

Rogersville Housing

Authority

TN043V01

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

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

**PHA Plan
Agency Identification**

PHA Name: ROGERSVILLE HOUSING AUTHORITY

PHA Number: TN043V01

PHA Fiscal Year Beginning: (mm/yyyy) 10/2001

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

The Rogersville Housing Authority's mission is to increase the availability of decent, safe and affordable housing in American communities; ensure equal opportunity in housing for all Americans; promote self-sufficiency and asset development of families and individuals and; improve community quality of life and economic vitality.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

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

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

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

Provide additional handicapped accessible improvements to public housing developments.

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

**Annual PHA Plan
PHA Fiscal Year 2001**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Rogersville Housing Authority has completed this Agency Plan in consultation with RHA residents and the local communities. The Plan was discussed with the Resident Advisory Board on March 20, 2001 and April 17, 2001. The public was afforded an opportunity to review the plan and offer comments at a public hearing held on June 19, 2001. The Annual Agency Plan is summarized as follows:

1. Housing Needs
Although RHA's current waiting list is not excessive, the demand for public housing is evident. The greatest demand is for small bedroom units (1 and 2 bedroom units).
2. Financial Resources
The RHA expects to expend approximately \$1,460,000 in the year 2001 for operations, capital improvements and administrative costs.
3. Eligibility, Selection and Admission Policies
The RHA has revised its standard operating policies to comply with the requirements of the QHWRA through regulations published in the Federal Register on March 29, 2000. These policies will be updated as HUD issues further guidance.

As required under this section of the plan, and by regulations published in PIH Notice 2001-4, the RHA has reviewed its developments relative to income. We have determined that we do not have a problem with concentration of high or low-income families. Further, we have revised our admission policy to assure that a concentration does not occur in the future.

4. Rent Determination-Discretionary Policies

Our discretionary rent policies include:

- ✓ Ceiling Rents
- ✓ \$25.00 minimum rent for Public Housing

5. Operations and Management

As a small PHA, the RHA is exempt from this component of the PHA Plan. However, the RHA's policies have been revised to comply with the recently mandated requirements of the QHWRA.

6. Grievance Procedure

As a small PHA, the RHA is exempt from this component of the PHA Plan. However, the RHA has revised its Grievance Procedures to comply with the QHWRA and will continue to make revisions as additional issues are addressed by HUD regulations.

7. Capital Improvements

Our projected funding under the Capital Funds Program is \$359,692. Our focus for the 2001 program year is to repair/widen sidewalks and improve ramps, replace exterior door locks, improve house numbers, install exterior door weather-stripping, and replace closet doors in Development TN043-001 and improve water system, improve sewer system, perform site improvements, improve house numbers, replace exterior doors and door locks, replace water heaters, perform kitchen renovations, perform bathroom renovations, replace floor tile, perform office improvements, and expand 0 bedroom units size in Development TN043-005.

8. Demolition and/or Disposition

The RHA has no current plans for demolition or disposition.

9. Designation
The RHA plans to maintain the current elderly/disabled designation that applies to a portion of its units. The RHA has no plans to designate additional units in the future.
10. Conversion of Public Housing
The RHA has no current plans to designate any developments or buildings to tenant-based assistance.
11. Homeownership
The RHA has no current plans to develop a Homeownership Program.
12. Community Services and Self-Sufficiency Programs
As a small PHA, the RHA is exempt from this component of the PHA Plan. However, the RHA will assist residents in establishing self-sufficiency programs such as Adult Basic Education, Evenstart, Headstart and other applicable programs. Additionally, the RHA has adopted a policy relative to the community service requirement recently mandated by the QHWRA through regulations published in the Federal Register on March 29, 2000 and as shown in Attachment C: "Implementation of Public Housing Resident Community Service Requirement".
13. Safety and Crime Prevention
As a small PHA not participating in the Public Housing Drug Elimination Program (PHDEP), the RHA is exempt from this component of the PHA Plan.
14. Ownership of Pets
The RHA has a policy related to tenant-owned pets. This policy permits all RHA residents to own pets subject to compliance with specific requirements of our pet lease, which is included as Attachment D: "Pet Policy".
15. Civil Rights Certification
We have included the required certification regarding Fair Housing and Civil Rights in this plan.

16. Annual Audit
Our most recent annual audit is on file at our local HUD office in Knoxville, Tennessee and is available for review at our main office during normal business hours.
17. Asset Management
As a small PHA, the RHA is exempt from this component of the PHA Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- A Admissions Policy for Deconcentration (See Attachment A)**
- FY 2001 Capital Fund Program Annual Statement (See Table Library)**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)**

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan (See Table Library)**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (See Attachment B)**
- Other (List below, providing each attachment name)**

Attachment C: " Implementation of Public Housing Resident Community Service Requirements"

Attachment D: "Pet Policy"

Attachment E: "Statement of Progress in Meeting the 5-Year Plan Mission and Goals"

Attachment F: "Resident Membership on Governing Board"

Attachment G: "Membership of the Resident Advisory Board"

Attachment H: " Resident Survey Action Plan"

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	housing program	Financial Resources;
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or	Annual Plan: Demolition

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1058	3	3	2	1	NA	NA

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income >30% but <=50% of AMI	729	2	2	2	1	NA	NA
Income >50% but <80% of AMI	864	1	2	2	1	NA	NA
Elderly	824	1	2	2	1	NA	NA
Families with Disabilities	NA	NA	NA	2	1	NA	NA
Race/Ethnicity (w)	2571	NA	NA	2	1	NA	NA
Race/Ethnicity (b)	68	NA	NA	2	1	NA	NA
Race/Ethnicity (h)	0	NA	NA	2	1	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
(Hawkins County Jurisdictional Area)
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover 1/1/00-12/31/00
Waiting list total	59		78
Extremely low	51	86%	

Housing Needs of Families on the Waiting List			
income <=30% AMI			
Very low income (>30% but <=50% AMI)	6	12%	
Low income (>50% but <80% AMI)	2	2%	
Families with children	28	47%	
Elderly families	6	10%	
Families with Disabilities	13	22%	
Race/ethnicity (w)	58	98%	
Race/ethnicity (b)	1	2%	
Race/ethnicity (h)	0	0%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	0	0%	17
1 BR	36	61%	11
2 BR	22	37%	24
3 BR	1	2%	21
4 BR	0	0%	5
5 BR	0	0%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? NA			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Provide counseling assistance on individual basis

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

Perform additional handicap modifications to the developments.

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$251,649	
b) Public Housing Capital Fund	\$359,692	
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$0	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0	
g) Resident Opportunity and Self-Sufficiency Grants	\$0	
h) Community Development Block Grant	\$0	
i) HOME	\$0	
Other Federal Grants (list below)	\$0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
FY 2000 CFP	\$352,632	Capital Improvements
3. Public Housing Dwelling Rental Income	\$434,290	Operations
4. Other income (list below)		
Late Fees/Excess Utilities	\$34,980	Operations
Interest Income	\$27,420	Operations
5. Non-federal sources (list below)		
Total resources	\$1,460,483	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

Not Applicable

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: **Not Applicable**

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

Employment location

Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

8 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- (1) Working families and those unable to work because of age or disability

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments

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

B. Section 8 Not Applicable

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

(1) Eligibility

Not Applicable

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

(2) Waiting List Organization

Not Applicable

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

- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

(3) Search Time

Not Applicable

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

If yes, state circumstances below:

(4) Admissions Preferences

Not Applicable

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

Not Applicable

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

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

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

- a. Use of discretionary policies: (select one)

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

---or---

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

- b. Minimum Rent

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

- \$0
 \$1-\$25 (\$25.00)
 \$26-\$50

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

The RHA uses HUD's required minimum rent hardship exemptions

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

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

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

The RHA utilizes ceiling rents and flat rents as identified in other sections of this component.

- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **Not Applicable**

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
- If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)

- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

The RHA has adopted its ceiling rents as flat rents for the plan year. However, the RHA is in the process of conducting a flat rent analysis to comply with the October 1, 2002 deadline for offering flat rents to residents.

B. Section 8 Tenant-Based Assistance Not Applicable

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

(1) Payment Standards

Describe the voucher payment standards and policies.

Not Applicable

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

Not Applicable

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

- \$0

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Component Not Applicable

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

A. PHA Management Structure Not Applicable

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management Not Applicable

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

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

C. Management and Maintenance Policies **Not Applicable**

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Component Not Applicable

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

A. Public Housing **Not Applicable**

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance **Not Applicable**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **(See Table Library)**

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **(See Table Library)**

-or-

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

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

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

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

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

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

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

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description **Not Applicable**

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

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

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

[24 CFR Part 903.7 9 (i)]

Component Not Applicable

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

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

2. Activity Description **Not Applicable**

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Component Not Applicable

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

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

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

2. Activity Description **Not Applicable**

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

Component Not Applicable

A. Public Housing

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

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

2. Activity Description **Not Applicable**
 Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

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

B. Section 8 Tenant Based Assistance

Not Applicable

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

2. Program Description: **Not Applicable**

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Component Not Applicable

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

A. PHA Coordination with the Welfare (TANF) Agency

Not Applicable

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

Client referrals

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

B. Services and programs offered to residents and participants

Not Applicable

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

Not Applicable

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Component Not Applicable

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

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

Not Applicable

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments

- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti
 - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - Other (describe below)
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
- Safety and security survey of residents
 - Analysis of crime statistics over time for crimes committed “in and around” public housing authority
 - Analysis of cost trends over time for repair of vandalism and removal of graffiti
 - Resident reports
 - PHA employee reports
 - Police reports
 - Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
 - Other (describe below)
3. Which developments are most affected? (list below)

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

Not Applicable

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
 - Crime Prevention Through Environmental Design
 - Activities targeted to at-risk youth, adults, or seniors
 - Volunteer Resident Patrol/Block Watchers Program
 - Other (describe below)
2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

Not Applicable

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)
- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
 - Police provide crime data to housing authority staff for analysis and action

- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Not Applicable

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Component Not Applicable

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name) (**See Attachment B**)
 - Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 - Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

The resident which currently serves on the Board of Commissioners of the RHA was appointed by the Mayor of Rogersville, Tennessee.

3. Description of Resident Election Process **Not Applicable**

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

State of Tennessee, Tennessee Housing Development Agency

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

D. Other Information Required by HUD

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

"19. Definition of Substantial Deviation" and "Significant Amendment or Modification" [903.7(r)]:

The RHA and HUD will consider the following actions to be significant amendments or modifications:

- ✓ changes to rent or admission policies or organization of waiting list;
- ✓ additions of non-emergency work items (items not included in the current Annual Statement or Five Year Plan) or change in use of replacement reserve funds under the Capital Fund;
- ✓ any change with the regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

Attachments

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

Attachment A “Deconcentration Policy”

1. Objective: The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40% of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also, the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income by development.
2. Actions: To accomplish the Deconcentration goals, the housing authority will take the following actions:
 - A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose income are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.
 - B. To accomplish the goals of:
 - 1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
 - 2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income. The housing authority’s Tenant Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals. These guidelines may be waived when necessary to achieve or maintain full occupancy.

Attachment B
“Comments of Resident Advisory Board”

The Rogersville Housing Authority (RHA) conducted its Resident Advisory Board meetings on March 20, 2001 and April 17, 2001 at the RHA Community Room. The meetings were held to explain the QHWRA, to discuss the draft FFY 2001 PHA Plan with the Board and to receive their comments and recommendations relative to the contents of both the Five Year Plan and Annual Plan. A thorough explanation of the contents of the PHA Plan was discussed with the Board as well as how the RHA arrived with the information. The Board showed favorable consideration to the PHA Plan and only had comments relative to the Capital Improvements items.

Attachment C

“Implementation of Public Housing Resident Community Service Requirements”

To be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or participate in an economic self-sufficiency program unless they are exempt from this requirement.

At the first re-examination on or after October 1, 1999, and each annual re-examination thereafter, the Rogersville Housing Authority will do the following:

Provide information about obtaining suitable volunteer positions.

EXEMPTIONS

- A. The following adult family members of tenant families are exempt from this requirement.
- B. Family members who are 62 or older.
- C. Family members who are blind or disabled.
- D. Family members who are the primary care giver for someone who is blind or disabled.
- E. Family members engaged in work activity.
- F. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- G. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

NOTIFICATION OF THE REQUIREMENT

The Rogersville Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Rogersville Housing Authority 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. The Rogersville Housing Authority shall verify such claims with the TN Department of Human Services (DHS).

The notification will advise families that their community service obligation will begin upon the effective date of their first annual re-examination on or after October 1, 1999. For families paying a flat rent, the obligation begins on the date their annual re-examination would have been effective had an annual re-examination 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 re-examination.

NOTIFICATION OF NON-COMPLIANCE

The Rogersville Housing Authority will notify any family found to be in noncompliance 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.

REMEDY:

The Rogersville Housing Authority 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.

Attachment D “Pet Policy”

In accordance with the Quality and Work Responsibility Act of 1998 (Title V of P.L. 105-276) and HUD regulations **All Tenants** of the Rogersville Housing Authority can at their option keep pets.

Rogersville Housing Authority provides for the ownership of pets in Federally assisted rental housing. Under the new law, residents of such housing are permitted to own common household pets. The law forbids owners, managers and housing authorities to discriminate against persons in connection with admission to or continued occupancy of such housing because of pet ownership.

HUD has advised the Authority’s Owners and Managers who are covered by this law to adopt reasonable rules limiting the keeping of pets by residents. In compliance with this law and in the spirit of cooperation, the Rogersville Housing Authority has developed a Pet Agreement in order to comply with the law and yet protect the developments and its residents. We are not promoting pet ownership by residents. This effort is to assist the Authority in complying with the law.

1. The tenant must provide the RHA with a “PET DAMAGE” deposit of three hundred (\$300) dollars, which is in addition to the normal security deposit, and advance of \$150 and the balance to be paid in three, fifty (\$50) dollar per month payments. This deposit is to be used by Management at the termination of the lease or residency of pet toward reimbursement of the cost of repairing any damages to the residence caused by the pet. This deposit, less any deductions for any costs indicated above, will be refunded (with no interest), upon removal of the pet from the premises. A complete inspection (will need tenant to have all furniture to be removed) by RHA showing that the premises are clean, odor-free and undamaged.
2. The tenant agrees to be totally responsible for the care and cleanliness of the pet, both within and outside the building or apartment areas.
3. All pet must be leashed and kept leashed at all times other than when in the tenants unit. Leashed pets must be “curbed” away from the Housing Project. Tenant agrees to be totally responsible for the cleaning and immediate removal of all wastes on the designated pet site and all other areas. Pet owners that fail to remove pet waste will be charged five (\$5) dollars penalty per occurrence and said penalty shall be payable in cash upon demand by the Rogersville Housing Authority.
- *4. The tenant agrees to provide the RHA with a signed, **notarized**, agreement, naming another person or legal entity having the responsibility to act as temporary or permanent caretaker for the pet if tenant is unable to care for it. This notarized agreement must also be signed by the other person or legal entity. If person of

legal entity is not attainable within 24 hours of need, the RHA will turn the pet over to the local animal shelter. The original agreement will remain in the tenant's folder.

5. The tenant agrees to permit the RHA to implement the above signed agreement if the pet is not properly cared for or shows signs of abuse, or is a source of damage to the premises.
6. Any other tenant of the project or employee of the Authority who considers a pet to be a nuisance so as to disturb the peace and quiet of the area, a menace or vicious to persons, property or other pets, may make complaint in writing to a law enforcement officer, and a copy of that complaint will be kept on file with the RHA. In the exclusive judgment of the Authority, such complaints may constitute sufficient basis for the invoking of Paragraph 4 above and the Housing Authority has uncontested right to declare a pet to be a nuisance and require its removal.
7. The tenant agrees the RHA is not responsible in any way for illnesses or injury caused to the pet.
- *8. The tenant agrees to provide the RHA before the lease is signed and pet brought on the premises, with a veterinary certificate, stating the pet is in good health, and if a cat, is declawed, and if a cat or dog, that it has been neutered or spayed.
9. The tenant agrees to assume all liability concerning the pet of the tenant, including but limited to any property damage; personal injury or illness, pound and attorneys fees and/or court costs.
10. The tenant is encouraged to provide to the RHA a copy of any pet liability insurance as assurance of responsibility.
11. The tenant agrees that if fellow tenants or employees of the Authority develop allergies resulting from a pet, its owner will voluntarily relinquish habitation of the pet on Authority premises.
- *12. The tenant shall provide to the Rogersville Housing Authority a copy of all animal licenses and immunization yearly records that are required every year upon recertification and before lease is signed.
13. Allowed/Authorized common household domesticated pets limited to either:
 - a. One dog – 18 inches at shoulders at maturity in height and weighing less than 50 pounds and neutered or spayed.
 - b. One cat – domestic variety, declawed, neutered or spayed.
 - c. Two birds – caged at all times, one cage only.

- d. One aquarium – fish only, aquarium not to exceed 20 gallons in capacity.

“ONE PET PER UNIT”

14. The tenant shall adhere to all guidelines and regulations of the Society for the Prevention of Cruelty to Animals and the local Humane Society.
 15. The tenant agrees to report immediately any damage caused by the pet and to pay actual charges for repair to the premises, buildings, facilities, and common areas caused by the pet, payable on the day on which the next month’s rent is due. The pet will be kept out of the landscaping, storage and other dwelling units and other facilities and common areas not assigned to pets and the tenant.
 16. The tenant agrees to furnish name, address and telephone number of the veterinarian caring for the pet.
 17. All pets must be approved by the RHA prior to habitation as to breed or specie of animal. **No Pit Bull, Piranha Fish, large birds, rats, mice, reptiles, etc. may be kept,** (all reptiles spread salmonella).
 18. Any tenant or visitor that feeds or maintains any stray, owned or unowned, shall be held responsible to these rules and regulations.
 19. The tenant is responsible for any additional pest control costs that may be required by the RHA.
 20. The tenant will keep all “pet litter” material out of the sanitary drain lines, and will be responsible for any damage caused by such material getting into the plumbing.
 21. To protect the community from unsanitary conditions, single family or multi-family dwellings that are designated by the RHA as having pest control problems shall not be allowed to keep or maintain pets.
- * Denotes additional items to be submitted to the Rogersville Housing Authority before lease may be signed.

Nothing in this subpart prohibits RHA or an appropriate community authority from requiring the removal of any pet from a project, if the pet’s conduct or condition is duly determined to constitute, under the provisions of State or local law, a nuisance or a threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

Mandatory Pet Rules for Owners

Mandatory rules. The project owner must prescribe the following pet rules:

- (a) Inoculations. The pet rules shall require pet owners to have their pets inoculated in accordance with State and local laws.
- (b) Sanitary standards. (1) the pet rules prescribe sanitary standards to govern the disposal of pet waste. These rules state:
 - (i) Designated areas on the project premises for pet exercise and the deposit of pet waste such as areas other than resident's yards and public walks.
 - (ii) Forbid pet owners from exercising their pets or permitting their pets to deposit waste on the project premises outside the designated areas.
 - (iii) Require pet owners to remove and properly dispose of all removable pet waste; all waste must be immediately removed by the owner, sealed in plastic and disposed of in the owner's garbage can.
 - (iv) Require pet owners to remove pets from the premises to permit the pet to exercise or deposit waste.
- (2) In the case of cats and other pets using litter boxes, the pet rules require the pet owner to change the litter a minimum of twice each week; and require pet owners to separate pet waste from litter a minimum of once each day, and the disposal of pet waste and used litter must not be flushed in the toilet or down drains.
- (c) Pet restraint. The pet rules require that all cats and dogs be appropriately and effectively restrained and under the control of a responsible individual while on the common areas of the project.
- (d) Registration. (1) The pet rules require pet owners to register their pets with the project owner. The pet owner must register the pet before it is brought onto the project premises, and must update the registration at least annually. The project owner may coordinate the annual update with the annual reexamination of tenant income, if applicable. The registration must include:
 - (i) A certificate signed by a licensed veterinarian or a State or local authority empowered to inoculate animals (or designated agent of such an authority) stating that the pet has received all inoculations required by applicable State and local law;
 - (ii) Information sufficient to identify the pet and to demonstrate that it is a common household pet; and
 - (iii) The name, address and phone number of one or more responsible parties who will care for the pet if the owner dies, is incapacitated, or is otherwise unable to care for the pet.
- (2) The project owner may require the pet owner to provide additional information necessary to ensure compliance with any discretionary rules prescribed under S5.318, and shall require the pet owner to sign a statement indicating that he or she has read the pet rules and agrees to comply with them.
- (3) The pet rules permit the project owner to refuse to register a pet if:
 - (i) The pet is not a common household pet;
 - (ii) The keeping of the pet would violate any applicable house pet rules;

- (iii) The pet owner fails to provide complete pet registration information or fails annually to update the pet registration; or
- (iv) The project owner reasonably determines, based on the pet owner's habits and practices, that the pet owner will be unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament may be considered as a factor in determining the prospective pet owner's ability to comply with the pet rules and other lease obligations.
- (4) The project owner may not refuse to register a pet based on a determination that the pet owner is financially unable to care for the pet or that the pet is inappropriate, based on the therapeutic value to the pet owner or the interests of the property or existing tenants.
- (5) The pet rules shall require the project owner to notify the pet owner if the project owner refuses to register a pet. The notice shall state the basis for the project owner's action and shall be served on the pet owner. The notice of refusal to register a pet may be combined with a notice of pet violation.

Pet rules violation procedures.

- (a) Notice of pet rule violation. If a project owner determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of pets; the project owner shall serve a written notice of pet rule violation on the pet owner. The notice of pet rule violation shall:
 - (1) Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
 - (2) State that the pet owner has 10 days from the effective date of service of the notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation;
 - (3) State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and
 - (4) State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.
- (b) (1) Pet rule violation meeting. If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the project owner shall establish a mutually agreeable time and place for the meeting but no later than 15 days from the effective date of service of the notice of pet rule violation (unless the project owner agrees to a later date). At the pet rule violation meeting, the pet owner and project owner shall discuss any alleged pet rule violation and attempt to correct it. The project owner may, as a result of the meeting, give the pet owner additional time to correct the violation.
- (2) Notice for pet removal. If the pet owner and project owner are unable to resolve the pet rule violation at the pet rule violation meeting, or if the

project owner determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under paragraph (b)(1) of this section, the project owner may serve a written notice of the pet owner, requiring the pet owner to remove the pet. The notice must:

- (i) Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated;
 - (ii) State that the pet owner must remove the pet within 10 days of the effective date of service of the notice of pet removal (or the meeting, if notice is served at the meeting); and
 - (iii) State that failure to remove the pet may result in initiation of procedures to terminate the pet owner's tenancy.
- (c) Initiation of procedures to remove a pet or terminate the pet owner's tenancy. (1) The project owner may not initiate procedures to terminate a pet owner's tenancy based on a pet rule violation, unless:
- (i) The pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period specified in this section (including any additional time permitted by the owner); and
 - (ii) The pet rule violation is sufficient to begin procedures to terminate the pet owner's tenancy under the terms of the lease and applicable regulations.
- (2) The project owner may initiate procedures to remove a pet at any time, in accordance with the provisions of applicable State or local law.

Housing program: Additional lease provisions.

- (a) Inspections. In addition to other inspections permitted under the lease, the leases for all Housing program tenants of projects state that the project owner may, after reasonable notice to the tenant and during reasonable hours, enter and inspect the premises. The lease shall permit entry and inspection only if the project owner has received a signed, written complaint alleging (or the project owner has reasonable grounds to believe) that the conduct or condition of a pet in the dwelling unit constitutes, under applicable State or local law, a nuisance or a threat to the health or safety of the occupants of the project or other persons in the community where the project is located.
- (b) Emergencies: (1) If there is no State or local authority (or designated agent of such an authority) authorized under applicable State or local law to remove a pet that becomes vicious, displays symptoms of severe illness, or demonstrates other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole, the project owner may place a provision in tenant leases permitting the project owner to enter the premises (if necessary), remove the pet, and take such action with respect to the pet as may be permissible under State and local law, which may include placing it in a facility that will provide care and shelter for a period not to exceed 30 days.
- (2) The lease shall permit the project owner to enter the premises and remove the pet or take such other permissible action only if the project owner

requests the pet owner to remove the pet from the project immediately, and the pet owner refuses to do so, or if the project owner is unable to contact the pet owner to make a removal request. The lease does not contain a provision relieving the project owner from liability for wrongful removal of a pet. The cost of the animal care facility shall be paid by the pet owner.

- (3) The project owner may place a provision in tenant leases permitting the project owner to enter the premises, remove the pet, and place the pet in a facility that will provide care and shelter, in accordance with the pet policy. The lease may not contain a provision relieving the project owner from liability for wrongful removal of a pet.

Housing programs: protection of the pet.

- (a) If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the project owner may contact the responsible party or parties listed in the pet registration documents.
- (b) If the responsible party or parties are unwilling or unable to care for the pet, or the project owner, despite reasonable efforts, has been unable to contact the responsible party or parties, the project owner shall contact the appropriate State or local authority (or designated agent of such an authority) and request the removal of the pet.
- (c) If there is no State or local authority (or designated agent of such an authority) authorized to remove a pet under these circumstances, the project owner may enter the pet owner's unit, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to resume responsibility for the pet, but no longer than 30 days.
- (d) The cost of the animal care facility provided under this section shall be borne by the pet owner. If the pet owner (or the pet owner's estate) is unable or unwilling to pay, the cost of the animal care facility may be paid from the pet deposit, if imposed under the pet rules.

ADOPTED BY BOARD RESOLUTION 99-2, March 3, 1999 Pet Policy Rev. No. 1

04-96

**ROGERSVILLE HOUSING AUTHORITY
PET AGREEMENT
(ADDENDUM TO LEASE)**

Tenant(s) _____ Date of Lease _____

Dwelling unit described: Project # _____ Unit # _____ Unit address _____

Caretaker _____ Phone No. _____

Generic Species: (dog, cat, bird, fish, etc.) (thorough description) _____

Weight: _____ Type of Pet Housing _____

Photograph on file required _____

1. AUTHORIZATION. The owner(s) is/are hereby authorized to house a pet, which is describe above, in accordance with the rules and regulations of the Authority during the term of the Lease on the above named unit. Authorization may be terminated sooner if resident(s) right of occupancy is lawfully terminated or if the Pet Rules are violated by the owner, occupant or owner's guest.
2. RHA DAMAGE DEPOSIT. As a condition of this agreement, a pet damage deposit of three hundred (\$300) dollars is required. One hundred fifty (\$150) dollars must be paid in advance prior to acceptance of any pet and to the signing of this agreement. This policy or pet deposit does not limit the resident(s) liability for damages caused by the pet.
3. OWNER/MANAGER. The owner/manager may acknowledge receipt of balance of Pet Deposit by making **partial** cash payments of pet deposit in the amount of fifty (\$50) dollars:
 - a. Fifty (\$50.00) by end of first month
 - b. Fifty (\$50.00) by end of second month
 - c. Final payment of fifty (\$50.00) by end of third month
4. RESERVED
5. VACATING APARTMENT. Upon vacating the apartment, the owner/manager shall make an appropriate deduction for defleaing, deodorizing and/or cleaning to restore the unit to a safe and sanitary condition.

6. ROAMING PETS. If any pet is allowed to roam the premises unescorted by the pet owner or resident of the unit where the pet is maintained, the owner will be given one written notice (mailed or hand delivered). Any additional occurrence, the pet will be remanded to the dog warden/Human Society for immediate removal.
7. PET RULES. All pets in order to be considered for occupancy must fall within the following categories:
 - a. Cats of a common household type only and not to exceed ten (10) pounds in weight; limited to one per household.
 - b. Dogs of the small common household variety and not to exceed eighteen inches (18) in height at the top of the shoulder; limited to one (1) per household and registered with the Town/City/County.
 - c. Birds of a small common household type; limited to two (2) per household.
 - d. Fish of the common household variety, tropical or gold, that can be restrained in a tank with a capacity not to exceed twenty (20) gallons; limited to one (1) tank per household.
 - e. Other common household pets that can be contained in a cage or tank no larger than two (2') feet long, two (2') feet wide and two (2') feet high. No pet to exceed one (1) pound in weight; limited to two (2) pets of this type per household. No animals in the rodent or reptile family are allowed (all reptiles spread salmonella).
8. ADDITIONAL RULES. All pets and/or pet owners must conform to the following rules:
 - a. All pets must be approved by the Authority. Any pet which is not considered to be of the common household variety or approved by the Authority and owner shall not be considered for residence at any Housing Project.
 - b. Owners of all dogs and cats must show proof as being either spayed or neutered.
 - c. The breeding of any pet is strictly forbidden.
 - d. Any pet that is considered detrimental to the health, safety and well being of the residents, visitors or employees, will not be allowed to reside in the development.
 - e. The pet must be reviewed and approved by the Authority before being moved in to the unit.
 - f. Two (2) photos to be attached to pet agreement and shall be front and side views in color supplied by the owner prior to RHA acceptance of the pet.
 - g. No pet will be allowed in the building or on the grounds unless it is escorted by the resident of record over 18 years of age.
 - h. All pets being walked by the owner or designee must be curbed.
 - i. All dogs and cats must be in good health at time of admittance.

- j. All dogs and cats must have annual physical and appropriate shots supported in writing from a doctor of veterinary at re-certification.
 - k. Maintenance of pet in designated areas only as per rules and regulations for pets.
 - l. No pet is to be staked or tied to the building door, tree or anywhere on the grounds.
 - m. All pet owners who are walking their pets must carry a pooper scooper, paper and bags so that the owner can clean up immediately after excretion.
 - n. In the case of cats, litter boxes must be cleaned and changed regularly and disposed of properly in a securely tied plastic trash bag as per RHA Rules and Regulations.
Pest Control
 - o. Food for all pets cannot be left in the feeding dish on the apartment floor, counter or anywhere outside or in the unit for any period of time after feeding the pet.
 - p. No insects of any type shall be allowed as live food or pets.
9. INSPECTIONS. The Rogersville Housing Authority shall notify the pet owner in writing of an inspection, at least two (2) days prior to the inspection and may enter if the Rogersville Housing Authority has received a signed written complaint stating that the pet constitutes either a nuisance or threat to the health or safety of the project or community.
10. EMERGENCIES/REMOVAL OF PET. The Rogersville Housing Authority may institute procedures as applicable with CFR 24 for the removal of any pet that is a nuisance or threat to the health or safety of any person(s), animals or pets.

Also, a person(s) must be designated to maintain the pet if the owner of any resident of the unit is unable to maintain the pet that is described herein.

Maintenance Person:

NAME _____

PHONE _____

ADDRESS _____

I have read and/or understood the afore stated lease addendum; and
I hereby agree to remove and maintain the afore said pet(s) within 24 hours of
notification.

DATE: _____

SIGNATURE: _____

RESIDENT(S): _____

OWNER/MANAGER: _____

NOTARY SIGNATURE: _____

04-96

Attachment E

“Statement of Progress in Meeting the 5-Year Plan Mission and Goals”

Goal – Reduce public housing vacancies: The Rogersville Housing Authority is currently working toward reducing the turnover time of vacated units and reducing the time to renovate units to lower the public housing vacancy rate.

Goal – Increase customer satisfaction: The RHA is proposing to re-activate Resident Councils in all developments to serve as liaison between the Authority and the residents in an effort to increase customer satisfaction.

Goal – Concentrate on efforts to improve specific management functions: The RHA is concentrating on efforts to improve their public housing finance and REAC unit inspections to improve their overall PHAS Score.

Goal – Renovate or modernize public housing units: The RHA is continually upgrading its public housing units. With the inception of the Capital Fund Program, the RHA is now able to better plan and implement physical improvements. Recent improvements have included sidewalks, roofing, windows, closet doors, and kitchen renovations.

Goal – Provide an improved living environment: The RHA is currently providing additional handicapped accessible sidewalk improvements to the public housing developments. This work is in addition to the mandatory Section 504 requirements.

Goal – Provide or attract supportive services to improve assistance recipients’ employability: The RHA is currently assisting residents in establishing self-sufficiency programs such as Adult Basic Education, Evenstart and Headstart to improve the residents’ employability.

Goal – Provide or attract supportive services to increase independence for the elderly or families with disabilities: The RHA is currently providing counseling assistance on an individual basis to increase the elderly and families with disabilities independence.

Goal – Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability: The RHA continues to operate its public housing program to ensure equal access to all regardless of race, color, religion, national origin, sex, familial status, and disability.

Goal – Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race color, religion, national origin, sex, familial status, and disability: The RHA’s operations and management, inspections, maintenance and modernization programs are spread equally among all developments.

Attachment F
“Resident Membership on Governing Board”

As required by the QHWRA through regulations published in the October 21, 1999 Federal Register, the RHA has a resident serving on the Board of Commissioners. The resident was appointed by the Mayor of Rogersville, Tennessee and is identified as Ms. Pauline Lawson, 316 Harmon Drive, Rogersville, Tennessee 37857. Ms. Lawson was appointed to the Board of Commissioners in July 1999, for a five year term.

Attachment G
“Membership of the Resident Advisory Board”

Juanita Jones
205 Streape Court
Church Hill, Tennessee 37642

Margaret Lane
204 Streape Court
Church Hill, Tennessee 37642

Pauline Lawson
316 Harmon Drive
Rogersville, Tennessee 37857

Ida Davidson
315 Harmon Drive
Rogersville, Tennessee 37857

Attachment H

“Resident Survey Action Plan”

Safety (55.0%)

The Rogersville Housing Authority has recently installed fire extinguishers and emergency exit signs in all community rooms, maintenance areas and offices in an effort to address safety issues in the developments. Additionally, the RHA will try to re-establish a neighborhood watch program in all developments in an effort to further alleviate the safety concerns of the residents. The RHA will also survey all residents to find the particular problems and concerns so they may be addressed.

Communications (75.6%)

Communications to the residents of the Rogersville Housing Authority will be improved through Resident Councils. The RHA proposes to re-activate Resident Councils in all developments to serve as liaison between the Authority and the residents.

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

PHA Name: Rogersville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P04350101 Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		<input type="checkbox"/> Final Performance and Evaluation Report	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	45,310			
3	1408 Management Improvements	0			
4	1410 Administration	0			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	0			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	96,540			
10	1460 Dwelling Structures	215,702			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	2,140			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	359,692			

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

PHA Name: Rogersville Housing Authority	Grant Type and Number Capital Fund Program Grant No: TN37P04350101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Final Performance and Evaluation Report
 Performance and Evaluation Report for Period Ending:

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

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

PHA Name: Rogersville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P04350101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN043-001	Replace/Repair Sidewalks	1450		16,870				
Judson Harmon	Install House Numbers	1460		1,900				
	Exterior Doors/Locks	1460		13,220				
	Closet Doors	1460		6,662				
TN043-005	Waterline Improvements	1450		42,500				
John R. Chiles	Sewer line Improvements	1450		31,850				
	Site Improvements	1450		5,320				
	Kitchen Renovations	1460		36,530				
	Bathroom Renovations	1460		4,470				
	Water Heaters	1460		4,680				
	Exterior Doors/Locks	1460		11,400				
	Install House Numbers	1460		850				
	Flooring	1460		44,600				
	Expand 0-Bedroom Units Size	1460		91,390				
	Office Improvements	1470		2,140				
PHA-WIDE Operations	Operating Funds	1406		45,310				

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

PHA Name: Rogersville Housing Authority		Grant Type and Number Capital Fund Program No: TN37P04350101 Replacement Housing Factor No:					Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
TN043-001 Judson Harmon	03/31/03			09/30/04				
TN043-005 John R. Chiles	03/31/03			09/30/04				
PHA-WIDE Operations	03/31/03			09/30/04				

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name Rogersville Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 7/2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 10/2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 10/2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 10/2005
	Annual Statement				
TN043-001		0	0	0	0
TN043-002		306,582	137,940	0	0
TN043-003		0	44,682	0	0
TN043-004		0	123,960	289,632	0
TN043-005		0	0	0	0
PHA-WIDE		53,110	53,110	70,060	359,692
Total CFP Funds		359,692	359,692	359,692	359,692
Total Replacement Housing Factor Funds		0	0	0	0

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2002 PHA FY: 10/2002			Activities for Year: <u>3</u> FFY Grant: 2003 PHA FY: 10/2003		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	TN043-002	Sidewalk Improvements	21,600	TN043-002	Install House Numbers	1,970
Annual	John R. Chiles	Additional Parking	29,732	John R. Chiles	Expand 0-Bd Unit Size	135,970
Statement		Waterline Improvements	124,700			
		Sewerline Improvements	109,690	TN043-003	Site Improvements	4,870
		Kitchen Renovations	12,880	Church Hill	Additional Parking	35,892
		Bathroom Renovations	7,980		Install House Numbers	3,920
	PHA-WIDE	Operating Funds	53,110	TN043-004	Expand 0-Bd Unit Size	123,960
	Operations			Watterson/Fugate		
				PHA-WIDE	Operating Funds	53,110
				Operations		
Total CFP Estimated Cost			\$359,692			\$359,692

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

PHA Name: Rogersville Housing Authority	Grant Type and Number Capital Fund Program Grant No: TN37P04350100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 03/31/01
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0		0	0
2	1406 Operations	47,163	352,632	352,632	352,632
3	1408 Management Improvements	0		0	0
4	1410 Administration	0		0	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	0		0	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	18,400	0	0	0
10	1460 Dwelling Structures	287,069	0	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	0		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collateralization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	352,632		0	0

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

PHA Name: Rogersville Housing Authority	Grant Type and Number Capital Fund Program Grant No: TN37P04350100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Final Performance and Evaluation Report
 Performance and Evaluation Report for Period Ending: 03/31/01

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities	0		0	0
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	0		0	0
26	Amount of line 21 Related to Energy Conservation Measures	0		0	0

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

PHA Name: Rogersville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37P04350100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN043-001	Replace Sidewalks	1450		18,400	0	0	0	Deleted
Judson Harmon	Replace Roofing	1460		69,920	0	0	0	Deleted
	Replace Windows	1460		92,000	0	0	0	Deleted
	Replace Exterior Door Locks	1460		7,663	0	0	0	Deleted
	Replace Closet Doors	1460		16,744	0	0	0	Deleted
	Renovate Kitchens	1460		100,742	0	0	0	Deleted
PHA-WIDE Operations	Operating Funds	1406		47,163	352,632	352,632	352,632	Completed

Optional Public Housing Asset Management Table

Not Applicable

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>