Annual PHA Plan (Standard PHAs and Troubled PHAs)

U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires: 02/29/2016

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) *High-Performer PHA* A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on <u>both</u> of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) Small PHA A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) Housing Choice Voucher (HCV) Only PHA A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) Troubled PHA A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) Qualified PHA A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

Α.	PHA Informat	tion.					
A.1	PHA Name:	Chattanooga Housing AuthorityPHA Code:TN004					
		tandard PHA Troubled PHA					
		cal Year Beginning: (MM/YYYY):01/2018					
	• .	Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)					
		Housing (PH) Units _2,612 Number of Housing Choice Vouchers (HCVs) _3,603 Total Combined					
	Units/Vouchers _ PHA Plan Submis	ssion Type: Annual Submission Revised Annual Submission					
	Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.						
	CHA 2018 Plan may be examined by the public in Chattanooga, TN at:						
	1.	City of Chattanooga Mayor's Office					
	2. City of Chattanooga Community Development Office						
3. Chattanooga Bicentennial Library							
	4. Villages at Alton Park Leasing Office						
	5. Oaks at Camden Leasing Office						
	6. Maple Hills Leasing Office						
	7.	Emma Wheeler Homes Leasing Office					
	8.	Cromwell Hills Leasing Office					
	9.	Greenwood Terrace Leasing Office					
	10.	East Lake Courts Leasing Office					
	11.	College Hill Courts Leasing Office					
	12.	Boynton Terrace Leasing Office					
	13.	Gateway Towers Leasing Office					
	1/1	Mary Walker Towers Leasing Office					

	15.	Dogwood Manor L	easing Office				
	16. CHA Central Office						
	17.	www.chahousing.o					
	17.	www.cnanousing.	51 B				
	In add	ition to the above th	e following Resident Counci	ls have heen provided ac	cess to this nla	ın·	
	iii ada	ition to the above, th	e following nesident counci	is have been provided ac	cess to this pie		
	Boynto	on Terrace					
		wood/Scattered Sites					
		Wood, Scattered Sites Walker Towers	•				
		nt Advisory Board					
	Reside	THE Advisory Board					
	☐ PHA Consortia	· (Check box if submittin	g a Joint PHA Plan and complete ta	hle helow)			
		i. (Check box ii subilitalii			No. of Units is	n Each Program	
	Participating I	PHAs PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia		_	
	Lead PHA:			Consortiu	PH	HCV	
	Lead PHA:						
В.	Annual Plan E	lements					
B.1	Revision of PHA F	Plan Elements.					
D.11							
	(a) Have the following PHA Plan elements been revised by the PHA?						
	Y N						
	☐ ☑ Statement of Housing Needs and Strategy for Addressing Housing Needs						
	☐ ☑ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.						
	☐ Financial Resources. ☐ ☐ Rent Determination.						
	☐ Operation and Management.						
	☐ ☑ Grievance Procedures.						
	 ☐ M Homeownership Programs. ☐ M Community Service and Self-Sufficiency Programs. 						
	☐ ☑ Community Service and Self-Sufficiency Programs. ☐ ☑ Safety and Crime Prevention.						
	☐ ☑ Pet Policy.						
	□ ☒ Asset Management. □ ☒ Substantial Deviation.						
		Amendment/Modification					
	(b) If 41 - DII 4	ryomed you for our 1	describe the	and alamant(-):			
	(b) If the PHA ans	werea yes for any element	, describe the revisions for each revi	isea element(s):			
	Financial Resources						
		A HOUSING AUTHORI	ТУ				
		nancial Resources for YI					

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<u>Category</u>	<u>Description</u>	<u>Amount</u>
Public Housing		
	LIPH (Subsidy & Rental)	14,718,146
	Capital Fund grants	3,365,395
	RHF grants	627,485
	ROSS grants	264,912
		18,975,938
Housing Choice Vo	ucher	
	HCVP - Voucher	21,500,000
	HCVP - Admin	2,027,700
		23,527,700
Other		
	Property Mgmt	33,500
	Other Income	39,115
		72615
		42,576,253

Of the Other Income, approximately 17% will be used to support COCC operations, and the remaining 83% to support public housing operations.

Operation and Management

Since the publication of the last Annual Plan, CHA has made a variety of revisions to its Admissions and Continued Occupancy Policy for the public housing program. Changes included making self-sufficiency programming mandatory for residents out of compliance with their leases for financial or housekeeping reasons; adding provisions supporting the prohibition of lit tobacco products in public housing; resident requirements to maintain vermin-proof food storage and legally-required fire egress; providing for Upward Mobility Program referrals via administrative transfers from other CHA sites, revised training/workshop requirements, revised employment/education requirements, and revised progress reporting.

(c) The PHA must submit its Deconcentration Policy for Field Office review.

CHA's deconcentration policy for low-income public housing is set out in Section 3.3.3(c) of the Admissions and Continued Occupancy Policy:

In accordance with the congressional mandate in the "Quality Housing and Work Responsibility Act of 1998", the CHA has adopted the federally required policies to provide for de-concentration of poverty and to encourage income mixing in all family developments. Although the CHA will affirmatively market its housing programs to all eligible income groups, the CHA will take appropriate actions to de-concentrate poverty and encourage income mixing in developments by offering units in developments with higher average income levels to families with lower incomes, and by offering units in developments with lower average income levels to families with higher

incomes.

To this end, the site-based management office may skip over families on the waiting list to reach other families with lower/higher incomes in order to comply with de-concentration requirements.

In conjunction with the submission of the Annual Plan, the CHA will analyze the income levels of families residing in each development. Based on this analysis, the CHA will determine necessary marketing strategies to comply with de-concentration requirements.

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

B.2 New Activities.

(a) Do	oes the PHA	intend to	o undertake any	new activities	related to the	he following	in th	ie PHA's	current Fis	cal Y	Year?
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Y	N	
	\boxtimes	Hope VI or Choice Neighborhoods.
	\boxtimes	Mixed Finance Modernization or Development.
\boxtimes		Demolition and/or Disposition.
	\boxtimes	Designated Housing for Elderly and/or Disabled Families.
	\boxtimes	Conversion of Public Housing to Tenant-Based Assistance.
\boxtimes		Conversion of Public Housing to Project-Based Assistance under RAD.
	\boxtimes	Occupancy by Over-Income Families.
	\boxtimes	Occupancy by Police Officers.
\boxtimes		Non-Smoking Policies.
\boxtimes		Project-Based Vouchers.
\boxtimes		Units with Approved Vacancies for Modernization.
\bowtie	П	Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

Demolition and/or Disposition

CHA has submitted a Disposition application for the 200 units at Cromwell Hills Apartments in order to convert 190 of the units to Project-Based vouchers.

CHA plans to submit a partial demo/dispo application for 200 units at College Hill Courts, in preparation for the possibility of redeveloping the site through mixed financing.

Conversion of Public Housing to Project-Based Assistance under RAD

CHA has received a CHAP for the 111 units in the Scattered Sites AMP in order to convert the site to Project-Based Vouchers under RAD. This AMP is comprised of four separate small family sites – Missionary Heights, Woodside Avenue, Glenwood Heights East, and Glenwood Heights North. All 111 units in this AMP are two-three-four-and-five-bedroom units, and there will be no change in the number of units or the number of bedrooms. After conversion, the site will be renamed Emerald Villages. In addition to income eligibility, eligible immigration status, and criminal background checks, the CHA plans to further screen prospective resident families for their ability and willingness to set goals for each member of the family and participate in multi-generational programming designed to assist families to achieve financial, social and emotional wellness and stability. Through its partner organizations, the CHA plans to offer an array of resources including pre-natal counselling and support for pregnant women, access to affordable quality early childhood education, access to educational materials, charter school options and programs for

school age children through high school, opportunities to secure a high school diploma, post-secondary education, and several career pathways that lead to living wages. The CHA will incorporate the terms of its Upward Mobility Program into the lease, which requires all adult household members to be working, enrolled in school, or in job training for a minimum of thirty hours per week. All current residents who do not wish to participate will be offered other comparable units at our other family sites or, alternatively, a relocation voucher. When conversion is complete, the Capital Fund award will be reduced by approximately \$155,838 annually, to be replaced by funding from Project-Based Vouchers for the maintenance of the new site.

Non-Smoking Policies

CHA will be implementing the HUD-required non-smoking policies during the latter half of 2017 and into 2018.

Project-Based Vouchers

CHA will actively conduct feasibility investigations on new construction or renovation development possibilities involving the use of its allocation of project-based vouchers to facilitate the transition of our older public housing sites into affordable housing developments which better meet the requirements of today's marketplace and the available affordable housing resources. We are currently proposing to rehab the 200 units at Cromwell Hills using PBV and 4% tax credits in 2018. CHA anticipates submitting an application for 9% tax credits to renovate the Scattered Sites locations, in conjunction with RAD and/or PBV. CHA will also consider a phased transition of Greenwood Terrace, a tax credit project, to Project-Based Vouchers in order to improve its ability to perform well financially.

Units with Approved Vacancies for Modernization

CHA currently has a number of units approved as vacancies for modernization at the Boynton Terrace Apartments. Modernization on 87 units in the 953 building of the site will be completed in the latter half of 2017 and those units will be returned to regular occupancy status, while modernization status will be requested for a total of 76 units in the 951building to be renovated.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants)

The CHA will submit an application for funding from HUD's Safety and Security Grant pool in the event that the current application is unsuccessful.

B.3 Civil Rights Certification.

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.

B.4 Most Recent Fiscal Year Audit.

(a) Were there any findings in the most recent FY Audit?

 $\stackrel{Y}{\boxtimes}\stackrel{N}{\Box}$

(b) If yes, please describe:

Chattanooga Housing Authority Schedule of Findings and Questioned Costs Year Ended December 31, 2016

Section III Finding - Major Federal Award Programs Audit

Finding No.: 2016.001 Section 3 Summary Report - Significant Deficiency

Public and Indian Housing Program (CFDA No. 14.850)

Condition: Form HUD 60002, *Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons*, was not submitted for the year ended December 31, 2016.

Criteria: HUD regulations require the Housing Authority to complete and submit form HUD 60002, *Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons (OMB No. 2529-0043)* annually using the automated Section 3 Performance Evaluation and Registry (SPEARS) System.

Effect: The Housing Authority was not in compliance with various HUD regulations.

Questioned costs: The exact total of questioned costs, if any, could not be determined.

Recommendation: The Housing Authority should implement controls to ensure that all performance reports are properly submitted to HUD as required. As part of this process, we would also recommend the Director of Asset Management or another member of management periodically review HUD reporting requirements to ensure all required reports are properly and timely filed.

PHA Reply (Corrective Action Plan): Due to departmental changes that occurred during 2016, this report inadvertently was not filed during the audit period. These responsibilities have now been assigned to the appropriate individual and future reports will be filed on a timely basis as required

Contact Person: Naveed Minhas, Director of Development (423) 752-4848

Target Completion Date: December 31, 2017

B.5 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

Expand the supply of Assisted Housing

- The CHA will apply for new allocations of HCVP vouchers as they become available.
- Continued strong focus on LIPH vacancy reduction utilizing site staff.
- The CHA proposed to build 50 new townhomes for families on a vacant parcel at Cromwell Hills Apartments. HUD's Office of FHEO, disapproved the proposal due to greater than 50% minority concentration in the Census Tract of the proposed development. The CHA appealed the decision, but was unsuccessful in securing HUD approval.

• The CHA awarded 87 project based vouchers to the Elmington Capital Group, which will be building a new development with 199 rental units. These units will be ready for occupancy in May of 2018. If the CHA's plan to apply for a partial demo of College Hill Courts is approved, these 87 units may be used for relocating 87 College Hill Courts residents under CHA's people first approach. The RAD application for College Hill courts, even if approved, cannot be used by Elmington for replacement Housing due to low RAD rents. The CHA awarded 24 project based vouchers to CADAS, a local non-profit entity, to support a new 24 unit development for people who have successfully completed alcohol/drug rehabilitation. These units will be ready for occupancy by December 2017.

Improve the quality of assisted housing

- Continued major renovation program at Boynton Terrace Apartments; one tower completed, two remaining.
- Applied for disposition of 200 units at Cromwell Hills Apartments in preparation for a 4% tax credit deal that will fund the redevelopment of 200 units at Cromwell Hills Apartments.
- Increased choices for participants in HCVP through continuation of SAFMR Program-Assisted Housing Choices. Attracted new landlords to HCVP through bi-monthly outreach meetings and CHA newsletters.
- The CHA partnered with Wishrock Development Corporation to assist in Wishrock's plan to acquire and renovate Jaycee Tower I, using 4% LIHTC award. The CHA agreed to work with Wishrock to secure approval for a PILOT designation from the City of Chattanooga. Wishrock will renovate 236 affordable rental units for the benefit of elders.
- The CHA applied for a 9% LIHTC Innovation award in an effort to secure funding to renovate 111
 existing public housing units. In conjunction with this LIHTC application, the CHA applied for a
 Rental Assistance Demonstration award for the units. Although the application for the 9% LIHTCs
 was disqualified due to a conflict of interest, the CHA plans to reapply for an award in 2018.

Increase Assisted Housing Choices

- The CHA successfully applied for a grant from the Maclellan Foundation that funds the salary and benefits for a Housing Navigator. This staff person helps homeless individuals and families who have limited housing options to secure affordable, quality housing.
- The HCVP Department continued to promote its SAFMR Program, that allows for higher voucher payment standards in more desirable neighborhoods and communities within Hamilton County.
- The HCVP Department held 3 landlord fairs, to connect voucher holders with landlords who had available units.
- During Phase I of the Boynton Terrace renovation, the CHA's Relocation Team worked closely with 87 elderly families to offer choices from the CHA's public housing portfolio that would most closely suit each individual family's need.

Improve Community Quality of Life and Economic Vitality

- Partnered with existing agencies to provide educational, recreational and social opportunities on site in public housing developments including, but not limited to, Chattanooga YMCA; Partnership for Children & Adult Services; The Center for Adult Education; Chattanooga Early Childhood Development (Head Start Program); CITH of Chattanooga Youth & Family Development; READ 20; Memorial Healthcare Systems Mary Ellen Locher Breast Cancer Center; Center for Nonprofits; Communication VIP: Urban League of Greater Chattanooga; Consumer Credit Counselling Services Accountability Measures; First Things First; Regions Bank; Sun Trust Bank; United Way; Parents are First Teachers; Chattanooga Arts & Education Council; Chattanooga Neighborhood Enterprises; and Catholic Charities of East Tennessee.
- The CHA modified its Designated Housing Program admission criteria to allow admission of only elderly applicants, aged 62 and older.

 The CHA applied for \$250,000 from HUD's Safety and Security Grant pool to replace and enhance digital recording equipment at the CHA's public housing sites in an effort to provide greater security.

Promote Self-sufficiency and Asset Development of Families

- Upward Mobility Counselor continued to implement Upward Mobility Programs at Fairmount
 Apartments, Greenwood Terrace and Maple Hills. The CHA plans to expand the Program in its
 Cromwell Hills Apartment and Scattered Site renovations, new development projects that will
 result in an additional 311 families being part of self-sufficiency initiatives.
- Secured continued funding for two (2) Service Coordinator positions at the following locations: College Hill, East Lake, Emma Wheeler Homes, and Cromwell Hills. These individuals are responsible for helping to connect residents to various service providers. Resident services activities were re-organized during 2017 to focus on helping participants keep their housing. Also available to the residents for assistance with moving toward becoming self-sufficient is the Family Self-Sufficiency (FSS) Coordinator, who works with residents of the LIPH program.
- HCVP secured continued funding for an FSS Coordinator.
- The CHA updated the policies in the Upward Mobility Program to assist residents in their goals to become economically self-sufficient.
- The CHA brought the ROSS Elderly Service Coordinator's Program in-house, thereby providing a
 full-time staff member in each of the 4 elderly high rise buildings. The CHA staff members have
 partnered with several agencies in the community to enhance on-site services for the elderly
 residents.
- The CHA hosted 5 job fairs that linked prospective employers with interested LIPH residents and HCVP participants.

Ensure Equal Opportunity and Affirmatively Further Fair Housing

- All CHA staff have received training by HUD staff on Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Titles II and III of the Americans with Disabilities Act. This training will be repeated in the latter half of 2017 and in 2018.
- CHA has updated its policies, procedures and forms to implement the latest changes to the
 Violence Against Women Reauthorization Act of 2013 and implementing regulations promulgated
 with 81 FR 87812. Residents will have greater opportunity to be informed of their rights under this
 Act, and additional detail has been incorporated into the Admissions and Continued Occupancy
 Policy to define how CHA will respond to domestic violence situations.
- Provide quarterly reports to HUD on all things relating to Section 504, including reasonable accommodation logs from each housing site.
- Offered access to Tennessee Relay System for hearing impaired by posting phone number (711) at all sites.
- The CHA promptly responded to requests for reasonable accommodations in its programs.
- The CHA continued to expand its communications capability. Currently CHA staff members speak
 the following languages: Russian, Ukranian, Spanish, French, Arabic, and Urdu. Several staff
 members are proficient in American Sign Language. The CHA maintains contracts with speakers of
 Swahili, Kiswahili and Spanish and American Sign Language.

Financial Highlights and Conclusions:

In accordance with Governmental Accounting Standards Board Statement No. 34 (GASB 34), the Chattanooga Housing Authority ("CHA" or the "Authority") is pleased to provide this executive narrative. The financial statements for 2016 have been reviewed by key management staff to assess the financial health of the CHA. It is apparent in the

future that the CHA must rely less on uncertain grant funding and develop alternative resources to maintain current service levels. Financial highlights of this past year are as follows:

- <u>Public and Indian Housing Program</u>: had a \$1.8 million excess of expenses over revenues due primarily to a
 reduction of \$1,011,723 of Capital Fund activity. It is important to note that this loss includes \$4.8 million of
 depreciation expense and exclusive of this non-cash item, the program had a net operating surplus of
 approximately \$3.0 million for Fiscal Year 2016.
- <u>Section 8 Housing Choice Voucher Program</u>: recognized an increase in net position of \$136,123 due primarily to a \$130,100 excess of advances from HUD in relation to the expenditure level of Housing Assistance Payments (HAP).
- Central Office Cost Center: experienced an increase in Net Position of \$452,919 during Fiscal Year 2016.
- <u>Federal Funding: Federal</u> funding received in 2016 was \$36,453,157, which represents an approximate 13% increase from the \$32,171,603 recognized in 2015 due to higher Public Housing Capital Fund, Public and Indian Housing and Section 8 Housing Choice Voucher funding received in 2016.
- <u>HAP Utilization</u>: Payments to landlords for the Housing Choice Voucher Program increased 18% from approximately \$17.7 million in 2015 to \$20.8 million in 2016 due to increased voucher utilization and higher payment standards in relation to 2015 levels.
- Business Activities: experienced a decrease in net assets of \$336,840. When depreciation is excluded from
 this calculation this represents an operating gain of \$39,640. In addition, the program recognized a nonoperating gain of \$96,174 due to the increase in the value of the interest rate swap on the Holtzclaw, LLC
 loan with First Tennessee Bank.
- <u>Cash & Investments</u>: increased from \$11.7 million at the end of 2015 to \$13.5 million as of December 31, 2016. The increase was due to approximately \$1.9 million in HAP subsidies being received prior to December 31, 2016 which were designated for use during January 2017. These subsidies are included in unearned revenue on the statement of net position.

B.6 Resident Advisory Board (RAB) Comments.

(a) Did the RAB(s) provide comments to the PHA Plan?

Y N ⊠ □

(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

B.7 Certification by State or Local Officials.

Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.

B.8	Troubled PHA. (a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place? Y N N/A □ ☑ □ (b) If yes, please describe:
C.	Statement of Capital Improvements . Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
C.1	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.
	Please see form HUD-50075.2 approved by HUD on 11/17/2016