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Serving elderly, disabled & low income citizens of  
Bristol and Sullivan County, Tennessee

Agency Plan  
FFY 2019

Submitted to HUD  
July 17, 2019

# Streamlined Annual PHA Plan (High Performer 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-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small 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 both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and 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.

A.	PHA Information.														
A.1	<p> <b>PHA Name:</b> Bristol Housing                      <b>PHA Code:</b> TN066  <b>PHA Type:</b> <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): 10/2019  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> 354    <b>Number of Housing Choice Vouchers (HCVs)</b> 210  <b>Total Combined</b> 564  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission                      <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below 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. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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. </p> <p> <b>Bristol Housing</b>  <b>204 Bluff City Hwy.</b>  <b>Bristol, TN</b>  <a href="http://www.bthra.com">www.bthra.com</a> and <a href="http://www.bristol-housing.com">www.bristol-housing.com</a> </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:					
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program							
		PH	HCV												
Lead PHA:															

<b>B.</b>	<b>Annual Plan Elements</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s): <b>Policies available for review at main office</b></p> <ul style="list-style-type: none"> <li>• <b>Financial Resources change annually due to fluctuations in subsidy amounts.</b></li> <li>• <b>ACOP updated</b></li> <li>• <b>Pet Policy, revised</b></li> <li>• <b>Grievance Policy, revised</b></li> <li>• <b>Criminal Trespass Policy, new policy</b></li> </ul> <p><b>BH is committed to following the guidelines as set forth by HUD regulations regarding Affirmatively Furthering Fair Housing, final rule published July 16, 2015. Will work closely with THDA and TAHRA to make sure all is being done to assist our residents and potential residents in the community.</b></p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review. <b>Attached</b></p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Non-Smoking Policies.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project-Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p><b>No Smoking Policy in place – resident meetings, information sent to every household, met with County Health Department to discuss ways to assist residents in smoking cessation. Lease amendment signed by all current residents, new residents at move-in.</b></p> <p>(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.</p>

B.3	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p><b>Attached</b></p>
B.4.	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p><b>Other Document and/or Certification Requirements.</b></p>	
C.1	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p><b>Civil Rights Certification.</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>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.</p>
C.4	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p><b>D Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
D.1	<p><b>Capital Improvements.</b> 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.</p> <p><b>The most recent HUD-50075.2 was submitted to HUD July 15, 2016.</b></p>

# Instructions for Preparation of Form HUD-50075-HP

## Annual Plan for High Performing PHAs

### A. PHA Information. All PHAs must complete this section.

- A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

### B. Annual Plan.

#### B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. (24 CFR §903.7(a)(1) and 24 CFR §903.12(b)). Provide a 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. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. (24 CFR §903.7(a)(2)(ii) and 24 CFR §903.12(b)).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b)).

☐ **Safety and Crime Prevention (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

☐ **Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

☐ **Hope VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

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

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

**B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

## C. Other Document and/or Certification Requirements

**C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

**C.2 Civil Rights Certification.** Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

**C.3 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

**C.4 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. (24 CFR §903.15)

**D. Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

**D.1 Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. 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.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

## Deconcentration and Income Mixing

Bristol Housing's policy to provide for deconcentration of poverty will consist of the following:

- A. Targeting: The income levels of families on the waiting list will be analyzed so that not less than 40% of admissions in any fiscal year will be families whose income does not exceed 30% of median income for the area.
- B. Income Mixing: Prior to the beginning of each fiscal year BH will analyze the income levels of families residing in each development to bring higher income families into lower income developments and lower income families into higher income developments.

BH will strive to insure that no individual development has a concentration of higher or lower income families. BH may skip families on the waiting list to reach other families with a lower or higher income. This will be accomplished in a uniform and non-discriminatory manner.

BH will affirmatively market public housing to all eligible income groups. If necessary, BH will determine the level of additional marketing strategies and deconcentration incentives to implement the objective of this policy.

## **BRISTOL HOUSING**

### **Definition of “Substantial Deviation” and “Significant Amendment or Modification”.**

The following are considered to be significant amendments or modifications:

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-year Action Plan) or change in use of replacement Reserve funds under the Capital Fund.
- Any change with regard to a proposed demolition, disposition, homeownership, RAD conversion, Capital Fund Financing, development or a mixed finance proposal is considered by HUD to be significant amendments to the CFP 5-Year Action Plan based on the Capital Fund Final Rule.

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.



## VIOLENCE AGAINST WOMEN ACT (VAWA) GOALS AND OBJECTIVES

Bristol Housing (BH) has adopted, implemented and made applicable provisions of the Violence Against Women Act (VAWA).

A. Activities, services, or programs provided by BH directly, or in partnership with other service providers, to children, adult victims of domestic violence, dating violence, sexual assault or stalking. Partners include:

1. Police Department
2. Local Social Service Referrals

B. Activities, services, or programs provided by BH directly, or in partnership with other service providers, to children, adult victims of domestic violence, dating violence, sexual assault or stalking to obtain or maintain housing.

1. BH has revised its Public Housing Admissions and Continued Occupancy Plan and Section 8 Housing Choice Voucher Administrative Plan to comply with and support VAWA. Policies to support and assist victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance programs based on acts of such violence against them.
2. BH is utilizing the form HUD 5380, Notice of Occupancy Rights under the Violence Against Women Act, for its housing assistance programs.
3. BH is utilizing the form HUD 52641, Housing Assistance Payments (HAP) Contract and HUD 52641 (A), Tenancy Addendum.
4. For the programs administered by BH, an applicant who has been a victim of domestic violence, dating violence, or stalking shall not be denied admissions into the program if they are otherwise qualified.
5. For the programs administered by BH, a tenant who has been a victim of domestic violence, dating violence, or stalking shall not be terminated assistance due to being a victim of domestic violence, dating violence, or stalking, as long as the victim submits the completed form HUD-5382 within 14 calendar days.
6. Incidents or threats of abuse directly related to the abuse will not be construed as serious or repeated violations of the lease or other "good cause" for

termination of the assistance, tenancy or occupancy rights of a victim.

7. Criminal activity directly related to abuse, engaged in by a member of the participant's household or any guest or other person under participant's control, shall not be cause for termination of assistance, tenancy, or occupancy if the participant or an immediate member of the participant's family is the victim or threatened victim of that abuse.
8. Section 8 Housing Choice Voucher landlords will be notified of their rights and responsibilities under VAWA.
9. Definitions of domestic violence, dating violence, and stalking have been included in its Public Housing Admissions and Continued Occupancy Plan and Section 8 Housing Choice Voucher Administrative Plan.
10. Public Housing Tenants and Section 8 Housing Choice Voucher participants will be notified of their rights and responsibilities under VAWA.
11. BH provides an exception to the prohibition against a family moving under portability in violation of the lease in the Section 8 Housing Choice Voucher program.

C. Activities, services, or programs provided by BH to prevent domestic violence, dating violence, sexual assault and stalking, or to enhance victim safety in assisted families.

1. VAWA notices are posted in the lobby.
2. BH will consider transfer between units and other jurisdictions to offer safety for the victim(s).
3. BH does not have in-house counseling staff and does not provide counseling activities, services or programs. Victims are referred to the proper partnerships.

These programs and policies form a network of services that provide or offer activities, services, or programs that help children and adult victims of domestic violence, dating violence, sexual assault, or stalking to obtain or maintain housing, or to enhance victim's safety in assisted families.

### **B.3 Progress in Meeting Goals**

**Goal – Increase revenues from outside (non-HUD) sources to improve Authority sustainability:** Bristol Housing (BH) continues to supplement its revenues by providing inspection, accounting and IT services to other local PHAs. BH plans to further expand its service base by offering management services to private landlords and apartment complexes.

**Goal – Apply for additional rental vouchers:** Bristol Housing (BH) received 10 VASH vouchers to expand the supply of housing within its jurisdiction. Additional vouchers will be applied for as opportunities become available.

**Goal – Reduce public housing vacancies:** BH is currently working on reducing the turnover time for vacated public housing units to lower the vacancy rate of the units as well as improve the PHA's Management Indicator. Several new measures have been implemented to expedite both "make ready" and "lease up".

**Goal – Leverage private or other public funds to create additional housing opportunities:** BH is studying the feasibility to leverage private or other public funds to create additional housing opportunities for its residents.

**Goal – Acquire or build units or developments:** BH is studying the feasibility of acquiring or building additional housing units. By utilizing Low Income Housing Tax Credits and below market loans through the Federal Home Loan Bank's Affordable Housing Program, BH may expand the supply of affordable housing throughout the area without traditional HUD assistance.

**Goal – Improve public housing management:** BH is currently in the process of improving various operations, management and maintenance functions in an effort to improve their overall PHAS score.

**Goal – Improve voucher management:** BH continues to implement measures which improve administrative efficiency and reduces costs.

**Goal – Increase customer satisfaction:** BH is attempting to keep residents better informed of BH policies and programs as well as overall authority information through monthly meetings for the residents. Additionally, BH continues to support the Resident Councils at Fort Shelby and Edgemont Tower.

**Goal – Concentrate on efforts to improve specific management functions:** BH is currently in the process of improving vacant unit turnaround time and annual inspections of the dwelling units and system as recommended by HUD.

**Goal – Renovate or modernize public housing units:** BH has continually upgraded its public housing units through the Capital Fund Program. All modernization activities are addressed in accordance with need as well as resident requests in all developments.

**Goal – Provide voucher mobility and counseling:** BH is currently providing voucher mobility counseling by conducting briefings with new voucher holders and advising them of the benefits of living outside areas of poverty or minority concentration.

**Goal – Conduct outreach efforts to potential voucher landlords:** BH is currently conducting outreach efforts to potential voucher landlords, through their Section 8 Housing Choice Voucher Program. The outreach effort consists of contacting the potential landlords by telephone and/or mailings notifying them of the availability of voucher recipients. BH also conducts bi-annual briefings for landlords and potential landlords offering program information and training in subjects such as reasonable accommodation and fair housing.

**Goal – Provide or attract supportive services to improve assistance recipients' employability:** BH offers and provides a variety of services and programs to their residents to achieve self-sufficiency and improve assistance recipients' employability. These services and programs include the Welfare to Work Program as well as referrals to local non-profit agencies providing supportive services. Participation in Bristol's new "hiring event", contacting residents and tenants regarding the event and serving as resource vendor.

**Goal – Provide or attract supportive services to increase independence for the elderly or families with disabilities:** BH currently has the UETHDA Nutrition Program which provides the elderly and disabled with a hot daily meal. BH works closely with DHS, Aid and Assist, Second Harvest Food Bank, Choices, Habitat for Humanity, ARCH and Eastern 8, and other human service agencies to provide the tools they need for independent living.

**Goal – Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:** BH continues to operate its public housing program and Section 8 Housing Choice Voucher 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:** BH's operations and management, inspections, maintenance and modernization programs are spread equally among all developments.

**Goal – Promote energy efficient practices and products when performing rehabilitation, repair and replacement in public housing developments:** BH will incorporate, when applicable, Energy Star Program qualified products and practices when performing rehabilitation, repair and replacement in their public housing developments. We are using compact fluorescent lamps (CFLs), occupancy sensors for common areas such as restrooms, laundry rooms, meeting rooms and any appliances, HVAC equipment, copiers and printers are all energy star rated. BH is also purchasing and installing new energy efficient water heaters.

**B.6**  
**Resident Advisory Board Meeting to Discuss 2018 Agency Plan**  
**Thursday, April 11, 2019 @ 4:00 p.m.**  
**Meeting Minutes**

**General Discussion**

- Karena Coakley and Regina Edwards led the discussion.

**Public Housing Program**

- Karena Coakley, Project Manager, led this discussion.
- Briefly explained that the ACOP (Admission and Continued Occupancy Plan), has been updated. Synopsis available at the main office for review.
- Pet policy has been updated. All residents will be given copy of new policy.
- No smoking policy – many residents not following policy. Numerous evictions in process due to not following policy.
- Criminal Trespass Policy – new policy.
- Lease – updated.
- Rent Collection Policy – updated.
- VAWA Policy – updated.

**Finance**

- Regina Edwards, Chief Financial Officer (CFO), gave a brief overview regarding finances. Handed out copies of the 2019 operating budget to residents.
- Explained AMPS and COCC (central office cost center) management and maintenance.
- Discussed new hires

**Section 8 Housing Choice Voucher Program**

- Regina Edwards then gave a brief overview of the Section 8 Housing Choice Voucher Program.
- Recently purged waiting list. Taking applications again. Problems leasing up. The biggest problem is the cost of utility deposits. Very difficult for applicants to come up with the deposits.
- 210 vouchers are being administered by Bristol Housing, 200 regular vouchers and 10 VASH vouchers (for veterans only).
- Discussed the Homeownership Program for Section 8 Housing Choice Voucher Program – open to current participants of the Section 8 Housing Choice Voucher Program, must be in good standing; must not owe money to any housing authority. Public Housing participants are eligible. 10 closings to date.
- Discussed different types of housing available for homeownership; existing home, new construction, etc. Mentioned Eastern Eight as source of further information on housing types.
- Briefly explained “portability”.
- Administrative Plan, similar to ACOP in public housing, will be updated soon.

Everyone was thanked for their time and interest. Residents were reminded about the resident meeting on April 25<sup>th</sup> at 4:00p.m.

Most residents present participated either in the Section 8 Housing Choice Voucher Program or lived in one of the high-rise buildings.



Serving elderly, disabled & low income citizens of  
Bristol and Sullivan County, Tennessee

### RESIDENT ADVISORY BOARD MEETING

TO RECEIVE COMMENTS ON THE FY2019 AGENCY PLAN

THURSDAY, APRIL 11, 2019 at 4:00 P.M.

NAME	ADDRESS	PHONE NO.
Carol Holt	504 Pennsylvania Ave	423-262-7816
Deanne Cotton	100 Ash St Bristol TN	423-989-3318
Donna Parks	100 Ash St. Apt. 7-2	423-217-1029



**B.6**  
**Resident Advisory Board Meeting to Discuss 2019 Agency Plan**  
**Thursday, April 25, 2019 @ 4:00 p.m.**  
**Meeting Minutes**

**General Discussion of Maintenance**

- Steve Smith, Facilities Manager, led this discussion.
- Contracted Services were discussed and a list was given to all present.
- Work Order Procedures – Do's and Don'ts. Reviewed what an emergency was. Everyone given a copy of work order procedures and Do's and Don'ts regarding work orders.
- Work orders addressed based on priorities – emergency work orders first, then water leaks. Routine work orders, closet door off-track, etc. would then be completed.
- Maintenance Charge Sheet given to all present.
- Discussed bedbugs. Much less expensive to eradicate, now that in-house pest control is in place.

**Capital Fund Program (CFP)**

- Steve Scyphers, Executive Director, gave a brief explanation of proposed work
- Briefly explained what capital funding is used for and what operating subsidy is used for
- Housing Authority has been very conservative when it comes to expenditures
- BH puts money where the greatest need is, therefore high rises take the bulk of the money. Operating costs are exorbitant.
- Roof replacement at Edgemont Tower almost completed. Waiting on paperwork and final closeout documents.

**CFP Work - Upcoming**

- Trash Chutes – in process
- Balconies at Edgemont Tower need updating
- Kitchens, family units, and high rises, need updating
- ADA modifications, ramps, etc. as needed, and requested

**Suggestions by Residents**

Everyone was thanked for their time and interest.

Most residents present participated either in the Section 8 Housing Choice Voucher Program or lived in one of the high-rise buildings.



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### RESIDENT ADVISORY BOARD MEETING

TO RECEIVE COMMENTS ON THE FY2019 AGENCY PLAN

THURSDAY, APRIL 25, 2019 at 4:00 P.M.

NAME	ADDRESS	PHONE NO.
Linda Wilson	100 Ash St., Apt. 3-M	276-285-4344
Amy Adams	400 Shelby St apt 406	423-354-6984
Raymond Hill	400 Shelby St. # 701	276-494-5375



## Board Resolution 19-03

<b>Certifications of Compliance with PHA Plans and Related Regulations</b> <i>(Standard, Troubled, HCV-Only, and High Performer PHAs)</i>		<b>U.S. Department of Housing and Urban Development</b> Office of Public and Indian Housing <b>OMB No. 2577-0226</b> <b>Expires 02/29/2016</b>
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### **PHA Certifications of Compliance with the PHA Plan and Related Regulations including Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 10/1/2019, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

**Bristol Housing**

PHA Name

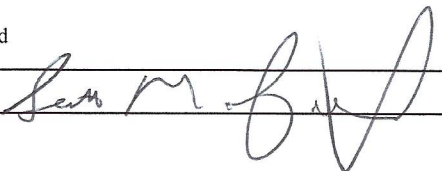
**TN066**

PHA Number/HA Code

  X   Annual PHA Plan for Fiscal Year 2019

       5-Year PHA Plan for Fiscal Years 20       - 20      

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official	Title
Scott Morefield	Board Chairman
Signature 	Date 06/26/2019

## Civil Rights Certification

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

### Civil Rights Certification

#### Annual Certification and Board Resolution

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

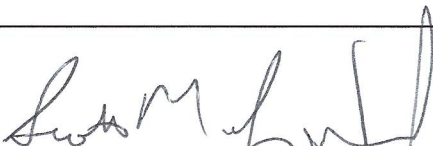
Bristol Housing

TN066

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Scott Morefield	Title	Board Chairman
Signature		Date	6-26-19

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 2/29/2016

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

I, Christina Blevins, the Community Development Specialist  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Bristol Housing

*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the

City of Bristol, Tennessee

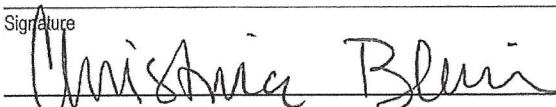
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

it provides affordable housing to low income people and the Housing Authority is working with developers  
and other local agencies to provide other affordable housing opportunities such as homeownership.

Thereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Christina Blevins	Community Development Specialist
Signature	Date
	7-16-19