Policy is designed to achieve the following objectives:

To provide improved living conditions for extremely low, very low and low income families while maintaining their rent payments at an affordable level.

To operate a socially and financially sound public housing agency that provides decent, safe, and sanitary housing with a drug free, suitable living environment for tenants and their families. FRHA will actively enforce the "One Strike and You're Out policy".

To avoid concentration of economically and socially deprived families in any one or all of the PHA's public housing developments.

To lawfully deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to PHA employees.

To attempt to house a tenant body in each development that is composed of families with a broad range of incomes and rent paying abilities that are representative of the range of incomes of low-income families in the PHA's jurisdiction.

To provide opportunities for upward mobility for families who desire to achieve self-sufficiency.

To facilitate the judicious management of the PHA inventory, and the efficient management of the PHA staff.

Attain and maintain a high level of standards and professionalism in day-to-day management of all program components.

Create positive public awareness and expand the level of family and community support in accomplishing FRHA's mission.

Administer an efficient, high-performing agency through continuous improvement of FRHA's support systems and commitment to our employees and their development. FRHA will make every effort to keep residents informed of program rules and regulations, and to advise participants of how the program rules affect them.

Administer applicable federal and state laws and regulations to achieve high ratings in compliance measurement indicators while maintaining efficiency in program operation to ensure fair and consistent treatment of clients served.

FRHA shall market its public housing developments in such a manner that all materials will comply with the Fair Housing Act requirements with respect to wording, logo, size of type, etc.

FRHA shall provide marketing materials which accurately describe each development, its apartments by size and type, its application process, waiting list, estimated wait time, amenities and Priority and Preference structure and shall include the availability of apartments with accessible features, and any designation that applies to the property.

FRHA shall provide marketing materials in "plain language". FRHA shall make an effort to use print media, videos and multi-media in languages used by potential families.

FRHA shall provide marketing materials that clearly state to individuals and households who is eligible for housing including people with physical and/or mental disabilities.

To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

THE FRANKLIN REDEVELOPMENT AND HOUSING AUTHORITY

FRANKLIN, VIRGINIA

BOARD APPROVED: SEPTEMBER 28, 2011 EFFECTIVE DATE: SEPTEMBER 2011
ADMISSIONS AND CONTINUED OCCUPANCY POLICY

This Admissions and Continued Occupancy Policy defines the policies of FRHA, hereinafter referred to as FRHA, for the operation for the Public Housing Program, incorporating Federal, State and local law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

1.0 FAIR HOUSING

It is the policy of FRHA to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

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

To further its commitment to full compliance with applicable Civil Rights laws, FRHA will provide Federal/State and local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information is posted throughout the Housing Authority offices, including the lobby and interview rooms and the equal opportunity logo will be used on all outreach materials. Staff will attend local fair housing update training sponsored by HUD and other local organizations to keep current with new developments. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

FRHA office(s) are accessible to persons with disabilities. The local telephone company provides accessibility for the hearing impaired.

2.0 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of FRHA's programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines FRHA will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, FRHA will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

2.1 COMMUNICATION

Anyone requesting an application will also receive information regarding a Request for Reasonable Accommodation.

FRHA notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action initiated by the tenant will also include information about requesting a reasonable accommodation.

All decisions granting or denying requests for reasonable accommodations will be in writing.

2.2 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

- A. Is the requestor a person with disabilities? For this purpose the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose 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. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, FRHA will obtain verification that the person is a person with a disability.

- 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, FRHA will obtain documentation that the

requested accommodation is needed due to the disability. FRHA 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? FRHA's business is housing. If the request would alter the fundamental business that FRHA conducts, that would not be reasonable. For instance, FRHA would deny a request to have FRHA 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, FRHA may request a meeting with the individual to investigate and consider equally effective alternatives.

D. Generally the individual knows best what it is they need; however, FRHA retains the right to be shown how the requested accommodation enables the individual to access or use FRHA's programs or services.

If more than one accommodation is equally effective in providing access to FRHA's programs and services, FRHA 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 FRHA if there is no one else willing to pay for the modifications. If another party pays for the modification, FRHA will seek to have the same entity pay for any restoration costs.

Any request for an accommodation that would 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.

3.0 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS

FRHA will endeavor to have bilingual staff or access to people who speak languages other than English in order to assist non-English speaking families. FRHA will develop and obtain BOC approval of a Language Assistance Program.

4.0 FAMILY OUTREACH

FRHA will publicize the availability and nature of the Public Housing Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, FRHA's Residents Newsletter and by other suitable means.

To reach people, who cannot or do not read the newspapers, FRHA will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. FRHA will also try to utilize public service announcements.

FRHA will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referrals for the Public Housing Program.

5.0 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.

Any request for applicant or tenant information will not be released unless there is a signed release of information request from the applicant or tenant.

The PHA's policy regarding release of information is in accordance with State and local laws that may restrict the release of family information.

Any and all information that would lead one to determine the nature and/or severity of a person's disability must be kept in a separate folder and marked "confidential." The personal information in this folder must not be released except on an "as needed" basis in cases where an accommodation is under consideration. The Asset Manager must approve all requests for access and granting of accommodations based on this information.

The PHA's practices and procedures are designed to safeguard the privacy of applicants and tenants.

Files will never be left unattended or placed in common areas.

PHA staff will not discuss or access family information contained in files unless there is a business reason to do so. Staff will be required to disclose whether s/he has relatives living in Public Housing. Inappropriate discussion of family information or improper disclosure of family information by staff will result in disciplinary action.

6.0 REQUIRED POSTINGS

In each of its offices, FRHA will post, in a conspicuous place and at a height easily read by all persons, including persons with mobility disabilities, the following information:

- A. Statement of policies and procedures governing Admissions and Continued Occupancy Policy (ACOP) or a notice of where the policy is available
- B. Notice of the status of the waiting list (opened or closed)
- C. A listing of all the developments by name, address, number of units, units designed with special accommodations, address of all project offices, office hours, telephone numbers, TDD numbers, and Resident Facilities and operation hours, and information on application taking
- D. Income Limits for Admission
- E. Excess Utility Charges
- F. Utility Allowance Schedule
- G. Current Schedule of Routine Maintenance Charges
- H. Dwelling Lease
- I. Grievance Procedure
- J. Pet Policy
- K. Lead Hazard Information Pamphlet
- L. Housekeeping Standards
- M. Trespass & Ban Policy
- N. VAWA Policy
- O. Fair Housing Poster
- P. Equal Opportunity in Employment Poster
- Q. Any current FRHA Notices
- R. A Notice of where the PHA 5-Year Plan and PHA Plan are available

- S. Zero Tolerance Policy (sexual harassment)
- T. One Strike and You're Out Policy (Drug and other Criminal Activity)
- U. Fraud Hotline
- V. Mission Statement/Vision Statement
- W. Information on Screening and Eviction for Drug Abuse and Other Criminal Activity

7.0 TAKING APPLICATIONS

7.1 *TAKING APPLICATIONS FOR CONVENTIONAL HOUSING*

Families wishing to apply for the Public Housing Programs will be required to complete an application for housing assistance when the waiting list is open. Regular application hours are 8:30 a.m. to 5:00 p.m. on Monday. Applications will be accepted at the address listed below. The opening will be publicly announced in the paper and on the local television station.

FRHA
601 Campbell Ave
Franklin, VA 23851

Other locations as specified by Public Notice

Applications will be mailed upon request to elderly and disabled families and those families residing outside The City of Franklin.

Applications are taken to compile a waiting list. Due to the demand for housing in FRHA jurisdiction, FRHA may take applications on an open enrollment basis, depending on the length of the waiting list.

Applications will be accepted from all applicants and FRHA will verify the information.

Persons with disabilities who require a reasonable accommodation in completing an application may call FRHA to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available. The TDD telephone number is 757-562-0015.

The applicant must report in writing (on a full sheet of paper) to FRHA any changes in the applicant status including any changes in address, family composition, income, or preference factors. FRHA will annotate the applicant's file.

Upon receipt of the family's Initial application, FRHA will date and time stamp the application and the application will be placed on the site based pre-waiting list. The family will be notified in writing of the placement on the waiting list and what occurs next when a unit is available.

The final determination of eligibility, referred to as the verification takes place when the family is ready to be moved to a waiting list. FRHA will ensure that verification of all preferences, eligibility, suitability and selection factors are current within 120 days for conventional housing in order to determine the family's final eligibility for admission into the Public Housing Program. If FRHA determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

Depending on the length of the waiting list, several verifications may be required before an applicant is housed or denied admissions.

7.2 TAKING APPLICATIONS FOR THE HOMEOWNERSHIP PROGRAM

Families wishing to apply for the Homeownership Program will be required to complete a Homeownership application. Homeownership applications will be accepted during posted application hours at the following locations:

1. FRHA
601 Campbell Ave
Franklin, VA 23851
2. Other locations as specified by Public Notice

Homeownership applications are taken to compile a waiting list and FRHA will verify the information contained on these cards.

Homeownership applications may be made in person at FRHA's Main Office on Friday from 8:30 a.m. until 12:00 noon (holidays excepted).

Persons with disabilities who require a reasonable accommodation in completing an application may call FRHA to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available. The TDD telephone number is (757) 562-0015.

The homeownership application process will involve two phases. The first phase is the initial homeownership application card. The homeownership application requires the family to provide limited basic information (including income) establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

Upon receipt of the family's homeownership application, FRHA will make several referrals: to Homeownership training, Credit Counseling and then to our partnering financial institution for pre-approval on their loan. FRHA will notify the family in

writing of the date and time of placement on the waiting list, and the approximate wait before housing may be offered.

The applicant must report in writing to FRHA any changes in his/her applicant status including changes in address, family composition, income, or preference factors. FRHA will annotate the applicant's file and will update their place on the waiting list.

The second phase is the final determination of eligibility, referred to as the application update. The application update takes place when the family nears the top of the waiting list. FRHA will ensure that verification of all preferences, eligibility, suitability and selection factors are current within 120 days in order to determine the family's final eligibility for admission into the Public Housing Program.

Depending on the length of the waiting list, several updates may be required before an applicant is housed.

8.0 ELIGIBILITY FOR ADMISSION

8.1 INTRODUCTION

There are five eligibility requirements for admission to public housing: qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs all required FRHA documents. In addition to the eligibility criteria, families must also meet FRHA screening criteria in order to be admitted to public housing.

8.2 ELIGIBILITY CRITERIA

FRHA accepts applications only from families whose head or spouse is at least 18 years of age.

A. Family status.

1. A family with or without children. Such a family is defined as:

- A.** A group of people related by blood, marriage, or adoption that live together in a stable family relationship.
- B.** Two or more persons who intend to share residency whose income and resources are available to meet the family's needs and who have a history as a family unit or show evidence of a stable family relationship.
- C.** Children temporarily absent from the home due to placement in foster care are considered family members.

- D. Unborn children and children in the process of being adopted are considered family members for the purpose 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**, 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;
 - 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**, which 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**.

7. A **single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family.

B. Income eligibility

1. The family income cannot exceed 80 percent of the median income for the area.
2. Income limits apply only at admission and are not applicable for continued occupancy.
3. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of FRHA.
4. If FRHA acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.
5. Income limit restrictions do not apply to families transferring within our Public Housing Program.

C. Citizenship/Eligibility Status

1. 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)).
2. Family eligibility for assistance.
 - a. 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. All family members must have a birth certificate. Members over 18 must have a picture identification card or driver's license. The family must be able to verify that school age children are enrolled in school.
 - b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 13.5 for calculating rents under the non-citizen rule)

- c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation/ Photo ID

To be eligible, all family members or live in aid must provide a Social Security card. All family members or live in aids over 18 years of age must provide a photo ID.

E. Signing Consent Forms

1. In order 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 or FRHA 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; and
 - b. A provision authorizing HUD or FRHA to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
 - c. Financial institutions;
 - d. 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
 - e. A provision authorizing HUD or FRHA to verify with financial institutions information regarding income pertinent to the family's eligibility and level of assistance;
 - f. 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.

8.3 TENANT SELECTION CRITERIA

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance

with the public housing lease. FRHA will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, FRHA employees, or other people residing in the immediate vicinity of the property. Eligible families will be denied admission if they fail to meet the selection criteria.

B. FRHA will consider objective and reasonable aspects of the family's background, including the following:

1. History of meeting financial obligations, especially rent;
2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety or welfare of other tenants;
3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
4. History of disturbing neighbors or destruction of rental and personal property.
5. Protection for victims of domestic violence, dating violence, or stalking.
6. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
7. History of abusing alcohol or drugs in a way that may interfere with the health, safety or right to peaceful enjoyment by others.

C. FRHA will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. FRHA will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of all family members who are 18 and older;
2. A rental history check of all adult family members;
3. A criminal background check on all adult household members, including live-in aides. This check 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. Where the individual has lived outside the local area, FRHA may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC). FRHA reserves the right to fingerprint any applicant in order to carry out this background check; the top sheet of the criminal background check with the applicant's name and social security number on it will be placed in the applicants file.

4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances and appurtenances. The inspection may also consider any evidence of criminal activity; and
5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

8.4 GROUNDS FOR DENIAL

FRHA is not required or obligated to assist applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Have failed to respond within ten business days to a written appointment, request for information or a request to declare their continued interest in the program;
- D. Have a history of not meeting financial obligations, especially rent;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
- G. Have a history of disturbing neighbors or destruction of rental property;

The following circumstances will result in automatic denial upon verification from applicant or any background source:

- A. Currently owes rent or other amounts to any federally assisted housing entity in connection with their housing assistance programs;
- B. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- C. Have been involved with or formally charged in drug-related criminal activity involving the personal use or possession for personal use within five years of the projected date of admission into conventional housing;
- D. Have been involved with or formally charged in drug-related criminal activity involving the illegal sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802 within five years of the projected date of admission;
- E. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.
- F. Have engaged in or threatened abusive or violent behavior towards any FRHA staff or residents;
- G. Have a household member who has been evicted from federally assisted housing within the last five years;
- H. Have a family household member who has been terminated under the certificate or voucher program;
- I. Are under the age of 18, unless so ordered by a court;
- J. Use of criminal records. Before an applicant is denied admissions to FRHA's Public Housing program on the basis of a criminal record, the household must be notified of the proposed action to be based on the information and must provide the subject of the record and the applicant with a copy of the criminal record an opportunity to dispute the accuracy and relevance of the record.
- K. **Denied for Life:** If any family member has been convicted of manufacturing or producing any illegal drug in a public housing development or in a Section 8 assisted property;
- L. **Denied for Life:** If any family member has a lifetime registration requirement under a State sex offender registration program.

Rehabilitation

FRHA may waive the requirements if:

1. The person demonstrates to FRHA's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
2. Is participating in or has successfully completed a supervised drug or alcohol rehabilitation program. (required documentation to be submitted to FRHA)
3. Has otherwise been rehabilitated successfully with the documentation of a program that is approved by FRHA. (required documentation to be submitted to FRHA)
4. Mandatory participation in a social service or other appropriate counseling service programs. (required documentation to be submitted to FRHA)

8.5 INFORMAL REVIEW

- A. If FRHA determines that an applicant is ineligible for admissions, the applicant will be promptly notified of the determination and FRHA must provide, upon applicant request, within 10 business days, an opportunity for an informal hearing on the determination. FRHA will describe how to obtain the informal review.

The informal review may be conducted by any person designated by FRHA, other than a person who made or approved the decision under review or subordinate of this person. The applicant must be given the opportunity to present written or oral objections to FRHA's decision. FRHA must notify the applicant of the final decision within 14 calendar days after the informal review, including a brief statement of the reasons for the final decision.

- B. The participant family may request that FRHA provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. The participant family must make this request 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, Termination of Assistance or of the INS appeal decision.

8.6 REINSTATEMENT OF A DENIAL APPLICATION

An applicant file may be reinstated for good cause (example, FRHA error) or as a result of a hearing. The Executive Director or his representative must approve reinstatement.

8.7 ORIENTATION AND SCREENING

Once an applicant has been determined to be eligible and satisfies all requirements for admission, FRHA will notify the applicant of the approximate date of occupancy insofar as that date can be reasonably determined.

A. Standards for Determining Suitability for Public Housing

1. A thorough evaluation of applicants is one of FRHA's most important jobs. It is essential in maintaining well-managed communities.
2. FRHA will make an informed judgment about the applicant's suitability

B. Methods of Public Housing Applicant Evaluation

FRHA's Asset Manager and/or Assistant Asset Manager will interview the applicant. The committee will conduct a personal interview with the applicant and all adult members listed on the application. Applicants will be evaluated on information pertaining to history of income, employment, educational background, marital status, landlord and rent paying references, credit, criminal and drug-related background and the ability to live as a productive member of a community. All applicants will be asked to answer a list of standard questions. The Asset Manager and/or Assistant Asset Manager will then approve or deny the applicant for housing assistance based on the information obtained during the interview.

The Asset Manager and/or Assistant Asset Manager may require a home visit. Focus will be on identifying behavior that would pose a health hazard or be destructive to property or a nuisance to other residents.

The ability to live independently or to comply with the lease will be a consideration in evaluating applicants who:

- a) Are in poor health or deteriorating physical or mental health;
- b) Are of limited mental capacity;
- c) Are not yet adults (at least 18 years old);
- d) Are not living independently at the time of application, such as those who have been in nursing homes, halfway houses, shelters or under institutional care.

C. FRHA Asset Manager and/or Assistant Asset Manager will deny admission to applicants for public housing who have a history of:

- a) Not meeting financial obligations, especially rent;
- b) Disturbing the neighbors or abusive actions at the time of the interview;
- c) Living or housekeeping habits which could adversely affect the safety, health or welfare of other tenants;
- d) FRHA will consider the applicant's arrest record;
- e) The use of alcohol and/or drugs to the extent likely to result in conduct that would adversely affect the community environment;
- f) Applicants with drug-related evictions will not be placed on the waiting list for three years;
- g) The Asset Manager and/or Assistant Asset Manager determines an applicant or any family member illegally uses a controlled substance;
- h) The Asset Manager and/or Assistant Asset Manager has reasonable cause to believe an applicant illegally uses a controlled substance or abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.
- i) The Asset Manager and/or Assistant Asset Manager has proof that the applicant is residing in Public Housing without being on a lease or using a Public Housing address while not on a lease.

Prior to signing the lease all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation when they are initially accepted.

9.0 MANAGING THE WAITING LIST

9.1 *OPENING AND CLOSING THE WAITING LIST*

Opening of the waiting list will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

9.2 ORGANIZATION OF THE WAITING LIST

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;
- B. All applications will be maintained in order of bedroom size, site-based selection, preferences, and then in order of date and time of application; and
- C. Any contacts between FRHA and the applicant will be documented in the applicant file.

9.3 FAMILIES NEARING THE TOP OF THE WAITING LIST

Once a family completes a pre-application, the family will be invited to complete the eligibility process. At this time, the family will complete a full application, select preferences, present all social security card(s), birth certificates, citizenship/eligible immigrant information, photo ID(s) and sign the Consent for Release of Information forms and other required FRHA documents. Once the family is found to be eligible, they will be invited to attend a Public Housing briefing. At this briefing, they will be shown the Public Housing Orientation film, taken on a tour of all FRHA communities and take a walk through of a unit that is ready for occupancy. Once the family has been found eligible, and the preferences are verified, the family will be moved from a pre-waiting list to a waiting list.

9.4 PURGING THE WAITING LIST

FRHA will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom FRHA has current information. (i.e. applicant's address, family composition, income category, and preferences)

9.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST

FRHA will not remove an applicant's name from the waiting list unless:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond within ten business days to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

9.6 MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment with FRHA will be sent a notice of termination of the process for eligibility.

FRHA will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause. When good cause exists for missing an appointment, FRHA will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review after being removed from the waiting list.

9.7 NOTIFICATION OF NEGATIVE ACTIONS

FRHA will notify any applicant whose name is being removed from the waiting list, in writing, that they have five (5) calendar days from the date of the written correspondence to present mitigating circumstances or 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. FRHA system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, FRHA will verify that there is in fact a disability and the disability caused the failure to respond and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

10.0 TENANT SELECTION AND ASSIGNMENT PLAN

10.1 PREFERENCES FOR ADMISSION

A. PREFERENCES

FRHA will select families based on the following preferences within each bedroom size category:

PUBLIC HOUSING (FRHA operates under a HUD-approved site-based waiting list which requires that all applications be selected based on date and time received)

- a. Special Circumstances:** For families displaced by an unforeseen action which requires emergency housing. Situations include, but are not limited to, a federally recognized disaster (fire, flood, etc.), victims of domestic violence (VAWA, etc), demolition or condemnation, etc.

- b. **Residency preference:** For families where the head of household, spouse or sole member lives, works, trains or has been hired to work or train on a full time basis within the jurisdiction of the City of Franklin or Southampton County.
- c. **Service preference:** For families where the head of household, spouse (or surviving spouse) or sole member is a veteran. This preference also applies where the head of household, spouse or sole member is a Fire Fighter, Police Officer, Teacher or FRHA Staff in the City of Franklin or Southampton County.
- d. **Working preference:** For families where the head of household, spouse or sole member is employed and works at least thirty 30 hours per week. As per HUD regulations, this preference is also extended to families where the head of household, spouse or sole member is a person age 62 or older or is a person with disabilities.
- e. **Income preference:** For families where the combined gross annual income of all household members is between fifty one (51%) and eighty (80%) percent of the HUD area median income.
Note: This preference is not intended to be used to exceed the HUD requirement that at least seventy-five (75%) of the families served by FRHA have incomes at thirty (30%) or below the HUD area median income.

Based on the above preferences, all families in preference A will be offered housing before any families in preference B, preference B families will be offered housing before any families in preference C and so on.

The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences.

Buildings Designed for the Elderly and/or Disabled: Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

B. EXCEPTIONS FOR SPECIAL ADMISSION

If HUD awards FRHA program funding that is targeted for specifically named families, FRHA will admit these families under this procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. FRHA maintain separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- a. A family displaced because of demolition or disposition of a public housing project;
- b. A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
- c. For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990; and
- d. A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term.

C. TARGETED FUNDING

When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the targeted funding criteria.

Applicants who are admitted under targeted funding which are not identified as a Special Admission are identified by code in an automated system. FRHA has the following "targeted" programs:

- a. Disabled Families
- b. Homeless (3-bedrooms) Families

10.2 ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons
--------------------	-------------------

	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5 (6 in Sect.8)	10

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families.

In determining bedroom size, FRHA may 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, children who are temporarily away at school, or children who are temporarily in foster-care.

In addition, the following considerations may be taken in determining bedroom size:

- A. Children of the same sex will share a bedroom.
- B. Children of the opposite sex may share a bedroom.
- C. Adults and children will not be required to share a bedroom.
- D. Foster – adults and/or foster - children will not be required to share a bedroom with adult family members.
- E. Live-in aides will get a separate bedroom.

Exceptions to normal bedroom size standards include the following:

- A. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. Persons of different generations, persons of the opposite sex (other than spouses), and unrelated adults, may have separate bedrooms. However, the decision as to where the family members sleep will be left up to the head of household at the time of their initial interview. In conventional housing, the family will not be allowed to transfer to a larger or smaller unit unless the family composition changes.

- B. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. FRHA will allow the larger size unit if the family provides a verified medical need that the family is housed in a larger unit.
- C. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family's own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.
- D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

10.3 SELECTION FROM THE WAITING LIST

FRHA shall follow the statutory requirement that at least 40% of newly admitted families in any PHA fiscal year be families whose annual income is at or below 30% of the area median income. To insure this Basic Targeting Requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

10.4 DECONCENTRATION POLICY IN PUBLIC HOUSING

It is FRHA's policy to provide for de-concentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we may skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

FRHA will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our

developments are located and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and de-concentration incentives to implement. This information is available in FRHA's De-concentration of Poverty plan.

10.5 DECONCENTRATION INCENTIVES IN PUBLIC HOUSING

FRHA may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration 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.

10.6 OFFER OF A PUBLIC HOUSING UNIT

When FRHA discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the de-concentration goal and/or the income targeting goal.

FRHA will contact the family by mail and if necessary by phone to make the unit offer. The family will be given five (5) business days from the date the letter was mailed to contact FRHA regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, FRHA will send the family a letter documenting the offer and the rejection.

10.7 REJECTION OF A PUBLIC HOUSING UNIT

If in making the offer to the family FRHA skipped over other families on the waiting list in order to meet their de-concentration goal or offered the family any other de-concentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If FRHA did not skip over other families on the waiting list to reach this family, did not offer any other de-concentration incentive and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school,

and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

10.8 ACCEPTANCE OF A PUBLIC HOUSING UNIT

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the Lease and Occupancy orientation, without good cause, may result in the cancellation of the occupancy process.

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine maintenance charges, a request for reasonable accommodation form, lead based paint pamphlet, housekeeping standards, on strike policy, pet policy, trespass & ban policy and other required FRHA documents. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. 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 FRHA 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.

In the event, that a co-head of household is executed or named on the original lease, FRHA will not be responsible for the removal of the co-head of household from the lease. The Head of Household will have to seek legal actions through the court systems to remove the person from the lease.

The family will pay a security deposit at the time of lease signing. The security deposit will be equal to the monthly rent, unless the rent is less than \$100.00, then the security deposit will be set at \$100.00. This amount is set by FRHA and approved by the Franklin Redevelopment and Housing Authority Board of Commissioners.

FRHA reserves the right to allow a new resident to pay their security deposit in up to four (4) payments. One half shall be paid in advance, one-sixth with their second rent payment, one sixth with their third rent payment and one-sixth with their fourth rent payment. This shall be at the sole discretion of the Housing Authority.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the second unit is greater than that for the first, the difference will be collected from the family. Conversely,

if the security deposit is less, the difference will be refunded to the family at the sole discretion of the manager.

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.

11.0 INCOME, EXCLUSIONS FROM INCOME AND DEDUCTIONS FROM INCOME

To determine annual income, FRHA counts the income of all family members, except the types and sources of income that are specifically excluded as identified in this policy and by law. Once the annual income is determined, FRHA subtract all allowable deductions (allowances) to determine the Total Tenant Payment.

11.1 INCOME

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

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

Annual income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- B. 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 a reimbursement of cash or assets invested in the operation by the family.
- C. 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.

- D. 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.)
- E. 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.)
- F. Welfare assistance.
 - 1. If the welfare assistance payment includes an amount specifically designated 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:
 - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - b. The maximum amount 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.
 - 2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.

3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.
- G. 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.
- H. 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.)

11.2 EXCLUDED/ANNUAL INCOME

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- 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 worker's 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;
- 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 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 the Housing Authority 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 initiatives coordination. No resident may receive more than one such stipend during the same period of time;
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. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services 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 exclusion the following definitions apply:
 - a. Comparable Federal, State or local law means a program providing employment training and supportive services that meet all of the following conditions:
 - i. Is authorized by a Federal, State or local law;

- ii. Is funded by the Federal, State or local government;
 - iii. Is operated or administered by a public agency; and
 - iv. Has as its objective to assist participants in acquiring employment skills.
 - b. Exclusion period means 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.
 - c. Earnings and benefits mean the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
11. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10. Additionally, this exclusion is only available to the following families:
- a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years. (Previously unemployed includes one whose earnings amount to no more than he would have earned for 10 hours of work per week at the established minimum wage)
 - b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
 - c. Families who are or were, within 6 months, assisted under a State TANF program.
- (While HUD regulations allow for the housing authority to offer an escrow account in lieu of having a portion of their income excluded under this paragraph, it is the policy of this housing authority to provide the exclusion in all cases.)
12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
13. 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;

14. 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
15. 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
 - b. Payments to volunteers under the Domestic Volunteer Services Act of 1973
 - c. Payments received under the Alaska Native Claims Settlement Act
 - d. Income from sub-marginal land of the U.S. that is held in trust for certain Indian tribes
 - e. Payments made under HA's Low-Income Energy Assistance Program
 - f. Payments received under the Job Training Partnership Act/Workforce Investment Act of 1998
 - g. Income from the disposition of funds of the Grand River Band of Ottawa Indians
 - h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
 - i. Amount of scholarships awarded under Title IV including Work-Study
 - j. Payments received under the Older Americans Act of 1965
 - k. Payments from Agent Orange Settlement
 - l. Payments received under the Maine Indian Claims Act
 - m. The value of childcare under the Child Care and Development Block Grant Act of 1990
 - n. Earned income tax credit refund payments

- o. Payments for living expenses under the AmeriCorps Program
- p. Additional income exclusions provided by and funded by FRHA

FRHA will not provide exclusions from income in addition to those already provided for by HUD.

11.3 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;
- C. For any family that is not an elderly or disabled family but has, a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.
- D. For any elderly or disabled family:
 - 1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
 - 2. That has disability expenses greater than or equal to 3% 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% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.
- E. Child care expenses.

12.0 VERIFICATION

FRHA will verify information related to waiting list preferences, eligibility, admission, and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. 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; and citizenship/eligible non-citizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

12.1 ACCEPTABLE METHODS OF VERIFICATION

Each family member or live-in aid must have a birth certificate, Social Security numbers, INS SAVE approval code and other forms signed by the family. All persons over eighteen (18) years of age must have a picture ID. Family members in school must be able to produce documentation from the school that they are currently enrolled.

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from FRHA 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, FRHA will accept documentation received from the applicant/tenant. Hand-carried documentation will be accepted if FRHA has been unable to obtain third party verification in a 4-week period of time. Photocopies of the documents provided by the family will be maintained in the file.

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

12.2 EIV POLICY

Acceptable Enterprise Income Verification System Use Policy

Date issued March 23, 2006

Introduction

FRHA provide use of the Enterprise Income Verification (EIV) System to specific staff members. The U.S. Department of Housing and Urban Development (HUD), Public and Indian Housing Real Estate Assessment Center (PIH-REAC) is actively involved in implementing and maintaining Office Departmental policies and procedures to keep PIH-REAC Systems secure

from unauthorized access and inappropriate use. The use of this system is to increase productivity.

Use Policy

Users of the EIV System are given access to the system based on a need to perform specific work. Personal or non work related use is prohibited and will be addressed under the Rules of Behavior as well as the Standards of Conduct. Prior to using the EIV System each user must sign the Rules of Behavior and User Agreement. Further each user will be given a copy of the EIV Security Procedures for Upfront Income Verification data.

Infringements of this policy will be investigated on a case --by --case basis.

The EIV Security Procedures are located on Page 84.

12.3 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, FRHA 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		
Item to Be Verified	3 rd party verification	Hand-carried verification
General Eligibility Items		
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 medical professional, 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 doctor or other professional knowledgeable of	N/A

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
	condition	
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 payment, dates of trips, mileage log, receipts for fares and tolls
Value of and Income from Assets		
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
Income		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	Notarized statement of earnings	Tax return from prior year,

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 under penalty of perjury. They will also be required to show proof of age.

Prior to being admitted or at the first reexamination, all eligible non-citizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. FRHA will make a copy of the individual's INS documentation and place the copy in the file. FRHA will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, FRHA 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 ineligible members and the head of the household must sign the list.

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

Any family member who does not choose to declare their status must be listed on the statement of ineligible members.

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 family causes the delay.

If FRHA determine 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 public housing 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.

12.5 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member must a Social Security card or proof of application for a social security card. The actual card must be presented within 45 days the application date.

The best verification of the Social Security number is the original Social Security card. If the card is not available, FRHA will accept letters from the Social Security Agency that establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the number, the card must be presented within 45 days. 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 they have a Social Security number, but cannot readily verify it, the family cannot be housed until the card is produced.

If a member of a tenant family indicates they have a Social Security number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to sixty (60) days to provide the verification. If the individual is at least 62 years of age, they will be given one hundred and twenty (120) days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be evicted.

12.6 TIMING OF VERIFICATION

Verification information must be dated within 120 days for public housing for certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority only verifies and updates those elements reported to have changed. However, FRHA has the discretion to verify and update all information related to family circumstances and level of assistance.

12.7 FREQUENCY OF OBTAINING VERIFICATION

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 their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their citizenship/eligible non-citizen status will be verified.

For each family member age, verification of Social Security card will be obtained prior to admissions and when requested for re-certifications.

12.8 VERIFICATION OF WAITING LIST PREFERENCES

Residency Preference: In order to verify that an applicant is a resident of Franklin, employed in Franklin or attending school in Franklin, the PHA will require a minimum of 5 of the following documents: rent receipts, leases, utility bills, school records, employment verification, driver's licenses, voters registration records, credit reports and/or statement from household with whom the family is residing. The documents must show that the applicant has been residing in Franklin for at least one (1) year.

Veterans Preference: The PHA will require US Government documents, which indicate that the applicant qualifies under the above.

Involuntary Displacement Preference: Written verification by the displacing unit or agency of government, or by a service agency such as FEMA or the Red Cross.

Domestic Violence Preference: A notarized statement documenting the situation and or copies of Police Reports.

13.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

13.1 FAMILY CHOICE

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the formula method or having their rent set at the flat rent amount.

- A. Families who opt for the flat rent may be asked to go through the income reexamination process annually.
- B. Families who opt for the flat rent may request to have a reexamination and return to the formula 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 their expenses for childcare, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

13.2 THE INCOME BASED METHOD

The total tenant payment is equal to the highest of:

- A. 10% of monthly income; or
- B. 30% of adjusted monthly income.

The family will pay the greater of the total tenant payment or the minimum rent of \$100.00.

In the case of a family who has qualified for the income exclusion at Section 11.2(H) (11), upon the expiration of the 12-month period described in that section, an additional

rent benefit accrues to the family. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.

13.3 MINIMUM RENT

FRHA has set the minimum rent at \$100.00. However if the family requests a hardship exemption, FRHA will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
 - 1. When the family has lost eligibility for or is waiting 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, childcare, transportation, education, or similar items;
 - 5. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that 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. The Housing Authority will offer a repayment agreement in accordance with the Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority 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 grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

13.4 THE FLAT RENT

FRHA have 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 condition, amenities, services, and neighborhood. FRHA 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 (for more information on flat rents, see Section 15.3).

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

FRHA will post the ceiling rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

13.5 RENT FOR FAMILIES UNDER THE NONCITIZEN 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
- D. 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 (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. FRHA will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, FRHA 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%.

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

- A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for FRHA. The 95th percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. 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.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

13.6 UTILITY ALLOWANCE

FRHA shall establish a utility allowance for all check-metered utilities and for all tenant-paid utilities. 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, FRHA 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% or more since the last revision to the allowances.

The utility allowance will be subtracted from the family's formula to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to FRHA. The amount of the utility allowance is then 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 belongs to the tenant.

For FRHA paid utilities, FRHA will monitor the utility consumption of each household. Any consumption in excess of the allowance established by FRHA 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 rent change or the next annual reexamination.

Families with high utility costs are encouraged to contact FRHA 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 surprise charges for excess consumption of FRHA purchased utilities or from payment of utility supplier billings in excess of the utility allowance for tenant-paid utility costs may be granted by FRHA 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.

13.7 PAYING RENT

Rent and other charges are due and payable on the first day of the month. Rent can be paid at the following drop box locations:

Berkley Court -- 601 Campbell Avenue
Franklin, VA 23851

Old Town Terrace -- 331 Bruce Street
Franklin, VA 23851

Pretlow Gardens --- 925 Pretlow Street
Franklin, VA 23851

Reasonable accommodations for this requirement will be made for persons with disabilities. As a safety measure, no cash shall be accepted as a rent payment

If the rent is not paid by the fifth of the month, a \$25.00 late fee will be assessed to the tenant, unless the fee is waived by the asset manager. If rent 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 processing costs, as posted by FRHA.

13.8 UTILITIES

Tenants have five days from the date of move-in to have the electric utilities put into their name. For any services not put in the tenants name in 5 days, the charges billed from the electric company will be applied to the tenant's bill and invoiced to the tenant with the regular rent statement.

Once the tenant has moved into the unit, if the electricity is turned off for more than 5 days that will constitute a lease violation and will be a cause for eviction.

13.9 TRASH FEES

All tenants must pay a \$10.00 per month trash fee. The trash fee will come monthly as part of the rent bill.

14.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

14.1 GENERAL

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours of community service (not including political activities) each and every month in the City of Franklin, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement. All activities must be approved by FRHA.

14.2 EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement:

- A. Age 62 years or older.
- B. Blind or disabled (as defined under 216 or 1614 of the Social Security Act 42 U.S.C. 416; 1382) and who certify that because of this disability they are unable to comply with the service provisions or are the primary caretakers of such individuals.
- C. Engaged in work activities as defined in section 407 (d) of the Social Security Act 42 U.S.C. 607 (d), specified below:
 - 1. Unsubsidized employment
 - 2. Subsidized private-sector employment
 - 3. Subsidized public-sector employment
 - 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
 - 5. On-the-job-training
 - 6. Job-search and job-readiness assistance
 - 7. Community service programs
 - 8. Vocational educational training (not to exceed 12 months with respect to any

individual)

9. Job-skills training directly related to employment
 10. Education directly related to employment in the case of a recipient who has not received a high school diploma or an equivalency
 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of a general equivalence, in case of a recipient who has not completed secondary school or received such a certificate
 12. The provision of childcare services to an individual who is participating in a community service program.
- D. Individuals exempted from work activities by a state program funded under the Social Security Act or by any other state welfare program.
- E. Individuals receiving assistance who have not been found to be in noncompliance with state or TANF requirements.

14.3 NOTIFICATION OF THE REQUIREMENT

Initial notice of the community service requirement will be provided to all applicants at the time of application. FRHA shall identify all adult family members who are apparently not exempt from the community service requirement.

FRHA shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. FRHA shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

14.4 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties for the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

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. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

FRHA will coordinate with social service agencies, local schools and the Resident Council (RC) in identifying a list of volunteer community service positions.

14.5 THE PROCESS

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, FRHA will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a case manager who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The case manager will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. Thirty (30) days before the family's next lease anniversary date, the Case Manager or the Asset Manager will advise FRHA whether each applicable adult family member is in compliance with the community service requirement.

14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

FRHA will notify any family non-compliant of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.

14.7 OPPORTUNITY FOR CURE

FRHA will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees

to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The Case Manager will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, FRHA shall take action to terminate the lease.

14.8 GUESTS

FRHA public housing residents cannot provide accommodations for boarders, lodgers, houseguests or anyone not included on the tenant lease for more than seven (7) consecutive days or for more than fourteen (14) total days in a calendar year.

15.0 RECERTIFICATIONS

At least annually, FRHA 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 is housed in the correct unit size.

15.1 GENERAL

FRHA will send a notification letter to the family letting them know that it is time for their annual reexamination, giving them the option of selecting either the flat rent or formula method, and scheduling an appointment to meet with the manager. The letter includes a list of information families need to bring in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs. At the appointment, the family will make their decision regarding which rent method they will choose.

During the appointment, FRHA will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will be placed on the transfer list.

15.2 MISSED APPOINTMENTS

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in FRHA taking eviction actions against the family.

15.3 FLAT RENTS

The annual letter to flat rent payers regarding the reexamination process will state the following:

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
- B. The amount of the flat rent.
- C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income.
- D. Families who opt for the flat rent will be required to go through the income reexamination process every three years. However, the manager has the right to reexamine residents who pay flat rents, when he/she deems necessary.
- E. Families who opt for the flat rent may request to have a reexamination and return to the formula-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 their expenses for childcare, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
- F. The dates upon which FRHA expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
- G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
- H. A certification for the family to sign accepting or declining the flat rent.

Each year prior to their anniversary date, FRHA will send a reexamination letter to the

family offering the choice between a flat rent or a formula rent. The opportunity to select the flat rent is available only at this time. At the appointment, FRHA may assist the family in identifying the rent method that would be most advantageous for the family. If the family wishes to select the flat rent method without meeting with FRHA representative, they may make the selection on the form and return the form to FRHA. In such case, FRHA will cancel the appointment.

15.4 THE FORMULA METHOD

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 Authorization & Privacy Act form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, FRHA will determine the family's annual income and will calculate their rent as follows.

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income; or
- C. The welfare rent.

The family will pay the greater of the total tenant payment or the minimum rent of \$100.00, but never more than the ceiling rent.

15.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

The new rent will generally be effective upon the anniversary date with thirty (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, then 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 new 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.

15.6 INTERIM REEXAMINATIONS

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families will not be required to report any increase in income or decreases in allowable expenses between annual reexaminations.

Families are required to report the following changes to FRHA between regular reexaminations. If the family's rent is being determined under the formula method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.

In order 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. FRHA will determine the eligibility of the individual before adding them 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, their name will be added to the lease. At the same time, if the family's rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph below 15.8.

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. Upon such request, FRHA will take timely action to process the interim reexamination and recalculate the tenant's rent.

15.7 SPECIAL REEXAMINATIONS/HARDSHIPS

If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income (0 renters) or have a temporary decrease in income, FRHA may schedule special reexaminations every thirty (30) days until the income stabilizes and an annual income can be determined.

15.8 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes the delay, then the rent increases 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 in a timely manner, the change will be effective the first of the month after the rent amount is determined.

16.0 UNIT TRANSFERS

16.1 OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To address medical and health situations.
- C. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- D. To facilitate relocation when required for modernization, demolition, disposition, revitalization or rehabilitation or other management purposes.
- E. To facilitate relocation of families with inadequate housing accommodations.
- F. To provide an incentive for families to assist in meeting FRHA's de-concentration goal.
- G. To eliminate vacancy loss and other expense due to unnecessary transfers.

16.2 PRIORITIES OF TRANSFERS

Priority 1: Emergency transfers: These transfers are necessary when conditions pose an immediate threat to the life, health or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, a hate crime, the safety of witnesses to a crime or a law enforcement matter particular to the neighborhood.

Priority 2: Transfers due to Demolition, Disposition, Revitalization or Rehabilitation: These transfers will gain high priority as necessary to allow FRHA to meet the demolition or renovation schedule. Once replacement housing or renovations have been completed relocated families that are still residing in public housing and are in good standing will be given preference and priority when extending unit offers for available vacant units based on bedroom size needed. All relocations will be governed by the Uniform Relocation Act (URA) in accordance to CFR 49 24.2.

Priority 3: Immediate administrative transfers: These transfers are necessary in order to permit a family needing accessible feature to move to a unit with such a feature or to enable modernization work to proceed.

Priority 4: Regular administrative transfers: These transfers are made to offer incentives to families willing to help meet certain FRHA occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers and other transfers approved by FRHA when a transfer is the only or best way of solving a serious problem.

Priority 5: Other administrative transfers: These transfers offer incentives to families through the site-based waiting list and the homeownership program.

16.3 DOCUMENTATION

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

16.4 INCENTIVE AND SITE-BASED TRANSFERS

Transfer requests will be encouraged and approved for families who live in a development where their income category (below or above 30% of area median) predominates and wish to move to a development where their income category does not predominate.

Families living in multifamily developments have the opportunity to transfer to scattered-site housing. Families approved for such transfers will meet the following eligibility criteria:

- A. Have been a tenant for three years;
- B. For a minimum of one year, at least one adult family member is enrolled in an economic self-sufficiency program or is working at least thirty-five (35) hours per week;
- C. The family is current in the payment of all charges owed FRHA and has not paid late rent for at least one year;

- D. The family passes a current housekeeping inspection and does not have any record of housekeeping problems during the last year;
- E. The family has not materially violated the lease over the past two years by disturbing the peaceful enjoyment of their neighbors, by engaging in criminal or drug-related activity, or by threatening the health or safety of tenants or Housing Authority staff.

16.5 PROCESSING TRANSFERS

Transfers on the waiting list will be sorted by the above priorities and within each priority by date and time.

Transfers in Priorities 1, 2, 3 and 4 will be housed ahead of any other families, including those on the applicant waiting list. Transfers in Priority 1 and 2 will be housed ahead of transfers in Priority 3 and Priority 4.

Transfers in Priority 5 will be housed along with applicants for admission.

Upon offer and acceptance of a unit, the family will execute all lease up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed three (3) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit if the family fails to move in the three-day period. The prorated rent and other including any additional security deposit owing must be paid the first of the following month or as determined by the asset manager.

The following is the policy for the rejection of an offer to transfer:

- A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
- B. If the transfer is being made at the request of FRHA and the family rejects two offers without good cause, FRHA will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet FRHA's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two people per living/sleeping room.
- C. If the transfer is being made at the family's request and the rejected offer provides de-concentration incentives, the family will maintain their place on the transfer list and will not otherwise be penalized.
- D. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down one offer that does not include de-

concentration incentives. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

16.6 COST OF THE FAMILY'S MOVE

The cost of the transfer generally will be borne by the family in 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 transfer is needed to move the family to an appropriately sized unit, either larger or smaller;
- C. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (The family without disabilities signed a statement to this effect prior to accepting the accessible unit); or
- D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

The cost of the transfer will be borne by FRHA in the following circumstances:

- A. When the transfer is needed in order to carry out rehabilitation activities; or
- B. When action or inaction by FRHA has caused the unit to be unsafe or inhabitable.

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

16.7 TENANTS IN GOOD STANDING

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with FRHA. This means the family must be in compliance with their lease, current in all payments to the Housing Authority and must pass a housekeeping inspection.

16.8 TRANSFER REQUESTS

A tenant may request a transfer at any time by completing a transfer request form. In considering the request, FRHA may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. FRHA will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10) business days of receipt of the request to schedule a meeting.

FRHA will grant or deny the transfer request in writing within ten (10) business days of receiving the request or holding the meeting, whichever is later.

If the transfer is approved, the family's name will be added to the transfer waiting list.

If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

16.9 RIGHT OF FRHA IN TRANSFER POLICY

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

16.10 OVER HOUSED / UNDER HOUSED TRANSFER

FRHA will maintain a separate transfer list of families that are over housed or under housed. These families will be transferred as the appropriate unit size becomes available.

17.0 INSPECTIONS

An authorized representative of FRHA and the head of household will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made, all equipment will be provided, and the statement will be signed by both parties with a copy retained in the FRHA file and a copy given to the head of household. An authorized FRHA representative will inspect the premises at the time the resident vacates and will furnish a statement of any charges to be made provided the resident turns in the proper notice under State law. The resident's security deposit can be used to offset against any FRHA damages to the unit.

17.1 MOVE-IN INSPECTIONS

FRHA and the head of household will inspect the unit prior to signing the lease. Both parties will sign a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file.

17.2 ANNUAL INSPECTIONS

FRHA will inspect each public housing unit annually to ensure that each unit meets FRHA's housing standards. Work orders will be submitted and completed to correct any deficiencies.

17.3 PREVENTATIVE MAINTENANCE INSPECTIONS

This is generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors, water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment. These inspections are conducted at least annually.

FRHA will also perform routine pest control treatments.

17.4 SPECIAL INSPECTIONS

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by FRHA.

17.5 HOUSEKEEPING INSPECTIONS

Generally, at the time of the Uniform Physical Conditions Standards Inspections, or at other times as necessary, FRHA will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition. If a unit fails at the time of inspection, the unit is referred over to the Case Manager for a follow up inspection and Housekeeping Class. The Case Manager will complete the housekeeping class with the tenant and set up the follow-up housekeeping inspections.

17.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, Uniform Physical Conditions Inspections and housekeeping inspections FRHA will give the tenant at least two (2) days written notice.

17.7 EMERGENCY INSPECTIONS

If any employee and/or agent of FRHA has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

17.8 PRE-MOVE-OUT INSPECTIONS

When a tenant gives notice that they intend to move, FRHA will schedule a pre-move-out inspection upon request by the family. The inspection allows FRHA 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 FRHA to ready units more quickly for the future occupants.

17.9 MOVE-OUT INSPECTIONS

FRHA conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the tenant is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit.

18.0 PET POLICY

18.1 PURPOSE

In compliance with Section 227 of Title II of the Housing and Urban-Rural Recovery Act of 1983, and with 24 CFR Parts 5, 243, 842, and 942, Final Rule, FRHA will permit residents of housing projects built exclusively for occupancy by the elderly and persons with disabilities, to own and keep common household pets in their apartment. For all others, FRHA may grant permission to a resident to own or keep a common household pet but only after undergoing an approval process and obtaining written permission. This policy sets forth the conditions and guidelines under which pets will be permitted. This policy is to be adhered to at all times.

The purpose of the policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all residents to clean, quiet, and safe surroundings.

Common Household Pets are defined as follows:

Birds: Including canary, parakeet, finch and other species that are normally kept caged; birds of prey are not permitted.

Fish: Tanks or aquariums are not to exceed 20 gallons in capacity. Poisonous or dangerous fish are not permitted. Only one (1) tank or aquarium is permitted per apartment.

Dogs: Not to exceed thirty (30) pounds at time of maturity. All dogs must be neutered or spayed. No Pit Bulls, Doberman Pinchers, German Shepherds or Chows are allowed.

Cats: All Cats must be neutered or spayed and de-clawed.

Exotic pets such as snakes, monkeys, rodents, etc. are not allowed.

18.2 REGISTRATION

Every pet must be registered with FRHA's management prior to moving the pet into the unit and updated annually thereafter. Registration requires the following:

- a. A certificate signed by a licensed veterinarian, or a state or local authority empowered to inoculate animals (or designate agent of such authority), stating

that the animal has received all inoculations required by the state and local law, if applicable (dogs, cats).

- b. Proof of current license, if applicable (dogs, cats).
- c. Identification tag bearing the owner's name, address, and phone number (dogs, cats).
- d. Proof of neutering/spaying and/or de-clawing, if applicable (dogs, cats).
- e. Photograph (no smaller than 3 x 5) of pet or aquarium.
- f. The name, address, and phone number of a responsible party that will care for the pet if the owner becomes temporarily incapacitated.

Fish – size of tank or aquarium must be registered.

Once the above items are presented, FRHA management will review the documentation and make a determination on whether to register the pet. FRHA's decision will include, but not be limited to, inspections, work orders, payment history and other indicators of the tenant's ability to care and provide for a pet.

18.3 LICENSES AND TAGS

Every dog and cat must wear the appropriate local animal license, a valid rabies tag and a tag bearing the owner's name, address and phone number. All licenses and tags must be current.

An FRHA tag may also be required so that the dog or cat may be identified as a pet that has been registered and approved to reside on FRHA property. If issued, the tag must be worn by the pet at all times.

18.4 DENSITY OF PETS

Only one (1) dog or cat will be allowed per apartment. Only two (2) birds will be allowed per apartment. FRHA only will give final approval on type and density of pets.

18.5 VISITORS AND GUESTS

No visitor or guest will be allowed to bring pets on the premises at anytime. Residents will not be allowed to Pet Sit.

Feeding or caring for stray animals is prohibited and will be considered keeping a pet without permission. This behavior may be just cause for lease termination.

18.6 PET RESTRAINTS

- a. All dogs must be on a leash when not in the owner's apartment. The leash must be no longer than three (3) feet.
- b. Cats must be in a caged container or on a leash when taken out of the owner's apartment.
- c. Birds must be in a cage when inside of the resident's apartment or entering or leaving the building.

18.7 LIABILITY

Residents owning pets shall be liable for the entire amount of all damages to the Housing Authority premises caused by their pet and all cleaning, de-fleeting and deodorizing required because of such pet. Pet owners shall be strictly liable for the entire amount of any injury to the person or property of other residents, staff or visitors of the Housing Authority caused by their pet and shall indemnify the Housing Authority for all costs of litigation and attorney's fees resulting from such damage. Pet liability insurance can be obtained through most insurance agents and companies.

18.8 SANITARY STANDARDS AND WASTE DISPOSAL

- a. Litter boxes must be provided for cats with use or odor-reducing chemicals.
- b. Fur-bearing pets must wear effective flea collars at all times. Should extermination become necessary, cost of such extermination will be charges to pet owner.
- c. Pet owners are responsible for immediate removal of the feces of their pet and shall be charges in instances where damages occur to Authority property due to pet or removal of pet feces by staff.
 - (i) All pet waste must be placed in a plastic bag and tied securely to reduce odor and placed in designated garbage container and/or trash compactor.
 - (ii) Residents with litter boxes must clean them regularly. Noncompliance may result in removal of the pet. The Housing Authority reserves the rights to impose a mandatory twice weekly litter box cleaning depending on need. Litter box garbage shall be placed in a plastic bag and deposited outside the building in the garbage container and/or trash compactor.
- d. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. Pet owner's apartments may be subject to inspections once a month.

18.9 GENERAL RULES

The resident agrees to comply with the following rules imposed by FRHA:

- a. No pet shall be tied up anywhere on Authority property and left unattended for any amount of time.
- b. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization.
- c. Doghouses are not allowed on Authority property.

18.10 PET RULE VIOLATION AND PET REMOVAL

- a. If it is determined on the basis of objective facts, supported by written statement, that a pet owner has violated a rule governing the pet policy, FRHA shall serve a notice of pet rule violation on the pet owner. Serious or repeated violations may result in pet removal or termination of the pet owner's tenancy, or both.
- b. If a pet poses a nuisance such as excessive noise, barking, or whining which disrupts the peace of other residents; owner will remove the pet from premises upon request of management within forty-eight (48) hours. Nuisance complaints regarding pets are subject to immediate inspections.
- c. If a pet owner becomes unable either through hospitalization or illness to care for the pet and the person so designated to care for the pet in the pet owner's absence refuses or is unable physically to care for the pet, FRHA can officially remove the pet. The Authority accepts no responsibility for pets that are removed.

18.11 RULE ENFORCEMENT

Violation of these pet rules will prompt a written notice of violation. The pet owner will have seven (7) days to correct the violation or request an informal hearing at when time the Authority's Grievance Procedure will be followed.

18.12 GRIEVANCE

Management and resident agree to utilize the Grievance Procedure described in the Lease Agreement to resolve any dispute between resident and management regarding a pet.

18.13 DAMAGE DEPOSIT

A non-refundable "Pet Damage Deposit" will be required for dogs and cats only; however, all pet owners must comply with registration rules for all other pets. The "Pet Damage Deposit" must be paid in advance and is to be used to pay reasonable expenses directly attributable to the presence of the pet in the project including (but not limited to) the cost of repairs and replacement to, and fumigation of, the resident's dwelling unit. The amount of the "Pet Damage Deposit" will be \$200.00.

18.14 EXCEPTIONS

This policy does not apply to animals that are used to assist persons with disabilities. This exclusion applies to animals that reside in the development, as well as animals used to assist persons with disabilities that visit the development. Pets used for the purpose of aiding residents with disabilities must have appropriate certification.

18.15 NO TENANT SHALL HOUSE A PET WITHOUT PROPER APPROVAL FROM FRHA

Approved – September 27, 2006

19.0 POLICIES

19.1 TRESSPASS & BAN POLICY

Approved January 26, 2006

19.2 ONE-STRIKE & YOU'RE OUT POLICY (DRUG & OTHER CRIMINAL ACTIVITY)

Approved April 28, 2003

19.3 VAWA (VIOLENCE AGAINST WOMEN ACT) POLICY

Approved January 26, 2011

19.4 SWIMMING POOLS & TRAMPOLINES

Resolution 2006:10 Approved April 26, 2006

20.0 REPAYMENT AGREEMENTS

When a resident owes FRHA back charges (to include those under a hardship situation) and is unable to pay the balance by the due date, the resident may request that FRHA allow them to enter into a Repayment Agreement. FRHA has the sole discretion of whether to accept such an agreement. All Repayment Agreements must assure that the full payment is made within a period not to exceed twelve (12) months unless approved by the manager. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the resident to eviction procedures.

21.0 TERMINATION

21.1 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, they will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first.

21.2 TERMINATION BY THE HOUSING AUTHORITY

FRHA after 10/1/2000 will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

FRHA will terminate the lease for serious or repeated violations of material lease terms. Such violations include but are not limited to the following:

- A. Nonpayment of rent or other charges;
- B. A history of late rental payments;
- C. Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to eligibility or rent;
- D. Failure to allow inspection of the unit;
- E. Failure to maintain the unit in a safe and sanitary manner;
- F. Assignment or subletting of the premises;
- G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);
- H. Destruction of property;
- I. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;
- J. Any criminal activity or drug-related criminal activity on or off the premises (even in the absence of conviction or arrest). FRHA has a "one-strike" or "zero tolerance" policy with respect to violations in this area.
- K. Non-compliance with Non-Citizen Rule requirements;
- L. Permitting persons not on the lease to reside in the unit more than fourteen (14) days each year without the prior written approval of the Housing Authority; and

M. FRHA 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.

N. Other good cause.

21.3 ABANDONMENT

FRHA will consider a unit to be abandoned when a resident has both fallen behind in rent **AND** utilities are no longer on.

When a unit has been abandoned, a FRHA representative may enter the unit and remove any abandoned property. If the value of the removed property is less than \$500, it will be disposed of. If the value of the removed property is greater than \$500, then FRHA will file for a "Declaration of Abandonment" with the local magistrate. If the magistrate concurs, the removed property will be disposed of.

In all cases, the manager has the right to sell the property.

Any money raised by the sale of the property goes to cover money owed by the family to FRHA such as back rent and the cost of storing and selling the goods. If there is any money left over (i.e., security deposit) and the family's forwarding address is known FRHA will mail it to the family. If the family's address is not known, FRHA will keep it for the resident for no more than 5 years. If it is not claimed within that time, FRHA will submit the funds to The City of Franklin Department of Revenue.

Within **30** days of learning of an abandonment, FRHA will either return the deposit or provide a statement of why the deposit is being kept.

21.4 RETURN OF SECURITY DEPOSIT

After a family moves out, FRHA will return the security deposit within **thirty (30) days** or give the family a written statement of why all or part of the security deposit is being kept. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

FRHA will pay interest on security deposits.

FRHA will be considered in compliance with the above if the required payment, statement, or both, are deposited in the U.S. mail with first class postage paid within **thirty (30) days**.

21.5 BALANCES OWED THE FRANKLIN REDEVELOPMENT AND HOUSING

AUTHORITY

If a resident leaves with a balance owed FRHA, the balance is recorded with the department of taxation and any tax monies received by the previous resident will be paid to FRHA to pay out the balance due.

If a resident leaves with a balance and is employed, FRHA will submit to the local court system a garnishment of the resident wages to pay the balance due.

22.0 GRIEVANCES AND EXCEPTIONS

22.1 GRIEVANCES

All decisions can be appealed by following FRHA's standard grievance procedures, which can be found in FRHA's Annual Plan. A copy of this Annual Plan is available in all FRHA management offices.

22.2 EXCEPTIONS

FRHA's Executive Director can only make exceptions to the admission's policy/procedure. His/her judgment will be based upon relative evidence, produced by the applicant, that adherence to a certain policy or procedure would result in an emergency or hardship either to the applicant and/or a member of the family. Such exceptions shall not be related to race, color or national origin. The applicant file will be documented accordingly.

GLOSSARY

50058 Form: The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and re-certification process and, at the option of the housing authority, for interim reexaminations.

1937 Housing Act: The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (24 CFR 5.100)

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which tenant rent is based. (24 CFR 5.611)

Adult: A household member who is 18 years or older or who is the head of the household, spouse, or co-head.

Allowances: Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses and child care expenses for children under 13 years of age. Other allowance can be given at the discretion of the housing authority.

Annual Contributions Contract (ACC): The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program. (24 CFR 5.403)

Annual Income: All amounts, monetary or not, that:

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

Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access. (1937 Housing Act; 24 CFR 5.609)

Applicant (applicant family): A person or family that has applied for admission to a program but is not yet a participant in the program. (24 CFR 5.403)

As-Paid States: States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs. Currently, the four as-paid States are New Hampshire, New York, Oregon and Vermont.

Assets: The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are not counted as assets. (Also see "net family assets.")

Asset Income: Income received from assets held by family members. If assets total more than \$5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income. (See "imputed asset income" below.)

Ceiling Rent: Maximum rent allowed for some units in public housing projects.

Certification: The examination of a household's income, expenses, and family composition to determine the family's eligibility for program participation and to calculate the family's share of rent.

Child: For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age. (24 CFR 5.504(b))

Child Care Expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.603(d))

Citizen: A citizen or national of the United States. (24 CFR 5.504(b))

Consent Form: Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits. (24 CFR 5.214)

Decent, Safe and Sanitary: Housing is decent, safe and sanitary if it satisfies the applicable housing quality standards.

Department: The Department of Housing and Urban Development. (24 CFR 5.100)

Dependent: A member of the family (except foster children and foster adults), other than the family head or spouse, who is under 18 years of age or is a person with a disability or is a full-time student. (24 CFR 5.603(d)). Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year and do not have to run consecutively. When both parents

are on the Waiting List and both are trying to claim the child, the parent whose address is listed in the school records will be allowed to claim the school-age child as a dependent.

Dependent Allowance: An amount, equal to \$480 multiplied by the number of dependents, that is deducted from the household's annual income in determining adjusted annual income.

Disability Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603(d))

Disability Assistance Expense Allowance: In determining adjusted annual income, the amount of disability assistance expenses deducted from annual income for families with a disabled household member.

Disabled Family: A family whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403(b)) (Also see "person with disabilities.")

Disabled Person: See "person with disabilities."

Displaced Family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person 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. (24 CFR 5.403(b))

Displaced Person: A person displaced by governmental action or a person 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. [1937 Act]

Disallowance: Exclusion from annual income.

Drug-Related Criminal Activity: Drug trafficking or the illegal use, or possession for personal use, of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

Elderly Family: A family whose head, spouse or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides. (24 CFR 5.403)

Elderly Family Allowance: For elderly families, an allowance of \$400 is deducted from the household's annual income in determining adjusted annual income.

Elderly Person: A person who is at least 62 years of age. (1937 Housing Act)

Extremely low-income families: Those families whose incomes do not exceed 30% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.

Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.). (24 CFR 5.100)

Family includes but is not limited to:

- A. A family with or without children;
- B. An elderly family;
- C. A near-elderly family;
- D. A disabled family;
- E. A displaced family;
- F. The remaining member of a tenant family; and
- G. A single person who is not an elderly or displaced person, a person with disabilities or the remaining member of a tenant family. (24 CFR 5.403)

Family Members: All members of the household other than live-in aides, foster children and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

Family Self-Sufficiency Program (FSS Program): The program established by a housing authority to promote self-sufficiency among participating families, including the coordination of supportive services. (24 CFR 984.103(b))

Flat Rent: A rent amount the family may choose to pay in lieu of having their rent determined under the formula method. The flat rent is established by the housing authority set at the lesser of the market value for the unit or the cost to operate the unit. Families selecting the flat rent option have their income evaluated once every three years, rather than annually.

Formula Method: A means of calculating a family's rent based on 10% of their monthly income, 30% of their adjusted monthly income, the welfare rent or the minimum rent. Under the formula method, rents may be capped by a ceiling rent. Under this method, the family's income is evaluated at least annually.

Full-Time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree. (24 CFR 5.603(d))

Head of Household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. (24 CFR 5.504(b))

Household Members: All members of the household including members of the family, live-in aides, foster children and foster adults. All household members are listed on the lease and no one other than household members are listed on the lease.

Housing Assistance Plan: A housing plan that is submitted by a unit of general local government and approved by HUD as being acceptable under the standards of 24 CFR 570.

Imputed Income: For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

In-Kind Payments: Contributions other than cash made to the family or to a family member in exchange for services provided or for the general support of the family (e.g., groceries provided on a weekly basis, baby sitting provided on a regular basis).

Interim (examination): A reexamination of a family income, expenses and household composition conducted between the regular annual re-certifications when a change in a household's circumstances warrants such a reexamination.

Live-In Aide: A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities and who:

- A. Is determined to be essential to the care and well being of the persons;
- B. Is not obligated for the support of the persons; and
- C. Would not be living in the unit except to provide the necessary supportive services. (24 CFR 5.403(b))

Low-Income Families: Those families whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes. (1937Act)

Medical Expenses: Medical expenses (of all family members of an elderly or disabled family), including medical insurance premiums that are anticipated during the period for which annual income is computed and that are not covered by insurance. (24 CFR 5.603(d)). These expenses include, but are not limited to, prescription and non-prescription drugs, costs for doctors, dentists, therapists, medical facilities, care for a service animals and transportation for medical purposes.

Mixed Family: A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status. (24 CFR 5.504(b))

Monthly Adjusted Income: One twelfth of adjusted income. (24 CFR 5.603(d))

Monthly Income: One twelfth of annual income. (24 CFR 5.603(d))

National: A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. (24 CFR 5.504(b))

Near-Elderly Family: 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; two or more persons, who are at least 50 years of age but below the age of 62, living together; or 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. (24 CFR 5.403(b))

Net Family Assets:

- A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- B. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.
- C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms. (24 CFR 5.603(d))

Non-Citizen: A person who is neither a citizen nor national of the United States. (24 CFR 5.504(b))

Occupancy Standards: The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Person with Disabilities: A person who:

- A. Has a disability as defined in Section 223 of the Social Security Act, which states:

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or

In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

- B. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:

1. Is expected to be of long-continued and indefinite duration;
2. Substantially impedes his or her ability to live independently; and
3. Is of such a nature that such ability could be improved by more suitable housing conditions.

- C. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, which states:

"Severe chronic disability that:

1. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
2. Is manifested before the person attains age 22;
3. Is likely to continue indefinitely;
4. Results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
5. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. (1937 Act)

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

Proration of Assistance: The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance. (24 CFR 5.520)

Public Housing Agency (PHA): Any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof), which is authorized to engage in or assist in the development or operation of low-income housing under the 1937 Housing Act. (24 CFR 5.100)

Re-certification: The annual reexamination of a family's income, expenses and composition to determine the family's rent.

Remaining Member of a Tenant Family: A member of the family listed on the lease who continues to live in the public housing dwelling after all other family members have left. (Handbook 7565.1 REV-2, 3-5b.)

Self-Declaration: A type of verification statement by the tenant as to the amount and source of income, expenses, or family composition. Self-declaration is acceptable verification only when third-party verification or documentation cannot be obtained.

Shelter Allowance: That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

Single Person: Someone living alone or intending to live alone who does not qualify as an elderly family, a person with disabilities, a displaced person, or the remaining member of a tenant family. (Public Housing: Handbook 7465.1 REV-2, 3-5)

State Wage Information Collection Agency (SWICA): The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24 CFR 5.214)

Temporary Assistance to Needy Families (TANF): The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.

Tenant: The person or family renting or occupying an assisted dwelling unit. (24 CFR 5.504(b))

Tenant Rent: The amount payable monthly by the family as rent to the housing authority. Where all utilities (except telephone) and other essential housing services are supplied by the

housing authority or owner, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the housing authority and the cost thereof is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance. (24 CFR 5.603(d))

Third-Party (verification): Written or oral confirmation of a family's income, expenses, or household composition provided by a source outside the household.

Total Tenant Payment (TTP):

A. Total tenant payment for families whose initial lease is effective on or after August 1, 1982:

1. Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act, which is the higher of:

a. 30% of the family's monthly-adjusted income;

b. 10% of the family's monthly income; or

c. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under section 3(a)(1) shall be the amount resulting from one application of the percentage.

2. Total tenant payment for families residing in public housing does not include Charges for excess utility consumption or other miscellaneous Charges.

B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996, will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

Utility Allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by a housing authority of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-

conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment. (24 CFR 5.603)

Utility Reimbursement: The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (24 CFR 5.603)

Very Low-Income Families: Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the areas on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes. Such ceilings shall be established in consultation with the Secretary of Agriculture for any rural area, as defined in Section 520 of the Housing Act of 1949, taking into account the subsidy characteristics and types of programs to which such ceilings apply. (1937 Act)

Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments. (24 CFR 5.603(d))

Welfare Rent: In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

Working Family: Families whose head of household or spouse are bona fide employed for a period of ninety (90) days. An applicant household shall be considered to be a working family and given the benefit of this ranking preference if the head or spouse, or the sole member, are age 62 or older or are receiving social security disability, supplemental security income disability benefits, or any other payments based on an individual's inability to work.

For the purpose of the site-based waiting list, the head of household or spouse are bona fide employed for a period of one (1) year.

ACRONYMS

ACC	Annual Contributions Contract
CFR	Code of Federal Regulations
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWR	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment
UPCS	Uniform Physical Conditions Standards

Appendix I

Income Limits and Deconcentration Worksheet

Development Name	Number of Units Under ACC	Number of Occupied Units	Number of Units Occupied by Very Poor Families	% Occupied by Very Poor Families

%Very Poor in

Census Tract

Target Number

Number needed of below 30% of median area income

Number needed above 30% of median area income

Waiting list number of families Appendix 2

SECTION 3
IMPLEMENTATION PLAN
AND
ADMINISTRATIVE GUIDE

Table of Contents

I.	Executive Summary	2
II.	Section 3 of the Housing and Urban Development Act of 1968.....	3
III.	Outreach and Recruitment of Qualified Businesses and Residents.....	4
IV.	Self-Sufficiency/Employment Training Opportunities at FRHA.....	7
V.	Procurement and Contracting.....	7
VI.	Monitoring and Compliance.....	14
VII.	Protest and Complaint Processing.....	17
VIII.	Departmental Responsibilities.....	20
	Executive Administration.....	20
	Human Resources.....	20
	Procurement	21
	Project Management.....	22
	Resident Services.....	22
	Economic Development	22
	HOPE VI.....	23

I. EXECUTIVE SUMMARY

The Franklin Redevelopment and Housing Authority (FRHA) is committed to helping the residents of its communities achieve their goals of self-sufficiency by providing opportunities for training and employment. FRHA provides employment opportunities on construction projects by encouraging its contractors to hire qualified residents of FRHA communities, connecting residents to job training and placement activities, and providing program coordination that facilitates economic opportunities to residents. FRHA also provides employment opportunities by hiring qualified residents of FRHA communities for available FRHA positions.

Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1994, requires that, to the greatest extent feasible, employment and other economic opportunities generated by HUD funds be directed to low- and very low-income residents. 24 CFR Part 135 establishes the standards and procedures to be followed by Public Housing Authorities in order to ensure that the requirements of Section 3 are met.

In order to be considered by HUD to be in compliance with the provisions of 24 CFR Section 135, FRHA will take four concurrent courses of action. These actions are as follows:

1. FRHA will formalize recruiting and hiring policies and practices that allow at least 30% of the aggregate number of new hires each year at FRHA to be qualifying public housing residents or other low income city residents.
2. FRHA will establish a goal that all contractors and subcontractors hire qualifying Section 3 residents for at least 30% of the new positions created as a result of contracts with FRHA.
3. FRHA will establish a goal that at least 10% of the total dollar amount of contracts for construction, repair and rehabilitation be awarded to qualifying Section 3 business concerns. Also, that at least 3% of the total dollar amount of all other FRHA contracts are awarded to qualifying Section 3 business concerns.
4. FRHA will implement programs to ensure that there is a ready pool of public housing residents trained to fill the positions offered by the FRHA, its contractors, or subcontractors. Training programs will be geared to ensure that residents will meet the minimum requirements, i.e. valid driving license, high school diploma or equivalent, drug free workplace requirement, and criminal background checks, for FRHA and contractor employment positions. FRHA will make every effort to assist those residents with obtaining adequate support services such as day care and transportation. It will also ensure that residents of FRHA communities are aware of opportunities as they become available and that contractors know how to reach the ready pool of potential employees from FRHA communities.

II. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968

Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1994, requires that, to the greatest extent feasible, employment and other economic opportunities generated by HUD funds be directed to low- and very low-income residents. 24 CFR Part 135 establishes the standards and procedures to be followed to ensure that the objectives of Section 3 are met. It is included in this Implementation Plan and Administrative Guide as Appendix A. The terms used in this Implementation Plan are as defined in 24 CFR Part 135.

24 CFR Part 135 requires that the FRHA make best efforts to ensure that 30% of new hires of the FRHA and of its contractors funded through development assistance, operating assistance or modernization assistance from HUD be residents of FRHA communities. Furthermore, it requires that best efforts be made to ensure that 10% of all construction or repair related contracts and 3% of all other contracts be awarded to Section 3 business concerns. A Section 3 business concern is defined as a business concern that is 51% owned by FRHA or other Section 3 residents, or 30% of whose permanent full time employees are FRHA or other Section 3 residents or have been within the past three years.

In order to comply with 24 CFR Part 135, FRHA is required to establish programs and procedures that facilitate the training and employment of residents of FRHA communities by undertaking activities such as:

1. Publicizing the availability of positions with FRHA or its contractors or subcontractors.
2. Providing assistance and counseling in job placement, job interviews, and job applications.
3. Maintaining current lists of available and qualified residents and making them available to contractors.
4. Providing job training, either independently or in conjunction with existing institutions.
5. Including negotiated provisions in all contracts specifying the number of residents of FRHA communities that the contractor will hire.
6. Maintaining lists of Section 3 business concerns and their specialties.
7. Providing assistance to Section 3 business concerns in obtaining bonding, lines of credit, financing or insurance by coordinating efforts with the Neighborhood Development Department, Self Help Credit Union, the Small Business Technology

Center, and the Small Business Administration. Additional assistance may be provided through revisions to the FRHA Procurement Policy.

III. OUTREACH AND RECRUITMENT OF QUALIFIED RESIDENTS AND BUSINESSES

Outreach and recruitment of qualified residents and businesses for Section 3 employment or contracting opportunities is a three-stage process that includes:

1. Recruiting residents to participate in employment training programs provided by the FRHA and its partners;
2. Notifying qualified residents of positions as they become available; and
3. Providing residents with the support necessary to successfully apply and interview for the job.

Resident Services Responsibilities

FRHA's Resident Services Department will conduct Section 3 outreach and referrals to housing authority residents. Outreach efforts will include knocking on doors, job fairs, and information sessions. The Resident Services Department will work with Housing Management to develop Section 3 mailings to be included in rent statements. Section 3 program information will also be presented during each resident's annual re-certification.

FRHA's Resident Services and HOPE VI program will build and maintain a database of residents by conducting an agency-wide survey to collect the following information:

- Employment status
- Income and income source
- Educational level
- Self description of skills
- Job training completed, including type of training and name of organization that provided the training
- Requests for training and support services

Resident Services and HOPE VI department staff will work with development managers to update the database during annual re-certifications.

At least twice a year, the Section 3 Coordinator should prepare and distribute to each resident, information and a schedule regarding job readiness and training opportunities available to FRHA residents. These will include programs sponsored by FRHA, as well as training opportunities available through other resources in the community.

This catalog will include eligibility requirements and prerequisites, a contact name and number for each program or institution listed, and a contact person at the FRHA who will provide application assistance. Individual flyers will be prepared and distributed to remind residents of impending programs and registration deadlines.

Section 3 Coordinator Responsibilities

The Section 3 Coordinator (a function of the Economic Development and HOPE VI departments) will work with all FRHA internal departments, contractors, Section 3 business owners, members of the community, residents and resident councils to coordinate and monitor all activities that contribute to Section 3 compliance. The Section 3 Coordinator will:

1. Work with representatives of the construction industry to increase resident access to industry training programs.
2. Work with the HOPE VI and Transitional Families Program and to help interested residents complete necessary prerequisites, such as math and literacy skills.
3. Notify the FRHA pre-apprentice and apprentice program trainees in writing of open application periods for construction training classes/apprenticeship programs.
4. Refer construction industry representatives to the Transitional Families Program and the FRHA Economic Development Division.
5. Monitor outreach and recruitment efforts to ensure that eligible and qualified residents of FRHA communities are aware of and successfully apply for new positions with contractors working for the FRHA and for vacancies available within the FRHA.
6. Monitor the status of referrals to the contractors and Section 3 placements made by Resident Services and the HOPE VI Economic Development Coordinator.

In addition to the goal of hiring residents at the FRHA and through FRHA contractors, the FRHA will also use resident-owned Section 3 businesses in its contracting, subcontracting and procurement, as is feasible. It is the responsibility of the Section 3 Coordinator to:

1. Work with residents identified through the Resident Services Department and the HOPE VI program as being interested in and capable of starting or expanding a business. Include information on small business development in the catalog of available training opportunities and develop procurement and contracting procedures that encourage the participation of small businesses.
2. Create a program of support for Section 3 businesses so that they are prepared to take advantage of Section 3 contracting opportunities. Such support may include assistance with writing business plans or other managerial and operational advice and assistance where possible.
3. Ensure that all residents are aware of FRHA's program of support for resident owned businesses, in part by presenting the program to the Resident Management Council and the Public Housing Resident Council.
4. Maintain a current and complete list of FRHA businesses and provide it to all contractors as part of the bid document package.
5. In conjunction with the Economic Development Department, coordinate training sessions on the basics of small business operation for interested residents through available mentoring and training resources and provide training on the FRHA procurement process.
6. Develop resources that will allow bonding and insurance for qualified first time Section 3 business applicants and work with local law schools to make affordable legal services available.
7. Ensure that all Section 3 businesses are registered with the Office of Procurement and Contracting.
8. Ensure all FRHA issued Requests for Proposals or Invitations for Bids are sent to all Section 3 businesses registered with FRHA.
9. Assist in the distribution of FRHA issued Requests for Proposals or Invitation for Bids to area minority contracting associations, community development corporations, and other business assistance agencies and community organizations.

IV. SELF-SUFFICIENCY/EMPLOYMENT TRAINING OPPORTUNITIES AT THE FRANKLIN REDEVELOPMENT AND HOUSING AUTHORITY

Jobs for residents of FRHA communities, created through the Section 3 program are just one component of a successful resident employment initiative at the FRHA. Section 3 applies only to new hires, and the majority of the contracting jobs created as a result of

Section 3 are construction-related and thus not long term at any one site. Therefore, to maximize the benefits of its Section 3 program, FRHA will employ the following techniques:

- Utilize the Section 3 Program as only one of several opportunities to provide jobs for residents that are successful participants in its self-sufficiency and apprenticeship training programs.
- Provide supportive services to help ensure the success of residents employed as a result of the provisions of Section 3.
- Work with representatives of the construction industry to increase the access for residents of FRHA communities to existing construction training programs provided by the industry.

V. PROCUREMENT AND CONTRACTING

The Office of Procurement and Contracts will develop, implement and monitor procurement and contracting policies and procedures to:

- Ensure that FRHA contractors and subcontractors maximize hiring of residents of FRHA communities, and
- Facilitate contracting with resident-owned business enterprises.

To accomplish these goals, the Office of Procurement and Contracts will employ a series of strategies, which include, but are not limited to, the following:

1. FRHA will establish standards for structuring and awarding contracts that provide incentives for full participation in the provisions of Section 3 and for enforcing the Section 3 contract provisions.
2. All Section 3 covered contracts will include the "Section 3 clause" as required by 24 CFR 134.38. (For text of the required clause see Section 2 of this document).
3. Offering documents will include notification that the bidder/proposer must include:
 - A Schedule of Workforce and Hiring Projections
 - Section 3 Opportunities Plan, which proposes a strategy for accomplishing or exceeding the goal of hiring residents of FRHA properties for at least 30% (See Section 3 of this document) of new positions that become available with the contractor or subcontractors after the contract is awarded. Any bidder/proposer's failure to present a satisfactory projection of new hires, a conscientious Section 3 Opportunities Plan and a stated goal to hire at least 30% of new employees on the

job from among qualified residents will render the bid non-responsive and cause the contractor to be disqualified.

4. Contractors will be required to submit, as part of their bid package, a comprehensive list of all of the firm's employees at the time the bid was submitted and those of each of the subcontractors which s/he is anticipating using. This list will indicate the name, address, race or ethnicity, gender, trade or position and whether they are residents of FRHA communities. This will be the "core employee" list and will be used to determine new hires. Once a preliminary selection has been made, and before the contract is awarded, an updated list must be provided before the contract can be awarded, negotiated and executed. Similarly, when changes occur in subcontractors, the contractor shall provide the Office of Contracts and Procurement with a core employment list from the contractor before executing the contract.
5. When contracts are less than \$100,000 in value and the list of certified resident owned businesses and previous contracting experience indicates that qualified resident owned businesses are available to successfully complete the contract, the Contracting Officer may limit the invitation for bids to certified, qualified resident owned businesses according to the provisions of 24 CFR Part 963.
6. When goods and/or services to be contracted for are less than \$100,000 and the contract was procured through solicitation or sealed bids, the Contracting Officer may award the contract to a responding qualified, certified resident owned business if the quotation from the business under consideration is no more than 10% greater than the lowest responsive offer.

In reviewing bid packages, the Contracting Officer will review Schedule A and the Section 3 Opportunity Plan provided by the Contractor to determine if the bid is responsive. In ordering a Section 3 Opportunity Plan to be deemed fully responsive by the Contracting Officer, it should include the following basic components:

1. Bidder's commitment to develop and implement the Section 3 Opportunities Plan.
2. Plans for presentations by representatives of the contractor and subcontractors to the Resident Council of the property(ies) where work will take place. Presentations will include job and application information. This information should also include work readiness training programs and information about careers available in the contractors and subcontractors field.
3. Willingness to provide sponsorship of unskilled residents in registered union or nonunion apprenticeship programs.
4. Assignment of new employees to individual journeymen to learn trades, work habits, and standards.

5. Agreement to provide to the Section 3 Coordinator with a written evaluation of employees who are FRHA residents.
6. Acknowledgment that the hiring of a resident of a FRHA community is a commitment to the career development of that employee and that the hiring goals will not be met simply by temporarily hiring a resident.
7. A subcontracting plan and outreach and support strategy for awarding 10% of the value of all construction subcontracts and 3% of all others to Section 3 businesses.
8. Sample language regarding Section 3 compliance to be included in each subcontractor's contract.
9. Identified employee of the contractor who will be responsible for monitoring subcontractor Section 3 compliance and assuring that all required documentation is provided to FRHA.

During the evaluation process and before any contract is awarded, the Contracting Officer will review the Schedule A and the Section 3 Opportunity Plan to determine if it complies with FRHA's policies. A detailed review, in conjunction with the Section 3 Coordinator and Construction Management, may result in an adjustment to the number of FRHA residents to be hired or dollar value of subcontracts to be let to Section 3 businesses.

Contract Size

If the estimated value of the contract is \$0 – 24,999, Section 3 requirements apply, but no additional documentation from the contractor will be required.

If the estimated value of the contract is \$25,000 - \$99,999, bidders will be required to submit a modified Section 3 Plan as follows:

1. 30% (as defined) of new employees will be hired from among qualified Section 3 residents.
2. Offering documents will include a modified Section 3 Opportunities Plan.
3. Any bidder/proposer's failure to present a modified Section 3 Opportunities Plan and a commitment to hire at least 30% of new employees on the job from among qualified Section 3 residents may render the bid non-responsive and cause the contractor to be disqualified.

If the estimated value of the contract is in excess of \$100,000, bidders will be required to submit a detailed Section 3 action plan consisting of the forms and documents listed below

1. Form 1; Existing Employee Listing
2. Form 2; Training Plan
3. Form 3; Contracting Plan
4. Form 4; Subcontracting Activity Report
5. Form 5; Section 3 Resident Affidavit
6. Form 6; Section 3 Business Concern Affidavit
7. Schedule A Acknowledgment

SECTION 3 PROCUREMENT NOTICE

The purpose of Section 3 of the Housing and Urban Development Act of 1968 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

The Contractor will be required to hire Section 3 employees as 30% of all new hires. A new hire is defined as any persons hired after the signing of the contract. At the time of contract negotiation specific new hires will be determined based on the contractor's plan/schedule for completing the job. Positions for new hires shall not be filled immediately prior to undertaking work in order to circumvent regulations set forth in 24 C.F.R. Part 135.

Procurement Documents

Each bidder/proposer must include a Section 3 Opportunities Plan, which indicates its commitment to meet the FRHA resident hiring requirement.

If a bidder/proposer fails to submit a Section 3 Opportunities Plan and the related data along with the bid/proposal, such bid/proposal will be declared as non-responsive.

Section 3 Plan

The proposal submitted by the interested bidder shall include a Section 3 Plan outlining the plan of the company for incorporating Section 3 as part of the contract. Prior to the award of any contract, the contractor shall negotiate with the FRHA the number of FRHA residents or other Section 3 residents to be trained or employed through the contract. This number shall be subject to FRHA's approval and shall be a minimum of 30% of new hires. The resulting provision will be incorporated into the contract and shall obligate the contractor to achieve the stated goal. The FRHA reserves the right to review the plan and request additional information and/or changes to the plan. This plan shall include the following:

1. A narrative of the steps that will be taken to aggressively pursue and comply with Section 3.
2. Job categories of construction trade, administrative or other jobs that will be necessary on this project.
3. Total number of expected hours to be spent on the job in each of the above employee/trade categories provided throughout the life of the contract. These numbers should reflect both existing and new employee time.
4. Total number of expected new hires in each category. These numbers should reflect the total number of expected employees in each category, minus the number of existing employees in each category.
5. Total number of expected Section 3 new hires in each category. This number should reflect all the low- and very low-income individuals the contractor intends to hire in order to comply with the numerical goals of Section 3 which is 30% of all new hires (Column 8 & 9 on the attached spreadsheet).
6. Expected hire date(s) of new hires by category. This should reflect the progression of work on the project, i.e., when the workers will be needed on the project for concrete work, framing, plumbing, finish work, etc.
7. Total number of expected Section 3 new hires that the contractor will aggressively pursue. In order to maximize contractor efforts to recruit and hire Qualified Section 3 residents (see definition), the following order of priority will apply:
 - FRHA public housing residents referred through training/social service programs
 - Youthbuild participants referred through training/social service programs
 - FRHA Section 8 residents referred through training/social service programs
 - Any low- or very low-income candidates referred through training/social service programs
 - Any low- or very low-income candidates from any source
 - Any candidate through training/social service programs
 - Any candidate from any source
8. List of any anticipated needed training relating to this project. This training does not have to be exclusive to construction.
9. Type of training available and the number of expected training hours available by the contractor per the training category.
10. Narrative plan for the outreach, implementation, monitoring and enforcement of the Section 3 program.

11. A list of core employees with the bid package. This list is to include the names and dates of hire of all employees, including clerical, supervisory, warehouse and other staff for the general contractor and all subcontractors.

Compliance

The FRHA should monitor contractor compliance over the life of the contract as follows:

1. Review compliance monthly and cumulatively.
2. Monitor contractor response to deficiencies in compliance.

The contractor should provide a status report identifying its progress in meeting the Section 3 goals, as established, on a monthly basis throughout the contract period. The monthly status report should be submitted no later than 15 days after the end of each calendar month of the contract (e.g. April 15 for March). For any goal not met, the report should identify any other economic opportunities, which the contractor has provided or intends to provide to FRHA residents. This report will provide the FRHA with all information required to monitor compliance with its Section 3 plan including, but not limited to, new hires, core employees, certified payroll, workforce utilization and other relevant data to be specified.

The contractor should be required to appoint a Section 3 Coordinator.

The contractor and sub-contractors will be required to be in compliance with the Owner's Section 3 Plan throughout the duration of the contract.

Alternative Compliance

Contractors may demonstrate compliance with Section 3 by committing to one of the following alternative measures:

- 1) Employ Section 3 residents as 30% of the aggregate number of new hires for the duration of the contract.
- 2) For trade, construction and rehabilitation work, contractor may contribute funds equal to 5% of the contract amount, plus any modifications, to the FRHA self sufficiency program,
- 3) For other types of contracts, including service contracts, contractor may contribute funds equal to 1.5% of the contract amount, plus any modifications, to the FRHA self sufficiency program.

DEFINITIONS

Core Employee - The core crew employee is an individual who is a bonafide employee of the contractor at the time the contract is awarded, and was employed by the contractor not less than 120 days prior to the contract award or worked not less than 350 hours during the 120 days preceding the contract award. The contractor is responsible for

verifying that core employees are defined by and meet the criteria of the Housing Authority.

New Hires – Full-time employees for permanent, temporary, or seasonal employment opportunities.

Low Income Persons - Families (including single persons) whose incomes do not exceed 80 percent of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the Secretary's finding that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families.

Very Low Income Persons - Families (including single persons) whose incomes do not exceed 50 percent of the median family income for the area, as determined by the Secretary with adjustment for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

Qualified Section 3 Resident - Any individual who meets the low-income or very low-income criteria, who is 18 years of age or older, who is a resident in good standing of public housing, whose name appears on the lease, or who is a resident of the surrounding community. Qualified Section 3 residents will receive recruiting and hiring priority in the following order:

- FRHA residents
- Youthbuild participants
- FRHA Section 8 residents
- Other low- or very low-income residents

HUD Youthbuild - HUD Youthbuild programs are programs that receive assistance under subtitle D of Title IV of the National Affordable Housing Act, as amended, and provide disadvantaged youth with opportunities for employment, education, leadership development, and training in the construction or rehabilitation of housing for homeless individuals and members of low- and very low-income families.

30% of New Hires/Employees - 30% of new hires/employees is calculated by dividing the total hours worked by all new hires into the total hours worked by Section 3 new hires. The result must be greater than or equal to 30% for compliance.

Section 3 Requirements for the Competitive Proposal Method of Procurement

1. For FRHA/HOPE VI contracts and subcontracts awarded under the competitive proposal method of procurement, a Request for Proposals (RFP) or a Request for Qualifications (RFQ) shall identify all evaluation factors to be used to rate proposals.

2. All FRHA/HOPE VI RFP/RFQ's shall contain Section 3 evaluation factors. The evaluation factors shall address both the preference for Section 3 business concerns and the acceptability of the strategy for meeting the greatest extent feasible requirement as disclosed in proposals. These factors shall be at least 15 percent of the total number of available points to be set aside for the evaluation of these two components.
3. With respect to the second component (the acceptability of the Section 3 strategy), the RFP/RFQ shall require the disclosure of the contractor's Section 3 strategy to comply with the Section 3 training and employment preference, or contracting preference, or both, if applicable. A determination of the offeror's responsibility will include the submission of an acceptable Section 3 strategy. The contract award shall be made to the responsible firm whose proposal is determined most advantageous, considering price and all other factors specified in the RFP/RFQ.
4. The evaluation committee shall provide a written summary explaining its scoring rationale for each of the evaluative factors.

VI. MONITORING AND COMPLIANCE

Resident Services, through the Section 3 Coordinator, should monitor the contractor's and subcontractor's outreach and hiring practices and gauge them against Schedule A – Workforce and Hiring Projection; the negotiated resident hiring provisions of the contract; and the finalized Section 3 Opportunities Plan. The Contracting Officer, in conjunction with Construction Management, will review the subcontracts to determine the dollar value awarded to Section 3 concerns.

All contracts will be evaluated at closing for compliance with the Section 3 program. The contractor's compliance with the program may be used to determine contractor responsibility and bid responsiveness on future contracting opportunities with the Franklin Redevelopment and Housing Authority.

The contractor should provide the following reports to Resident Services to facilitate monitoring Section 3 hiring and contracting activity, compliance with Davis-Bacon Wage Rate requirements and the provision of economic opportunities for women and minorities.

1. Report on interview and evaluation of each FRHA resident referred by the FRHA that is not hired, with a copy faxed to the Section 3 Coordinator when the decision is made and the resident notified.
2. A biweekly certified list of all new hires for each contractor and subcontractor. The certified lists will include: name, address, trade, section category, gender and ethnic

group or race, date hired, indication of how contact was made (FRHA referral, walk-in, resident council referral, etc.)

3. A biweekly certified payroll for each contractor and subcontractor. The certified payroll will indicate: trade and status (i.e., apprentice, journeyman, master, foreman, superintendent, etc.), wage rate and hours worked each day, whether claimed as Section 3 employee, name and address of each employee.
4. A copy of each subcontract when executed, with cover sheet indicating dollar value of contract and gender and race or ethnicity of 51% owner and whether or not the business is a certified Section 3 business.

The contractor will submit the above to the Project Manager of the Office of Construction Management, who will maintain a checklist of items received and forward them to the Section 3 Coordinator. If, in consultation with the Section 3 Coordinator, the Project Manager determines that the required monthly submissions are not complete, s/he will withhold approval of payment of the monthly draw.

The contractor should maintain at an office on the construction site, documentation of Section 3 outreach and recruitment activities available for review by the Section 3 Coordinator. Items to be made available for review include:

- Walk-in applicant list indicating which job applicants were residents of FRHA communities and status of their application/employment;
- List of applicants and their application or employment status;
- Equal Employment Opportunity Policy;
- Sexual Harassment Policy; and
- Certification of non-segregated facilities.

The contractor will notify the Section 3 Coordinator in writing of any walk-in applicants or applicants recruited or interviewed through any source other than the Section 3 Coordinator. Further, in order to maximize Qualified Section 3 resident hiring, the contractor will interview and hire according to the following order of priority:

- FRHA public housing residents referred through the Resident Services Department/HOPE VI Economic Development Coordinator
- Youthbuild participants referred through FRHA apprenticeship training programs
- FRHA Section 8 residents referred through Section 8 Administration

- Any low- or very low-income candidates referred through a Franklin area social service provider
- Any low- or very low-income candidates from any source
- Any candidate from any source

Each month, the Section 3 Coordinator should interview a sampling of the residents hired to meet Section 3 goals, including those residents who were referred, but were not hired and those residents who resigned, were terminated or laid off. These interviews, along with the employment interview reports provided by the contractor, will be included in the Section 3 compliance file and in the resident's career file at the corresponding referring office. The interviews will be structured to determine the training needs of the resident, job site problems that could be resolved to make employment more productive for other employees and compliance with basic work place policies.

The Section 3 Coordinator, working in conjunction with contractor(s) and the various Resident Services programs, will assure that Section 3 employees receive regular evaluations of their work and fair, appropriate disciplinary treatment as follows:

- Evaluation: The contractor will conduct an evaluation meeting with FRHA new employees every other month to acknowledge good performance and to discuss areas for improvement. A written evaluation will be provided to the employee and the appropriate FRHA department, signed by the superintendent or project manager and the employee. If an employee is laid off or terminated, an exit interview will be conducted.
- Discipline: The contractor will notify FRHA in writing of any disciplinary action involving a Section 3 employee.

The Section 3 Opportunity Plan, which is required to be prepared by the contractor and included in its final negotiated form in the contract documents, should have a projected monthly hiring schedule. Compliance with the plan will be determined at the end of the contract prior to substantial completion. At that time, the Section 3 Coordinator will evaluate resident hiring and retention and Section 3 business subcontracting.

The Section 3 Coordinator will be responsible for preparing the annual report to HUD on Economic Opportunities for Low-Income Persons in conjunction with Assisted Projects. (Form HUD 60002).

VII. PROTEST AND COMPLAINT PROCESSING

Definitions

Complaint: An allegation of noncompliance with regulations

Complainant: The party, which files a complaint with the Assistant Secretary, alleging that a recipient or contractor has failed or refused to comply with the regulations.

Noncompliance with Section 3: Failure the FRHA or contractor to comply with the requirements.

Respondent: The FRHA or contractor against which a complaint of has been filed.

Cooperation in Achieving Compliance

The FRHA recognizes that the success of ensuring that Section 3 residents and Section 3 business concerns have the opportunity to apply for jobs and to bid for contracts generated by covered HUD financial assistance depends upon the cooperation and assistance of the housing authority, the contractors and subcontractors.

All recipients shall cooperate fully and promptly with the HUD in Section 3 compliance reviews, in investigations of allegations of noncompliance made and with the distribution and collection of data and information.

The FRHA shall refrain from entering into a contract with any contractor after notification to the recipient by HUD that the contractor has been found in violation of the regulations. The provisions of 24 CFR part 24 apply to the employment, engagement of services, awarding of contracts or funding of any contractors or subcontractors during any period of debarment, suspension or otherwise ineligible status.

Filing and Processing Complaints

Who may file a complaint? The following individuals and business concerns may, personally or through an authorized representative, file with the HUD a complaint alleging noncompliance with Section 3:

1. Any Section 3 resident on behalf of himself or herself, or as a representative of persons similarly situated, seeking employment, training or other economic opportunities, or by a representative who is not a Section 3 resident but who represents one or more Section 3 residents;
2. Any Section 3 business concern on behalf of itself, or as a representative of other Section 3 business concerns similarly situated, seeking contract opportunities generated from the expenditure of Section 3 assistance from a recipient or contractor, or by an individual representative of Section 3 business concerns.

Where to file a complaint. A complaint must be filed with the FRHA's Procurement Department or with the Assistant Secretary for Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Washington, DC 20410.

Time of Filing

1. A complaint must be received not later than 180 days from the date of the action or omission upon which the complaint is based, unless the time for filing is extended by the Assistant Secretary for good cause shown.
2. Where a complaint alleges noncompliance with Section 3 and the regulations of this part that is continuing, as manifested in a number of incidents of noncompliance, the complaint will be timely if filed within 180 days of the last alleged occurrence of noncompliance.
3. Where a complaint contains incomplete information, the Assistant Secretary shall request the needed information from the complainant. In the event this information is not furnished to the Assistant Secretary within sixty (60) days of the date of the request, the complaint may be closed.

Contents of Complaint

Written complaints: Each complaint must be in writing, signed by the complainant, and shall include:

- Name and address of the complainant;
- The name and address of the respondent;
- A description of the acts or omissions by the FRHA that is sufficient to inform the Assistant Secretary of the nature and date of the alleged non-compliance; and
- A complainant may provide information to be contained in a complaint by telephone to HUD.

Amendment of Complaint

Complaints may be reasonably and fairly amended at any time. Such amendments may include, but are not limited to, amendments to cure technical defects or omissions, including failure to sign or affirm a complaint, to clarify or amplify the allegations in a complaint, or to join additional or substitute respondents. Except for the purposes of notifying respondents, amended complaints will be considered as having been made as of the original filing date.

Resolution of complaint by the FRHA

1. Within ten (10) days of a timely filing of a complaint, that contains complete information, the Contracting Officer shall determine whether the complainant alleges an action or omission by a recipient or the recipient's contractor that if proven qualifies as noncompliance with Section 3. If a determination is made that there is an allegation of noncompliance with Section 3, the complaint shall be sent to the recipient for resolution.

2. If the Contracting Officer believes that the complaint lacks merit, the Contracting Officer must notify the Assistant Secretary, in writing, of this recommendation with supporting reasons, within thirty (30) days of the date of receipt of the complaint. The determination that a complaint lacks merit is reserved to the Assistant Secretary.
3. If the Contracting Officer determines that there is merit to the complaint, the FRHA will have sixty (60) days from the date of receipt of the complaint to resolve the matter with the complainant. At the expiration of the sixty (60) day period, the FRHA must notify the Assistant Secretary in writing whether a resolution of the complaint has been reached.
If resolution has been reached, the notification must be signed by both the FRHA and the complainant, and must summarize the terms of the resolution reached between the two parties.
4. Any request for an extension of the sixty (60) day period by the recipient must be submitted in writing to the Assistant Secretary, and must include a statement explaining the need for the extension.
5. If the recipient is unable to resolve the complaint within the sixty (60) day period (or more if extended by the Assistant Secretary), the complaint shall be referred to the Assistant Secretary for handling.

Judicial relief: Nothing in this procedure precludes a Section 3 resident or Section 3 business concerning from exercising the right, which may otherwise be available, to seek redress directly through judicial procedures.

VIII. DEPARTMENTAL RESPONSIBILITIES

Every FRHA department has a role and responsibilities in ensuring that these courses of action are successfully pursued. The Resident Services and the HOPE VI departments will have the lead responsibility for this effort. The Executive Administration, Human Resources, Office of Procurement and Contracts and Construction Management personnel also have key functions in implementing the Section 3 Plan at FRHA.

Executive Administration

Duties and Responsibilities:

- Require each FRHA department to submit a Section 3 hiring and training projection from each department supervisor. Projections will indicate the number of new FRHA and contract positions that are anticipated to be made available to qualified Section 3 residents during the fiscal year.
- Monitor FRHA department compliance with Section 3 goals and objectives.

Human Resources

Duties and Responsibilities:

- Implement procedures designed to notify residents about training and employment opportunities within the FRHA.
- Document Section 3 hiring within the FRHA.
- Incorporate Section 3 hiring goals and procedures into the FRHA Personnel Policy.
- Notify various departments working with resident initiatives of vacant positions within the FRHA.
- Provide to the Resident Services Department a monthly list of positions filled and indicate which of the new hires are residents of FRHA communities.

Office of Procurement and Contracts

Duties and Responsibilities:

- Ensure every invitation for Bid or Request for Proposal includes compliant Section 3 notification language.
- Ensure qualified Section 3 businesses are aware of the requirement that they be certified prior to their participation in a procurement and that they are in fact certified. The Department maintains a current list of certified Section 3 businesses and their capabilities.
- Provide every potential FRHA contractor a current list of Section 3 businesses and is aware of the systems that FRHA has in place to facilitate the hiring of qualified Section 3 residents (as defined in 24 CFR, Part 135).
- In evaluating bids and proposals, ensure that the lead contractor made best efforts to include qualified Section 3 businesses for at least 10% (for building related contracts) or 3% (all other contracts) of the dollar amount of the contract
- Require every contract in the amount of \$25,000 or higher to include a certification from the contractor that he/she will comply with the FRHA Section 3 requirements. This certification will include making the best efforts to hire at least 30% of new employees from among qualified Section 3 residents.
- Require every bidder, for contracts in excess of \$25,000, to submit a Section 3 Opportunity Plan. The plan will include workforce projections identifying projected new hires; a strategy for ensuring that a least 30% of those new hires are qualified Section 3 residents. The plan will also provide a method to assure that 10% of the value of a construction contract or 3% of all others are awarded to Section 3 subcontractors. Section 3 compliance will not apply to bids estimated to be less than \$25,000. Modified Section 3 compliance will apply to bids estimated to be between \$25,000 and \$100,000.
- Immediately upon execution of the contracts in excess of \$25,000, require the contractor submits a schedule of expected new hires for each project and that the Section 3 Coordinator is notified of this schedule.
- Require every contractor to submit accurate biweekly reports on new hires and certified payrolls once the contracted scope is underway.
- Ensure files and data are maintained to document FRHA compliance with Section 3 requirements in contracting and employment, and the required annual performance reports are submitted to HUD.

Project Management

Duties and Responsibilities:

- Prepare and submit Annual construction activity projections and regular updates to Resident Services so that a sufficient pool of residents can be trained and prepared for the projected contracting vacancies.
- Ensure construction draws are not approved unless all biweekly hiring reports and payrolls are submitted and complete.

Resident Services

Duties and Responsibilities:

- Conduct outreach and recruiting efforts that refer residents to the Section 3 Coordinator.
- Provide ongoing training and assessments for residents in the areas of projected hiring needs to qualify residents to fill projected FRHA vacancies.
- Maintain postings of all vacancy announcements at multiple locations, including every FRHA community and all FRHA sponsored training sites.
- Coordinate outreach activities, such as job fairs, to promote awareness of Section 3 opportunities.

Economic Development Division

Duties and Responsibilities:

- Provide technical support to residents through a planned process of providing job training opportunities and/or referrals.
- Work with Section 3 clients in enrolling in classroom and on-the-job training programs in a variety of construction related training and apprenticeship programs.
- Lead the FRHA's effort to foster and strengthen partnerships with outside agencies for collaborative efforts to maximize training, employment, and business development opportunities for public housing residents.
- Coordinate efforts to remove barriers to employment faced by public housing residents in areas of day care, transportation, education, and employability skills development.

HOPE VI PROGRAM

The successful implementation of Section 3 is a key goal of the FRHA/HOPE VI Division. The Administrative Guide will be used as a tool for every component required by HUD funds to be used to service low or very low-income residents.

The HOPE VI Project Managers, Contract Administrators, and Construction Manager/Section 3 Compliance Officer will act as a liaison between the master developer, general contractor, etc. and the Community and Supportive Service staff in order to facilitate communication of Section 3 staffing needs and necessary time frames for the construction and material related portions of the HOPE VI contracts.

The Family Self-Sufficiency Program of HOPE VI is committed to helping participants accomplish career goals and increase income levels. A participant can be involved in job training, an apprenticeship program, and/or develop his/her own business. The job training program will work to develop skills that will be useful at the HOPE VI site. The development of the apprenticeship program, in conjunction with HOPE VI redevelopment, will be used to identify various training sites for participants. The Economic Development Coordinator will work with resident owned businesses to secure subcontracts connected with the HOPE VI projects.

A. Contract Administration:

The Contract Administrator, Program Manager, Construction Manager/Section Compliance Officer and HOPE VI Director will provide the over site of the construction and development contracts associated with HOPE VI communities. The Economic Development Coordinator and the Community and Supportive Services Manager will provide the administrative facilitation of all the HOPE VI Supportive Services contracts.

Duties and Responsibilities:

- Develop annual construction hiring projections and regular updates and corrections are provided to the Economic Development Coordinator and Construction Manager/Section 3 Compliance Officer so that a sufficient pool of residents can be trained and prepared for projected contracting vacancies.
- Ensure construction draws are not approved unless all bi-weekly hiring reports and payrolls are submitted and complete, as reviewed by the Construction Manager/Section 3 Compliance Officer.
- Dissemination of information to residents of construction site positions
- Report all new hires on the site to the Economic Development Coordinator.
- Maintain records of changes within the labor pool.

B. HOPE VI Program Monitoring:

The monitoring of all Section 3 activities for HOPE VI will be done in collaboration with the Economic Development Coordinator, Project Managers, and the Construction Manager/Section 3 Compliance Officer.

Duties and Responsibilities:

- Conduct outreach and recruiting efforts that refer residents to contractors with open positions.
- Provide for ongoing training and testing for residents in the areas of projected hiring needs to qualify residents to fill projected FRHA vacancies.
- In conjunction with Resident Services, provide posting of all vacancy announcements at multiple locations, including all HOPE VI sites, every other FRHA Community, and all FRHA sponsored training sites.
- Coordinate other outreach activities, such as job fairs, to promote awareness of Section 3 opportunities.

C. FRHA/HOPE VI Self-Sufficiency/Employment Training Opportunities

Jobs for residents of FRHA/HOPE VI communities, created through the Section 3 program, are just one component of a successful Self-Sufficiency/Employment Training Program at the Franklin Redevelopment and Housing Authority-HOPE VI Division. Section 3 refers to job opportunities (new hires by all contractors associated with the project) created as a result of construction-related contracts. Recognizing the short-term nature of many of these contracts, and in an effort to maximize the benefits of the Section 3 program, FRHA will employ the following techniques:

- Utilize the Section 3 Program as only one of several opportunities to provide jobs for residents that are successful participants in its Self-Sufficiency/Employment Training Programs;
- Provide community and supportive services to help ensure the success of residents employed as a result of the provisions of Section 3; and
- Work with representatives of the construction industry to increase the access for residents of FRHA/HOPE VI communities to existing construction training programs provided by the industry.

The Family Self-Sufficiency Program is committed to helping participants complete their educational goals as well as providing opportunities for job and vocational training. The Program can assist in arranging supportive services including:

- Child Care Assistance
- Education and Job Training
- Transportation
- Medical Services
- Job Placement Assistance
- Counseling
- Budgeting and Money Management
- Life Skills Training Including Parenting, Housekeeping, and Home Repair
- Home Ownership and Mortgage Lending guidance

D. Outreach and Recruitment of Qualified Residents and Businesses

Outreach and recruitment of qualified residents and businesses for Section 3 employment or contracting opportunities is a three-stage process that includes:

- Recruiting residents to participate in employment training programs provided by HOPE VI, FRHA, and its partners;
- Notifying qualified residents of positions as they become available; and
- Providing residents with the support necessary to successfully apply and interview for the job.

Resident Outreach and Recruitment:

The HOPE VI Community and Supportive Services Department will conduct Section 3 outreach and referrals to the residents. Outreach efforts will include knocking on doors, job fairs, mailings included in rent statements, and information sessions during support group meetings. Case Managers will also present information to each resident during monthly sessions.

HOPE VI Community and Supportive Services, in collaboration with Resident Services, will build and maintain a database of residents to target with outreach efforts by conducting an agency-wide survey to collect the following information:

- Employment status
- Income and income source
- Educational level
- Self description of skills
- Job training completed, including type of training and the name of the organization that provide the training
- Requests for training and supportive services

Community and Supportive Services Case Managers will work with the Economic Development Coordinator to update the database during annual re-certifications.

At least twice a year, the Economic Development Coordinator and Community Services Specialists will prepare and distribute to each resident, information and a schedule regarding job readiness and training opportunities available to FRHA/ HOPE VI residents. These will include programs sponsored by FRHA/HOPE VI, as well as training opportunities available through other community resources.

This catalog will include eligibility requirements and perquisites, and a contact name and number for each program or institution listed. The Intake Specialist for HOPE VI will provide application assistance to any HOPE VI resident requesting such assistance. Individual flyers will be prepared and distributed to remind residents of impending programs and registration deadlines.

Business Outreach and Recruitment:

The procedure is two-fold:

1. The general contractor works as a liaison between the Economic Development Coordinator and the subcontractors. The general contractor provides an introduction of Section 3 regulations. The contractor helps in the coordination of positions available per the contract with FRHA/HOPE VI. The Economic Development Coordinator distributes this to case managers and posts the information throughout the various FRHA communities and receives inquiries from residents interested in receiving a Section 3 referral.
2. Provide the businesses/contractors/subcontractors with an opportunity to become Section 3 Certified. This certification is strictly voluntary. The contractors and subcontractors request an assessment of all new hires in order to identify persons who meet the income limits for low and/or very low-income within the last 120 days prior to employment. If the business can verify employees who fall within these guidelines, they may be certified as a Section 3 business.



Franklin Redevelopment and Housing Authority

Section 8 Homeownership Program – Additional Guidelines

The Franklin Redevelopment and Housing Authority (FRHA) Section 8 Homeownership Program assists eligible Section 8 Housing Choice voucher participants in the purchase of a home by offering monthly homeownership assistance toward monthly payments. This program allows first-time homeowners to use voucher subsidy to meet monthly homeownership expenses. Benefits are calculated in a similar way to the current Section 8 rental subsidy, but the payments go directly to a mortgage lender instead of a landlord.

FRHA Section 8 Homeownership eligibility requirements include:

- The participant has been on the Section 8 Housing Choice Voucher Program for at least 12 months
- The participant does not owe any monies to FRHA or any other housing agency as a result of prior participation in any federal housing program
- The family is a first-time homeowner (no member of the household has had ownership interest in any residence during the three years prior to the homeownership assistance; however, a single parent or displaced homemaker who, while married, owned a home with a spouse or resided in a home with a spouse, is considered a first-time homeowner)
- The family meets the minimum income requirement – the head of household, spouse and/or other adult household members who will own the home, must have a gross annual income at least equal to the federal minimum hourly wage multiplied by 2,000 hours ($\$7.25 \times 2,000 = \$14,500$)
- Elderly families or families with disabilities must have a minimum income of \$8.379 which equals to the Federal Supplemental Security Income (SSI) monthly benefits of \$698.00 times twelve months.
- The family satisfies the employment requirement – each family must demonstrate that one or more adult members of the family who will own the home is employed full-time (not less than an average of 30 hours per week) and has been continuously employed for at least 12 months prior to being eligible for the homeownership program.
- Elderly and disabled families are exempt from the employment requirement. Of 12 consecutive months of employment.
- The family has not defaulted on a mortgage securing debt to purchase a home under any previous Housing and Urban Development (HUD) programs
- The family does not have present ownership/interest in a residence
- The family or any household member is not related to the seller



Franklin Redevelopment and Housing Authority

Section 7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

a. Hope VI, Mixed Finance Modernization or Development

Development is anticipated on the site of the recently demolished Suburban Gardens project. Development will commence in, at least, two phases. The unit count is dependent on local zoning but is believed to be less than 15 units in the first phase and 50 units in the second phase. For the first phase, an RHF Plan will be submitted for HUD review by April of 2012 and a development proposal will be submitted by July of 2012. Pending HUD review and approval, construction may begin at the end of 2012.

b. Demolition and/or Disposition

Development listed in the above section may require that a disposition application be submitted to HUD in order to develop a mixed-income neighborhood. If necessary, the disposition application will be created and submitted in accordance with the development proposal by July of 2012.

c. Conversion of Public Housing

No development has been selected for conversion but all public housing units are continuously monitored for potential conversion if HUD funding and regulations allow.

d. Homeownership Programs

Development listed in the above section may require an amendment to the existing FRHA Section 32 Homeownership Plan. Changes would affect the new units mentioned in the first and second phases of the project.

e. Project-based Vouchers

Project-based Vouchers are being considered as a mechanism to further the Authority's Family Self Sufficiency program on new sites in the local area. If units, or programs, become available that have the capacity to increase the level of self sufficiency of low income families in Franklin, VA, the Authority would consider issuing up to the maximum amount (or 20%) of vouchers to one or more developments.



Franklin Redevelopment and Housing Authority

Section 8.0 Capital Improvements

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report

FRHA will complete form HUD-50075.1 for each Capital Fund Program to be undertaken and for each open grant prior to submission of the Annual Plan. Current grants include the following:

a. Capital Fund Program Grants.

- a. VA36P018501-09
- b. VA36P018501-10
- c. VA36P018501-11
- d. VA36P018501-12

b. Stimulus Fund Grants

- a. VA36S018501-09

c. Replacement Housing Factor Fund Grants

- a. VA36R018501-07
- b. VA36R018501-08
- c. VA36R018501-09
- d. VA36R018501-10
- e. VA36R018501-11

8.2 Capital Fund Program Five Year Action Plan

FRHA will complete form HUD-50075.2 for its Public Housing inventory. This form is an annual update to eliminate the previous year and update the each year thereafter ending in a five-year plan.



Franklin Redevelopment and Housing Authority

Section 9.0 Housing Needs

An updated analysis of the housing needs in the City of Franklin is required for the 5-Year PHA Plan. FRHA submitted the required analysis with its last 5-Year Plan for the Fiscal Year beginning July 1, 2010.



Franklin Redevelopment and Housing Authority

Section 10.0 Additional Information

No additional data is required or has been requested by HUD for this Annual Plan.



Franklin Redevelopment and Housing Authority

Section 11.0 Required Submission for Review

Several documents are required for submission to the HUD Field Office for review. The documents will be executed prior to submission of the Annual Plan and are listed below.

- (a) Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)
- (c) Form HUD-50071, Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)
- (d) Form SF-LLL, Disclosure of Lobbying Activities (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements
- (h) Form HUD-50075.1, Capital Fund Program Annual Statement/Performance and Evaluation Report (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, Capital Fund Program Five-Year Action Plan (PHAs receiving CFP grants only)

PHA Certifications of Compliance with PHA Plans and Related Regulations	U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011
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**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

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 5-Year and/or x Annual PHA Plan for the PHA fiscal year beginning 2012, 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 certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. 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.
5. 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.
6. The PHA certifies that it 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.
7. 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.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - 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).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. 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.
11. 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.

12. 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.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. 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.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. 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), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. 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.
20. 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.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Franklin Redevelopment and Housing Authority

VA 018

PHA Name

PHA Number/HA Code

 5-Year PHA Plan for Fiscal Years 20 - 20

 X Annual PHA Plan for Fiscal Years 20¹² - 20¹³

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

Anthony S. King

Chairperson, Board of Commissioners

Signature

Date

Anthony S. King

4/6/12



Franklin Redevelopment and Housing Authority

RESOLUTION 2012:7 SUBMISSION OF THE 2012 PHA ANNUAL PLAN

WHEREAS, the Annual Plan for Franklin Redevelopment and Housing Authority (the "Authority") for Fiscal Year 2012-2013 was placed on public display for review and comments for 45 days beginning February 6, 2012 at the following locations: the Authority's Administrative Office, All Property Offices of the Authority, Ruth Camp Campbell Public Library and The Martin Luther King Center; and

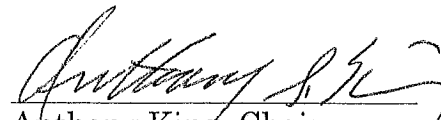
WHEREAS, the Staff of the Authority met with the Resident Advisory Board to discuss the proposed changes on the following dates: February 10, 2012, February 21, 2012 and February 29, 2012; and

WHEREAS, the Annual Plan for Fiscal Year 2011 - 2012 has been updated to reflect the goals and objectives of the Authority for the upcoming fiscal year.

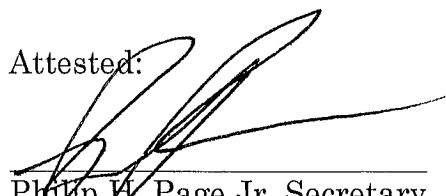
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Franklin Redevelopment and Housing Authority that the Authority hereby approves the attached Annual Plan for Fiscal Year 2012-2013 for submission to HUD for approval and upon approval by HUD shall become effective immediately.

Passed, approved, and adopted this 28th day of March, 2012.

Respectfully Submitted:


Anthony King, Chairperson

Attested:


Philip H. Page Jr, Secretary
March 28, 2012

Certified to be a true copy of the Resolution adopted March 28, 2012

*601 Campbell Avenue - Franklin, Virginia 23851
(757) 562-0384 (Office) - (757) 562-0267 (Fax)
www.frhaonline.org*

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Franklin Redevelopment and Housing Authority

Program/Activity Receiving Federal Grant Funding

2012-2013 PHA Annual 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

Phillip H. Page, Jr.

Title

Executive Director

Signature

Date

April 12, 2012

X

Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 01/31/2014)

Applicant Name

Franklin Redevelopment and Housing Authority

Program/Activity Receiving Federal Grant Funding

2012-2013 PHA Annual 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 sub recipients 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

Philip H. Page, Jr

Title

Executive Director

Signature

Date (mm/dd/yyyy)

April 12, 2012

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.)

1. Type of Federal Action: <input checked="checked" type="checkbox"/> a. contract <input type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input checked="checked" type="checkbox"/> a. bid/offer/application b. Initial award c. post-award	3. Report Type: <input checked="checked" type="checkbox"/> a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: U.S. Department of Housing and Urban Development	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): <div style="text-align: center;">  </div>	
11. 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 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: Philip H. Page, Jr. Title: Executive Director Telephone No.: 757-562-0384 Date: 04/12/2012	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB# 2577-0226
Expires 08/30/2011

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, **Randy Martin** the **City Manager** certify that the Five Year and Annual PHA Plan of the **Franklin Redevelopment and Housing Authority** is consistent with the Consolidated Plan of **City of Franklin** prepared pursuant to 24 CFR Part 91.


Signed / Dated by Appropriate State or Local Official



Franklin Redevelopment and Housing Authority

Resident Advisory Board

The Executive Director appointed a Resident Advisory Board comprised of the people listed below:

Resident Council Participants:

Angela Holeman – President
Joy Dawson – Vice President
Leashia Ford – Secretary
Kendall Harris – Sergeant at Arms
Anna Smith – Treasurer
Patricia Lawyer – At Large Member
Desiree Long – Housing Choice Voucher Member

Staff Participants:

Philip Page, Jr. – Executive Director
Loretta Batten – Asset Manager
Phillip Whitaker – Temporary Asset Manager
LaVerne Copeland – Case Manager
Crystal Joyner – Administration Manager

February 6, 2012 – The draft Annual Plan was placed for public review at FRHA offices, the Ruth Campbell Public Library and Martin Luther King Center.

February 10, 2012 – A meeting of the Resident Advisory Board was held at the FRHA main office to review proposed changes to FRHA policies and solicit suggestions. Sign in sheet attached.

February 21, 2012 – A drive-around was held to visit properties and solicit ideas for Capital Fund Program priorities. List is attached.

February 29, 2012 – A meeting of the Resident Advisory Board was held at the FRHA main office to review proposed changes. Sign in sheet attached.

March 28, 2012 – A Public Hearing was held on the Annual Plan. Angela Holeman, President of the Resident Council and member of the Resident Advisory Board, spoke on behalf of the residents. Ms. Holeman commented that the Annual Plan process was very interactive among residents and FRHA staff then repeated items and suggestions that were discussed.



Franklin Redevelopment and Housing Authority

Resident Comments

All comments made in response to the draft Annual Plan were verbal. Those comments, and the FRHA response, are listed below.

Several comments were made during the Resident Advisory Board meetings and during the drive around. The suggestions listed below were generally agreed to by staff and added to the Capital Fund Five Year Action Plan.

1. Replace unit numbers to be more visible
2. Install fence around dumpster
3. Replace siding
4. Install bulletin display case
5. Landscaping – re-seed lawn and plant bushes
6. Replace/tighten clothes lines
7. Computer accessibility
8. Signage
9. Playground equipment

Other comments made during the Resident Advisory Board meetings that were not added to the Five Year Action Plan are listed below with the staff response.

1. Can we use green space to be family friendly - hibachi grills with shelter, etc.
Response: Staff will check on whether local city codes allow grills near property.
2. Should we add a laundry room?
Response: Most residents have washer and dryer hookups. Some have washer only but generally like the option of having a clothes line.
3. Can we add lockable storage units in the back of each apartment?
Response: This is probably not feasible given the cost and the space constraints. Funds, however, may be used to expand the management office in the future.
4. Can we contact the City's Parks and Recreation department about the condition of the park beside Old Town Terrace? Also, can we find out about the boarded up property known as Galloway Terrace?
Response: The City owns and maintains the park. Galloway Terrance is condemned but properly boarded up so it is not in violation of City code.
5. There are too many pets and owners who don't keep up with their pets messes.
Response: Staff will increase enforcement of the pet policy and update the policy to allow better oversight.



Franklin Redevelopment and Housing Authority

Challenged Elements

The draft Annual Plan was made available on February 6, 2012 and the Public Hearing was held on March 28, 2012. No portions of the Annual Plan were challenged.

HUD-50075.1

Includes open Replacement Housing Factor (RHF) Fund and
Capital Fund Program (CFP) grants

Form HUD-50075.1

Replacement Housing

Factor Funds

VA36R018501-07

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R018501-07 Date of CFFP:		FFY of Grant: 2007 FFY of Grant Approval: 2007	
PHA Name: Franklin Redevelopment and Housing Authority					
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
Summary by Development Account		Total Estimated Cost		Total Actual Cost¹	
Line		Original	Revised²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		28,642.00	28,642.00	15,429.72
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	28,642.00			

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2007 FFY of Grant Approval: 2007	
PHA Name: Franklin Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R018501-07 Date of CFFP:		
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost ¹ Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	28,642.00	28,642.00
21	Amount of line 20 Related to LBP Activities		15,429.72
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	Date
			4/13/12

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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Form HUD-50075.1
Replacement Housing
Factor Funds

VA36R018501-08

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R018501-08 Date of CFFP:		FFY of Grant: 2008 FFY of Grant Approval: 2008	
PHA Name: Franklin Redevelopment and Housing Authority					
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	28,617.00	28,617.00	28,617.00	0.00

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2008 FFY of Grant Approval: 2008	
PHA Name: Franklin Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R018501-08 Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:			
Type of Grant		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)	
Summary by Development Account		Final Performance and Evaluation Report	
Line		Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ²
18a	1501 Collateralization or Debt Service paid by the PHA		Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	28,617.00	28,617.00
21	Amount of line 20 Related to LBP Activities		0.00
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date 4/13/12		Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
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OMB No. 2577-0226
Expires 4/30/2011

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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Form HUD-50075.1
Replacement Housing
Factor Funds

VA36R018501-09

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R018501-09 Date of CFFP:		FFY of Grant: 2009 FFY of Grant Approval: 2009	
PHA Name: Franklin Redevelopment and Housing Authority					
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
Summary by Development Account		Total Estimated Cost		Total Actual Cost ¹	
Line		Original	Revised ²	Obligated	Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	28,026.00	28,026.00	0.00	0.00

¹ To be completed for the Performance and Evaluation Report

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2009 FFY of Grant Approval: 2009	
PHA Name: Franklin Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R018501-09 Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Type of Grant	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
Line	Original	Revised²	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	28,026.00	0.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	Date
			4/13/12

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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Form HUD-50075.1

Replacement Housing
Factor Funds

VA36R018501-010

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R018501-10 Date of CFFP:		FFY of Grant: 2010 FFY of Grant Approval: 2010	
PHA Name: Franklin Redevelopment and Housing Authority					
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Revised²	Obligated	Total Actual Cost¹ Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	27,912.00	27,912.00	0.00	0.00

¹ To be completed for the Performance and Evaluation Report

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2010		FFY of Grant Approval: 2010	
PHA Name: Franklin Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R018501-10 Date of CFFP:				
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)			
Summary by Development Account		Total Estimated Cost		Total Actual Cost ¹	
Line		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	27,912.00	27,912.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date 4/13/12		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9(j) of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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Form HUD-50075.1

Replacement Housing

Factor Funds

VA36R018501-011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R018301-11 Date of CFFP:		FFY of Grant: 2011 FFY of Grant Approval: 2011	
PHA Name: Franklin Redevelopment and Housing Authority					
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Total Estimated Cost	Obligated	Total Actual Cost¹ Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	23,564.00	23,564.00	0.00	0.00

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2011 FFY of Grant Approval: 2011	
PHA Name: Franklin	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: VA36R018501-11		
Housing Authority	Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:			
Type of Grant		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost ¹ Revised ² Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	23,564.00	0.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	Date
			4/13/12

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OMB No. 2577-0226
Expires 4/30/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Form HUD-50075.1
Replacement Housing
Factor Funds

VA36R018501-012

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: VA36P018501-12 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2012 FFY of Grant Approval: 2012	
PHA Name: Franklin Redevelopment and Housing Authority					
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Original	Total Estimated Cost Revised²	Obligated	Total Actual Cost¹ Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	40,254			
3	1408 Management Improvements	40,254			
4	1410 Administration (may not exceed 10% of line 21)	20,127			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	28,600			
10	1460 Dwelling Structures	63,539			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	8,500			
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2012 FFY of Grant Approval: 2012	
PHA Name: Franklin Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P018501-12 Replacement Housing Factor Grant No: Date of CFFP:		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:			
Type of Grant		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost ¹ Revised ² Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	201,274.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs	10,500	
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	
3/5/12		3/5/12	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.

⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ To be completed for the Performance and Evaluation Report on a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Form HUD-50075.1
Replacement Housing
Factor Funds

VA36R018502-012

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: VA36R018502-12 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2012 FFY of Grant Approval: 2012	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/> Revised Annual Statement (revision no:)	
Line	Summary by Development Account	Original	Total Estimated Cost Revised²	Obligated	Total Actual Cost¹ Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	83,538.00			

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Form HUD-50075.1

Capital Funds
Program

VA36P018501-09

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: VA36P018501-09 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2009 FFY of Grant Approval: 2009	
PHA Name: Franklin Redevelopment and Housing Authority					
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Total Estimated Cost	Obligated	Total Actual Cost ¹
			Revised²		Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	76,134.00	76,134.00	76,134.00	76,134.00
3	1408 Management Improvements	76,134.00	76,134.00	76,134.00	76,134.00
4	1410 Administration (may not exceed 10% of line 21)	38,067.00	38,067.00	38,067.00	43,833.64
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	14,537.00	14,537.00	14,537.00	14,537.00
10	1460 Dwelling Structures	161,800.00	161,800.00	161,800.00	142,564.27
11	1465.1 Dwelling Equipment--Nonexpendable	14,000.00	14,000.00	14,000.00	14,000.00
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1483 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2009 FFY of Grant Approval: 2009	
PHA Name: Franklin Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P018501-09 Replacement Housing Factor Grant No: Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)		<input type="checkbox"/> Final Performance and Evaluation Report	
Type of Grant	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
		Original	Revised²
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	380,672.00	380,672.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs	75,888.00	
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	Date
			4/13/12

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages			Federal FFY of Grant: 2009			
PHA Name: Franklin Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P018501-09 CFFP (Yes/ No): Replacement Housing Factor Grant No:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised ¹	
					Funds Obligated ²	Funds Expended ²
Pretlow/Old Town	Landscaping	1450		5,612.00	14,537.00	14,537.00
	Security	1460		25,296.00	75,888.00	56,916.00
	REAC Physical Inspection	1460		10,000.00	10,000.00	0.00
	Gutter and Soffit Repair	1460		3,000.00	3,000.00	0.00
	Exterior and Screen Doors	1460		20,000.00	20,000.00	6,641.24
	Windows and Shutters	1460		5,000.00	2,166.67	0.00
	Ranges and Refrigerators	1465		6,000.00	14,000.00	14,000
	Exterior Door trims and numbers	1460		0.00	14,009.27	14,009.27
Suburban Gardens	Asbestos removal	1460		0.00	35,102.06	35,102.06
Berkley Court	Unit Repair	1460		0.00	1,634.00	1,634.00
HA Wide	Operations	1406		76,134.00	76,134.00	76,134.00
HA Wide	MGMT Improvements Training, IT	1408		76,134.00	76,134.00	76,134.00
HA Wide	Administration - Salaries	1410		38,067.00	38,067.00	8,156.05

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9(j) of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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Form HUD-50075.1

Capital Funds

Program

VA36P018501-10

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: VA36P018501-10 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2010 FFY of Grant Approval: 2010	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/> Revised Annual Statement (revision no:)	
Summary by Development Account		Total Estimated Cost		Total Actual Cost ¹	
Line		Original	Revised ²	Obligated	Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	75,698.00	0.00	18,125.30	18,125.30
3	1408 Management Improvements	75,698.00	0.00	18,238.75	18,238.75
4	1410 Administration (may not exceed 10% of line 21)	37,849.00	0.00	4,996.94	4,996.94
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	6,500.00	0.00	2,944.54	2,944.54
10	1460 Dwelling Structures	111,677.00	0.00	35,096.49	35,096.49
11	1465.1 Dwelling Equipment—Nonexpendable	71,069.00	0.00	6,233.48	43,623.25
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2010 FFY of Grant Approval: 2010	
PHA Name: Franklin Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P018501-10 Replacement Housing Factor Grant No: Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)		<input type="checkbox"/> Final Performance and Evaluation Report	
Type of Grant	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
Line	Original	Revised²	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	0.00	123,025.27
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs	75,888.00	
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	Date
			4/13/12

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages			Federal FFY of Grant: 2010			
PHA Name: Franklin Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P018501-10 CFFP (Yes/ No): Replacement Housing Factor Grant No:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised ¹	
					Funds Obligated ²	Funds Expended ²
Suburban Gardens	Asbestos Monitoring	1460		4,878.00	9,755.00	0.00
	Security	1460		25,296.00	50,592.00	700.00
Berkley Court	Security	1460		25,296.00	50,592.00	1,436.17
	Soffit Repair	1460		6,911.00	13,822.00	0.00
	Siding	1460		12,000.00	24,000.00	0.00
	Tuck Pointing	1460		6,000.00	12,000.00	0.00
	HVAC	1465		33,175.00	66,350.00	0.00
	Ranges and Refrigerators	1465		6,804.00	13,608.00	11,958
Pretlow Gardens/Old Town	Landscaping	1450		6,500.00	13,000.00	2,944.64
	Security	1460		25,296.00	50,592.00	5,301.15
	Tuck Pointing	1460		6,000.00	12,000.00	0.00
	HVAC	1465		24,090.00	48,180.00	4,322.00
	Ranges and Refrigerators	1465		7,000.00	14,000.00	12,198.00
HA Wide	Operations	1406		75,698.00		3,023.41
	MGMT Improvements	1408		75,698.00		18,238.75

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9i of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Form HUD-50075.1

Capital Funds

Program

VA36P018501-11

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: VA36P018501-11 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2011 FFY of Grant Approval: 2011	
Type of Grant	Original Annual Statement	Reserve for Disasters/Emergencies	Revised Annual Statement (revision no:)		
Line	Summary by Development Account	Performance and Evaluation Report for Period Ending:	Final Performance and Evaluation Report	Total Estimated Cost	Total Actual Cost ¹
				Original	Revised ²
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³			25,000.00	
3	1408 Management Improvements			20,000.00	
4	1410 Administration (may not exceed 10% of line 21)			25,000.00	
5	1411 Audit			1,000.00	
6	1415 Liquidated Damages				
7	1430 Fees and Costs			25,000.00	215.70
8	1440 Site Acquisition				
9	1450 Site Improvement			32,981.00	
10	1460 Dwelling Structures			105,000.00	
11	1465.1 Dwelling Equipment—Nonexpendable			76,000.00	
12	1470 Non-dwelling Structures			10,000.00	
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2011 FFY of Grant Approval: 2011	
PHA Name: Franklin Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P018501-11 Replacement Housing Factor Grant No: Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)		<input type="checkbox"/> Final Performance and Evaluation Report	
Type of Grant	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
Line	Original	Revised²	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	319,981.00	215.70
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	Date
			4/13/12

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9i of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Form HUD-50075.1

Capital Funds Program

VA36P018501-12

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: VA36P018501-12 Replacement Housing Factor Grant No: Date of CFPP:		FFY of Grant: 2012 FFY of Grant Approval: 2012	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/> Revised Annual Statement (revision no:)	
Line	Summary by Development Account	Original	Total Estimated Cost	Obligated	Total Actual Cost: Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	20,885.00			

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2012	
PHA Name: Franklin Redevelopment and Housing Authority	Grant Type and Number Capital Fund Program Grant No: VA36P018501-12 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2012	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost ¹ Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	20,885.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

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U.S. Department of Housing and Urban Development
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OMB No. 2577-0226
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U.S. Department of Housing and Urban Development
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¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
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OMB No. 2577-0226
Expires 4/30/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

HUD-50075.2

Capital Fund Program – Five Year Action Plan

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Part I: Summary

PHA Name/Number Franklin Redevelopment and Housing Authority / VA018		Locality (City/County & State) Franklin, VA			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No: 1
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY _____	Work Statement for Year 3 2013 FFY _____	Work Statement for Year 4 2014 FFY _____	Work Statement for Year 5 2015 FFY _____
B.	Physical Improvements Subtotal		412,000	370,000	472,000	412,000
C.	Management Improvements		82,400	74,000	94,400	82,400
D.	PHA-Wide Non-dwelling Structures and Equipment		0	0	0	0
E.	Administration		41,200	37,000	47,200	41,200
F.	Other		0	0	0	0
G.	Operations		41,200	37,000	47,200	41,200
H.	Demolition		0	0	0	0
I.	Development		0	0	0	0
J.	Capital Fund Financing – Debt Service		0	0	0	0
K.	Total CFP Funds		0	0	0	0
L.	Total Non-CFP Funds		0	0	0	0
M.	Grand Total		576,800	518,000	660,800	576,800

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Office of Public and Indian Housing
Expires 4/30/2001**

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**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011**

Page 3 of 6

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011**

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2001

Page 5 of 6
form HUD-50075.2 (4/2008)

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014		Work Statement for Year 5 FFY 2015	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	Management Software	17,000	Management Software	18,000
	Computer Hardware and Devices	3,500	Computer Hardware and Devices	3,500
	Training - Maintenance	1,000	Training - Maintenance	1,000
	Training - Management	1,000	Training - Management	1,000
	Training - Finance/Accounting	2,000	Training - Finance/Accounting	1,000
	Resident Programs - Self Sufficiency	4,000	Resident Programs - Self Sufficiency	5,000
	Tenant Selection and Occupancy Systems	1,000	Tenant Selection and Occupancy Systems	1,000
	Security - Tenant	4,000	Security - Tenant	4,000
	Security - Equipment	6,000	Security - Equipment	6,000
Subtotal of Estimated Cost		\$39,500	Subtotal of Estimated Cost	\$40,500