

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003

**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: Housing Authority of Jefferson County

PHA Number: IL059

PHA Fiscal Year Beginning: (04/01/2003)

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 2000 - 2004
[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)

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: **Marketing strategies and revitalization of apartments.**
 - 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: **Increase resident services.**
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: **Continue Capital Fund plans.**

- 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:
Increase curb appeal of all apartments and neighborhoods through continued renovation and extensive resident services.
 - 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)

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: **By giving preference to employed families and providing employment opportunities to residents through the HAJC's Section 3 program.**

- Provide or attract supportive services to improve assistance recipients' employability: **The HAJC will continue to work with supportive service agencies to improve assistance recipients' employability, i.e., Green Thumb, Job Training & Partnership Act Workforce Investment Group previously (JTPA), and Earn Fare.**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities. **The HAJC will continue to work with supportive service agencies to increase independence for the elderly or families with disabilities, i.e., Opportunities for Access, Senior Services, and the Sunshine Center.**
- 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: **In 1995 , through its Vacancy Reduction Program, the HAJC began to renovate small obsolete units to larger apartments that are accessible to persons with all varieties of disabilities. Today the HAJC continues this process through its Capital Fund Program.**
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan

PHA Fiscal Year 2003

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Streamlined Plan:

- Standard 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 Housing Authority of Jefferson County has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Jefferson County Housing Authority.

The Mission of the Jefferson County Housing Authority is dedicated to provide this community with quality affordable housing that is decent, well maintained and free from drugs and violent crime. We endeavor to provide livable communities that are made up of a diverse range of economic incomes so that the children of these communities have role models and that are visibly striving to make economic gains for their families. We are committed to providing our residents with as many opportunities as possible to become economically self-sufficient. We shall do all of these things while serving our residents and neighboring citizens with the highest degree of professional courtesy, empathy and respect.

We also have adopted the following goals and objectives for the next five years.

Goal One: Manage the Housing Authority of Jefferson existing public housing program in an efficient and effective manner thereby qualifying as no less than a standard performer under Housing and Urban Development Standards.

Objectives: 1. HUD will continue to recognize the Housing Authority of Jefferson County as a high performer by the FYE March 31, 2004.

2. The Housing Authority of Jefferson County will strive to make public housing apartments become competitive with private sector apartments. The HAJC will make the public housing units more marketable to the community as evidenced by an increase in our waiting list that will require a thirty day wait for housing available by March 31, 2004.

3. The Housing Authority of Jefferson County shall improve and promote a motivating work environment with a capable and efficient staff to operate as a customer-friendly and judicious leader in the affordable housing industry.

Goal Two: Provide a safe and secure environment in all the Jefferson County Housing Authority's public housing developments.

Objectives: 1. The Housing Authority of Jefferson County will continue to reduce crime in its developments so that the crime rate is less than the surrounding neighborhood by March 31, 2004.

2. The Housing Authority of Jefferson County will continue to refine the working agreement of understanding between the City of Mt. Vernon Police Department, the Jefferson County Sheriffs Department and this agency. The purpose of this is to better define the problems of crime that occurs near each development and continue to develop strategies for identifying and reducing this problem.

3. Reverse the image of public housing from poor to productive communities.

4. Improve resident involvement through the Resident Advisory Board, activities and participation of residents in all developments..

5. 5. The Housing Authority of Jefferson County shall reduce its evictions due to violations of criminal laws by 20% by March 31, 2004, through aggressive applicant screening procedures.

Goal Three: Expand the range and quality of housing choices available to participants in the Jefferson County Housing Authority's Section Eight based assistance program.

Objectives: 1. The Housing Authority of Jefferson County shall establish a program to assist recipients program to become homeowners by March 31, 2004.

2. The Housing Authority of Jefferson County shall achieve and sustain a utilization rate of 95% by March 31, 2004, in its tenant - based program.

3. The Housing Authority of Jefferson County shall attract 5 new landlords who want to participate in the program by March 31, 2004.

Goal Four: Long term vacant public housing apartments will be brought on-line. Seeking possible use for young disabled with supportive services. Include Supportive Services/Assisted Living for low income elderly.

- Objectives:**
1. To house new eligible applicants.
 2. To assist in completion of modernization Program for obsolete public housing units.
 3. Provide space for Cooperative Agreements with Social Services Agencies to provide assistance to qualified Public Housing applicants in emergency situations.

Goal Five: Provide continuous in service for staff and commissioners.

Our annual plan is based on the premise that if we accomplish our goals and objectives we will be working toward the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- We have adopted three local preferences --applicants who are working families within our county--victims of domestic violence-- and seniors and persons with disabilities automatically get this preference.
- We have adopted an aggressive screening policy for public housing to ensure the best of our ability that new admissions will be good neighbors. In Section 8 as well as Public Housing we are screening applicants to the fullest extent allowable while not reducing the Section 8 Landlords responsibilities. Our screening practices will meet all fair housing requirements.
- Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- We have established a minimum rent of \$50.00 by PHA Resolution 96-6.
- We have established a flat rent for all developments, PHA Resolution 99-17.
- We have established a Interim Rent Redetermination Policy, PHA Resolution 2001-13
-
- In summary we are on course to improve the conditions of affordable housing.
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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:

- Admissions Policy for Deconcentration (IL059A01)
- FY 2003 Capital Fund Program Annual Statement (IL059B01)
- 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 (IL059C01)
- FY 2003 Capital Fund Program 5 Year Action Plan (IL059B01)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (IL059D01)

- Other (List below, providing each attachment name)
 Performance & Evaluation Report CFP 2000 (IL059F01)
 Performance & Evaluation Report CFP 2001 (IL059G01)
 Performance & Evaluation Report CFP 2002 (IL059G01)

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
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
XX	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
XX	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
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	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
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	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	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XX	<input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	
XX	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
XX	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XX	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
XX	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XX	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
XX	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
XX	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program x check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
XX	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
XX	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (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	13%	5					
Income >30% but <=50% of AMI	10%	5					
Income >50% but <80% of AMI	10%	5					
Elderly	N/A						
Families with Disabilities	N/A						
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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: 2003
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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 checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	42		100%
Extremely low income <=30% AMI	29	69%	
Very low income (>30% but <=50%			

Housing Needs of Families on the Waiting List			
AMI)	13	31%	
Low income (>50% but <80% AMI)	0	0	
Families with children	28	67%	
Elderly families	04	10%	
Families with Disabilities	07	17%	
Race/ethnicity	27	64%	
Race/ethnicity	15	36%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	44		100%
Extremely low income <=30% AMI	37	100%	
Very low income (>30% but <=50% AMI)	4		
Low income (>50% but <80% AMI)	3		
Families with children	2	8%	
Elderly families	0		
Families with Disabilities	0		
Race/ethnicity	24	54%	
Race/ethnicity	15	34%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	29	65%	
2 BR	12	27%	
3 BR	3	6%	
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No 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 The HAJC's strategy for addressing the housing needs of families in the jurisdiction and the waiting list in the upcoming year is to attract mixed income and working families by continuing to make units more viable through modernization and increasing resident amenities.

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)
The HAJC has entered into Cooperative Agreements with Senior Service, Jefferson County Comprehensive Services and Opportunities for Access.

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)

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
- X 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 2002 grants)		
a) Public Housing Operating Fund	\$678,669	Public housing operations
b) Public Housing Capital Fund	\$664,828	Public housing capital improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$329,603	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		Public housing safety/security
g) Resident Opportunity and Self-Sufficiency Grants		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Drug Elimination 2001	\$65,572.01	
3. Public Housing Dwelling Rental Income	\$400,460.00	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$2,139,132.01	

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)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) **The HAJC staff verify all information for admission to public housing including income and source prior to being placed on waiting list.**

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) **The HAJC's Resident Advisory Board may review potential applicants.**

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**

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

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?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused

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

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.

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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 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)

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) **Tenant Handbook**

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: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:

Mays Manor IL59-01

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
 List (any applicable) developments below:

Mays Manor IL59-01

B. Section 8

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below) **Sexual Offenders List**
 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)
1. The Family's current address as shown in the HA's records.
 2. The name and address of the Family's current and prior landlords.
 3. Information about the Family concerning tenancy history of the Family members.

(2) Waiting List Organization

- 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

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

If yes, state circumstances below:

If the applicant can show proof of extensive search for a unit with no successful results.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 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

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

b. Minimum Rent

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

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

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

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:
- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
- For the earned income of a previously unemployed household member
 - For increases in earned income
 - Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
 - Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
 - For household heads
 - For other family members
 - For transportation expenses
 - For the non-reimbursed medical expenses of non-disabled or non-elderly families
 - Other (describe below)

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) 1. Any addition to family composition and/or their income to the household.
2. Income increase or decrease of more than \$30.00 per month.
3. Change in source of income.

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)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	337	70
Section 8 Vouchers	99	20
Section 8 Certificates		

Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	0	0
Other Federal Programs(list individually)		
FMHA/Rural Housing	12	2
Capital Fund	337	70

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
Management Statement of Policies &
Objectives/Maintenance/Pest Control Policy
- (2) Section 8 Management: (list below)
Section 8 list
Section 8 Certificate & Voucher Programs

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

1. Yes X 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)

- X 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) il059b01

-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 il059b01
-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

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: <u>(DD/MM/YY)</u>
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)]

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

- X 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:	Mays Manor-Short St.-Dix-Rose Lane-Ina-Waltonville
1b. Development (project) number:	59-01 59-02 59-03 59-05 59-06 59-07
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 checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(11/13/01)

<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected: All units 337</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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

Conversion of Public Housing Activity Description
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>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.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p>

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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 USHA 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

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

X 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? 07/13/98

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

- X Client referrals
X Information sharing regarding mutual clients (for rent determinations and otherwise)
X 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

(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
- X Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- X 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

X 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)
<i>Education Awards, Youth Honor Roll. Youth & Adult Scholarships (youth back to school supplies provided Dev wide)</i>	75	<i>Sign-Up</i>	<i>PHA Main Office</i>	<i>Public Housing</i>
Adult Literacy – GED Referrals	12	Sign-Up	PHA Main Office	Public Housing
Music Enrichment classes – Youth trip to St. Louis Fox Theater	10	Sign-Up	FTAC Main Office & PPB Group	Public Housing
Youth Horticulture Class, Rend Lake College Instructor (Youth Group was recipient of City wide award “Bright and Beautiful”)	15	Sign-Up	FTAC Main Office	Public Housing
Advisory Board Informational Training (Monthly) Christmas Light Tour, Christmas Lights Award (Seniors 59 1)	76	Advisory Board	PHA Main Office	Public Housing
Jefferson County African American Heritage Gala (youth & adults) and the Martin Luther King Annual Celebration for adults & youth.	60	Sign-Up (tickets)	HAJC PHA Main Office	Public Housing
Oct 31 st Treats for Seniors, (youth staff and parents distributed household items to seniors 59-1 & 59-2 developments, Halloween activities also included youth costume party & hayride.	20	Sign-Up	PHA Main Office	Public Housing
Seniors Lunch Program 3 times weekly 59-5 development - Food distribution Coord, w/Mt.Vernon Twp. Supervisor develop wide.	120 ave	As available	Rose Lane Rec Room	Public Housing
U of I Partnership; PHA surveyed & distributed Farmers Market coupons. Youth & Adult Summer Programs – Swimming- Basketball-Camps , ZOO field trip to St. Louis, Mo.	284	Sign-Up	PHA Main Office	Public Housing
Kids & Cops Days Dev. Wide, City Police, County Sheriffs Dept. Liaison/Dare Team and Officer - interaction of, K-9 units, with Adults and youth.	309	Sign-Up	PHA Main Office partner w/ City & County Schools, PPB Board	Public Housing & County Wide Students

(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	N/A	N/A
Section 8	N/A	N/A

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- 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).

- X 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)

59-01 Mays Manor

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

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

- X Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- X Crime Prevention Through Environmental Design
- X 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)

59-01 Mays Manor

C. Coordination between PHA and the police

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

- X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., Community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X 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)

59-01 Mays Manor

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2003 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- X 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 2003 in this PHA Plan? (*No Funding Available*)
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: il059d01)

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? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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) il059e01
 - 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.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) **State of Illinois**
Consolidated Plan

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.

Attachments

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

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

DECONCENTRATION POLICY

The Housing Authority of Jefferson County (HAJC) shall make every effort to deconcentrate families of certain income characteristics within the PHA developments. To achieve this, the HAJC may offer incentives for eligible families having higher income to occupy apartments in developments which are predominantly occupied by eligible families having a lower income, and provide for occupancy of eligible families having lower incomes in developments predominantly occupied by eligible families having higher incomes. Incentives by the HAJC may allow for the eligible family to have the sole discretion in determining whether to accept the incentive and an agency may not take any adverse action toward any eligible family for choosing not to accept these incentives. The skipping of a family on the waiting list to reach another family to implement this deconcentrating policy shall not be considered an adverse action. As such, the HAJC will continue to accept applications and place the individuals on the waiting list. Selection will be made based on a combination of the local preferences and income target mix. Any eligible family who qualifies as higher income family may accept a dwelling unit assignment and be placed randomly in to a vacant housing unit.

The HAJC will track income mix in all developments and endeavor to avoid a concentration of higher or lower income families in any one building or development.

HOUSING AUTHORITY: Housing Authority of Jefferson County
DEVELOPMENT NAME: Conger & Cleveland Streets IL-59-01

PHYSICAL NEEDS

Site Improvements	Estimated Cost
Streets and Roads	_____
Parking Areas	_____
Curbs and Gutters	_____
Landscaping	_____
Grading	_____
Sewers	_____
Water Lines	_____
Gas Lines	_____
Electrical System	_____
Sub-soil Conditions	_____
Playground and Tot-Lots	_____
Miscellaneous	_____
Other: _____	_____
Subtotal:	<u>\$0.00</u>

Dwelling Units	Estimated Cost
Structural Problems	_____
Laundry Facilities/Hook-ups	_____
Closets	_____
Common Areas	_____
Equipment Space	_____
Tenant Storage space	_____
Roofing	_____
Plumbing	_____
Electrical	_____
Heating	_____
Air Conditioning	_____
Lead-Based Paint, Asbestos, Etc.	_____
Accessibility, 504, Etc.	_____

Lighting Fixtures		
Kitchens		
Painting and Plastering		
Flooring		
Windows		
Doors		
Bathroom Renovation		
Locks and Hardware		
Appliances		
Elevators		
New Amenities		
Other:		
Other:	_____	_____
Other:	_____	_____
Other:	_____	_____
Subtotal:		\$0.00
<hr/>		
Non-Dwelling Structures		Estimated Cost
Administrative Building/Space		
Maintenance Building/Space	_____	
Community Building/Space	_____	
Laundry Facilities	_____	
Subtotal:		\$0.00
<hr/>		
Non-Dwelling Equipment		Estimated Cost
Office Furniture and Equipment		
Maintenance Equipment	_____	
Community Space Equipment	_____	
Computer Equipment	_____	
Automotive Equipment	_____	
Subtotal:		\$0.00
<hr/>		
Development-Oriented Management Improvements		Estimated Cost
Specific Need		
Specific Need	_____	_____
Specific Need	_____	_____
Subtotal:		\$0.00
<hr/>		
TOTAL DEVELOPMENT NEEDS:		\$0.00

HOUSING AUTHORITY: Housing Authority of the Jefferson County
1000 South 9th Street, Mt. Vernon, IL 62864

Need	Estimated Cost
Computer Hardware and/or Software	\$17,500.00
Developing Internal Control Systems	<u>\$0.00</u>
Training Assistance	<u>\$27,000.00</u>
Resident Programs	<u>\$1,500.00</u>
Security Needs	<u>\$4,024.00</u>
Other Technical Assistance	<u>\$33,885.00</u>
Specific Need <u>Administration Salaries</u>	<u>\$58,532.00</u>
Specific Need <u>Vehicle</u>	<u>\$18,000.00</u>
Specific Need <u>Maintenance Tools</u>	<u>\$3,450.00</u>
Total:	<u>\$163,891.00</u>

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (11/2003)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimate Cost
1	Total Non-CGP Funds	0.00
2	1406 Operations	0.00
3	1408 Management Improvements	29,396.00
4	1410 Administration	58,532.00
5	1411 Audit	0.00
6	1415 Liquidated Damages	0.00
7	1430 Fees and Costs	31,000.00
8	1440 Site Acquisition	0.00
9	1450 Site Improvement	0.00
10	1460 Dwelling Structures	474,600.00
11	1465.1 Dwelling Equipment - Nonexpendable	0.00
12	1470 Nondwelling Structures	34,000.00
13	1475 Nondwelling Equipment	37,300.00
14	1485 Demolition	0.00
15	1490 Replacement Reserve	0.00
16	1492 Moving to Work Demonstration	0.00
17	1495.1 Relocation Costs	0.00
18	1498 Mod Used for Development	0.00
19	1502 Contingency	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$664,828.00
21	Amount of line 20 Related to LBP Activities	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00
23	Amount of line 20 Related to Security	0.00
24	Amount of line 20 related to Energy Conservation Measures	0.00

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Activities	Staff Training/Construction Inspection	1408	\$ 19,750
HA-Wide Activities	Security/Police Department and Resident Initiative Programs	1408	\$ 9,646
HA-Wide Activities	Administration Salaries/Expenses	1410	\$ 58,532
HA-Wide Activities	Architectural Fees	1430	\$ 31,000
IL-59-1 Conger	Install A/C Units	1460	\$ 300,000
IL-59-5 Roselane	Install HVAC Units 50%	1460	\$ 144,000
IL-59-6 Ina	Replace Exterior Doors	1460	\$ 9,800
IL-59-7 Waltonville	Replace Exterior Doors	1460	\$ 9,800
IL-59-7 Waltonville	Replace 4 Rear Porches	1460	\$ 11,000
IL-59-1 Conger	Yard Water Drainage Repairs	1470	\$ 15,000
IL-59-7 Waltonville	Parking Lot Expansion	1470	\$ 19,000
HA-Wide Activities	Resident Tenant Election	1475	\$ 5,000
HA-Wide Activities	Maintenance Tools	1475	\$ 4,800
HA-Wide Activities	Mgmt/Maintenance Computers Upgrade/Hardware	1475	\$ 9,500
HA-Wide Activities	Nondwelling Equipment - Vehicle	1475	\$ 18,000
	Total		\$ 664,828

**Annual Statement
Capital Fund Program (CFP)**

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide Activities	1/05	10/07
IL-59-1 Conger	1/05	10/07
IL-59-3 Dix	1/05	10/07
IL-59-5 Roselane	1/05	10/07
IL-59-6 Ina	1/05	10/07

Housing Authority of Jefferson County

1000 South 9th Street P.O. Box 1547 Mt. Vernon, Illinois 62864-1547 618-244-5910/Fax 244-9439

ORGANIZATIONAL CHART

BOARD OF COMMISSIONERS

W. Ross Horton, Chairman
Dr. James Upchurch, Vice-Chairman
Mary Alice Lankford, Commissioner
Dessie Staley, Commissioner
Gary Phillips, Commissioner

EXECUTIVE DIRECTOR

Marsha Gibbons, PHM

Executive Director reports directly to Board of Commissioners; All Administrative positions & Director of Maintenance Operations report directly to Executive Director; Maintenance Personnel report directly to Director of Maintenance Operations

ADMINISTRATIVE ASSISTANT TO ED

Linda Newell

DIRECTOR MAINT OPERATIONS

Warren Stark

SEC 8 & RURAL HOUSING COORDINATOR

Janice DePlanty, PHM

PREP/WORK ORDER SERVICE

Dennis Frees
Bill Eastham
Larry Brown

GRANTS COORDINATOR

Yvette Cooley, PHM

MAINTENANCE PREP PERSON

Carl Crocker

BOOKKEEPER/INSURANCE LIAISON

Tami Jones

GROUNDS MAINTENANCE

LEASING SPECIALIST

Sharon Knox, PHM

WORK ORDER INVENTORY CLERK

Suellen Riley-Keen

OCCUPANCY SPECIALIST/TAR

Annette Woodward, PHM

CUSTODIAN (PART-TIME)

Willie Mae Benjamin

RESIDENT SERVICES COORDINATOR

Verla Keele

APPLICATIONS PROCESSOR/RECEPTIONIST

Tammy McMahon

MINUTES

Monday DECEMBER 9, 2002

5-YEAR PLAN – ANNUAL UPDATE

A public hearing, for the purpose of informing residents and the community of plans for the upcoming submission of the Five Year Plan Annual Update to HUD by the Housing Authority of Jefferson County was conducted. There was no public in attendance, even though this meeting was advertised in local newspapers inviting resident and/or public comment regarding the HAJC Annual Plan.

In attendance were residents: Thelma Gulley, Ruby Mauldin, Mary Hooper, Gloria Harbor, Allen Moore, Marie Huff, Frieda Poropat, Maxine Vowell, Imogene Rodatz, Pauline Moore, Lena Clarke, Maxine Douglas, Evelyn Schmidt, Venita Pierce, Mary Alice Lankford and Estella Ross. Staff members attending were: Verla Keele, Yvette Cooley & Linda Newell.

Yvette Cooley presented plans for the update that was developed after garnering suggestions from the Board of Commissioners, HAJC staff members, residents and the general public.

She reported on some of the previous plan's goals, which have been met. They included reduction in vacancies; Mays Manor is now fully occupied except units under renovation. Another goal was to increase PHAS scores. Those improved from 83 in '2000 to 88 now. As a means of improving resident services, a resident services coordinator position was created.

Other items to be included in the update were discussed at previous meetings & are included in those minutes.

As a new update to the plan in 2003, Cooley said HAJC is looking at Assisted/Supported Living Facilities for seniors, though nothing is finalized yet. Jefferson County offers no such facilities except for persons who can afford to cover the cost out of pocket. Local fees presently to be in such a program range from \$1400/month to \$3000/month for a semi-private room. There is a great need for seniors on fixed incomes that require the step between their own personal apartment and having to go to a nursing home. She cited the fact we have just recently lost three or four residents to nursing homes who may have been able to remain independent had this program been available to them. And, there are many more of our residents now nearing this phase of need.

She stressed, the program would be offered on a "strictly volunteer basis" and would require a doctor's certification of need. It is not a nursing home –residents would keep their own private apartment. And, if their health improves and there is no longer a need for assisted living help, the resident would return to being a public housing resident only. Medicare waivers and other income would cover all costs. The main assisted living services are 24-hour supervision by certified nursing assistants, three meals a day, seven days a week, with special diets, transportation to doctor offices, housekeeping, laundry and assistance with activities of daily living (bathing, dressing, ambulating, transferring, feeding and grooming).

There is also supervision of self-administered medication by staff. Room, board and utilities are included. The only expense the resident would have is for phone service.

Participants are allotted \$90/month spending money for personal items, phone bills, etc. Social interaction would be offered if the resident desires to be involved.

One resident question brought up will require further investigation. It was whether supplemental insurance costs would be covered under this program.

Cooley said HAJC is presently only looking at offering the services for our senior population. But, young disabled could be a consideration in the future. She said the program is something new to southern Illinois, so is a learning process for us all. We hope to emulate a similar plan in Miami, Florida, which has been a total success by bringing the needed services to the resident. Their program even serves some beginning Alzheimer patients.

Since we must have enough clientele, surveys will be conducted to ensure there is enough interest in the programs. A handout explaining the program was provided and more information will be available in the next few months.

Residents in attendance agreed this is a wonderful program and that there is a definite need for it.

MINUTES

Monday November 18, 2002

RESIDENT ADVISORY BOARD - HOUSING AUTHORITY OF JEFFERSON COUNTY

Officers in attendance were: Thelma Gulley, Ruby Mauldin, Pat Douglas, Mary Hooper & Marie Huff– Residents were: Pauline Moore, Anna Ruth Arnold, Marcella Peacock, Lois Shoemaker, Estella Ross, Eva Buchanan, Mildred Semro, Mayme Keen, Venita Pierce, Walter Clausell, Lena Clarke, Alice Higgins, Ruth Lankford, Frieda Poropat, Irene Shelton, Imogene Rodatz, Evelyn Schmidt, & Maxine Vowell-Staff members: Marsha Gibbons, Verla Keele & Linda Newell.

OLD BUSINESS

- Annual/5-Year Plan

Marsha thanked those residents who have already completed forms with suggestions they would like to see written into the annual plan & said others could still be offered. The official meeting for the Annual/5-Year Plan, open to the public, will be held in December following notification to the media.

MINUTES

Monday October 21, 2002

RESIDENT ADVISORY BOARD - HOUSING AUTHORITY OF JEFFERSON COUNTY

Officers in attendance were: Thelma Gulley, Allen Moore, Ruby Mauldin, Pat Douglas Mary Hooper & Marie Huff– Residents were: Frieda Poropat, Venita Pierce, Mary Alice Lankford, Alice Higgins, Imogene Rodatz, Hazel Tober, Wanda McLaughlin, Elizabeth Higgs, Pauline Moore & Estella Ross-Staff members: Marsha Gibbons & Linda Newell.

OLD BUSINESS

- Request for Resident input to Annual/5-Year Plan

Completed resident suggestion forms were accepted & those who have not yet offered ideas were reminded of the importance of their input & encouraged to offer their comments.

MINUTES

Monday September 16, 2002

RESIDENT ADVISORY BOARD - HOUSING AUTHORITY OF JEFFERSON COUNTY

Officers in attendance were: Thelma Gulley, Allen Moore, Ruby Mauldin, Gloria Harbor, Marie Huff— Residents were: Mary Bigsby, Anna Ruth Arnold, Irene Shelton, Pat Douglas, Wanda McLaughlin, Lena Clarke, Elizabeth Higgs, Estella Ross, Walter Clausell, Imogene Rodatz, Frieda Poropat, Laverne Bitner, Mayme Keene, Mary Alice Lankford, Ruth Lankford, Alice Higgins, Maxine Vowell, Pauline Moore; and staff members, Marsha Gibbons, Yvette Cooley, Verla Keele & Linda Newell.

▪ Request for Resident input to Annual/5-Year Plan

Resident suggestion forms were provided so residents can prioritize improvements they feel should be included in the annual plan for expenditure of capital funds. Yvette Cooley explained these are not “work order” items that should be called in routinely to the Maintenance Department; but rather modernization/renovation work to the apartments. The report will be submitted to HUD in January following an open meeting for comments. She said though funds are limited, she feels HAJC has come a “long way”. Mays Manor renovations are due for completion by the end of 2003. That remodeling project was undertaken first because it was the oldest development and most in need of modernization. Other recent improvements include installation of air-conditioning at all senior units. She said in the past, HUD considered air conditioning a luxury item, but has now approved its installation utilizing allotted funds.

Marsha explained this year’s annual plan decision was to remodel 6-10 “empty” units. However, if residents prefer certain projects be moved up on the list instead, she is requesting their input now. She gave the example that if all 120 apartments got new storm windows, the cost would be as much as a year of total renovations at Mays Manor was. Also, much work would require the resident having to vacate the apartment, also not very feasible. She said this is the reasoning of why empty units only are now being worked on.

If the residents, however, come to an overall consensus that they would prefer (for example) heating/air-conditioning combinations ASAP, alterations to the present plan could be done. However, 10-20 apartments – TOPS, could have the units installed in a single year due to funding restrictions.

Yvette also reminded that funding is “limited” and after this year, Drug Elimination Funds, which operate the Family Training & Activity Center, will be completely done. Avenues are being explored to retain as much of our present programs and staff as possible. She said this years’ plan priority went to remodeling handicap units due to the immediate necessity of some residents.

Ruby stressed the need for screens at Mays Manor have some type of locking mechanism installed, saying they are unsafe now. Yvette said she will check into what is available and that she will prioritize with what funding we have.

She said she is always ready to listen, however, residents must remember funds are limited and project completion is not immediate, it does take time.

COPY OF SURVEY PROVIDED TO RESIDENTS FOR THEIR INPUT

Completed form may be brought to October Resident Advisory Board Meeting, may be sent to or dropped off at HAJC office (Attention: Linda) or Rose Lane residents can drop it in rent payment box. Thank you for your input.

RESIDENT SUGGESTION FORM

FOR CONSIDERATION IN ANNUAL & FIVE-YEAR PLAN

As a resident of _____ (address), I would like to have the following suggestions for improvements considered in the Annual/Five-Year Plan of the Housing Authority of Jefferson County.

(Please prioritize with #1 being what you consider the most important, etc.)

#1) _____

#2) _____

#3) _____

#4) _____

#5) _____

Resident Signature

Date

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Jefferson County Housing Authority		Grant Type and Number Capital Fund Program Grant No:IL06PO5950100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> 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	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2	1406 Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3	1408 Management Improvements Soft Costs	\$ 38,024.00	\$ 5,274.15	\$ 5,274.15	\$ 5,274.15
	Management Improvements Hard Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4	1410 Administration	\$ 58,532.00	\$ 39,918.97	\$ 39,918.97	\$ 39,918.97
5	1411 Audit	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6	1415 Liquidated Damages	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7	1430 Fees and Costs	\$ 33,885.00	\$ 36,678.50	\$ 36,678.50	\$ 36,678.50
8	1440 Site Acquisition	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9	1450 Site Improvement	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
10	1460 Dwelling Structures	\$ 520,349.00	\$ 563,289.67	\$ 563,289.67	\$ 563,289.67
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
12	1470 Nondwelling Structures	\$ 0.00	\$ 1,859.00	\$ 1,859.00	\$ 1,859.00
13	1475 Nondwelling Equipment	\$ 33,450.00	\$ 37,219.71	\$ 37,219.71	\$ 37,219.71
14	1485 Demolition	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
15	1490 Replacement Reserve	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
16	1492 Moving to Work Demonstration	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
17	1495.1 Relocation Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
18	1499 Development Activities	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
19	1502 Contingency	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Amount of Annual Grant: (sum of lines.....)	\$ 684,240.00	\$ 684,240.00	\$ 684,240.00	\$ 684,240.00
	Amount of line XX Related to LBP Activities	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Amount of line XX Related to Section 504 compliance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Amount of line XX Related to Security –Soft Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Amount of Line XX related to Security-- Hard Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Amount of line XX Related to Energy Conservation Measures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Collateralization Expenses or Debt Service	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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

PHA Name: Jefferson County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06PO5950100 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	
IL59-01	1. Unit Renovation to Include: Repaint Interior and exterior Replace windows Replace interior doors Replace plumbing fixtures Replace electrical devices New flooring	1460	19	\$ 320,897.00	\$ 484,583.95	\$ 484,583.95	\$ 484,583.95	Completed	
IL59-02	1. Repair Water Leak 2. Replace Outside Water Faucets	1460	100%	\$ 0.00	\$ 635.00	\$ 635.00	\$ 635.00	Completed	
		1460	100%	\$ 0.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	Completed	
IL59-03	1. Replace vertical siding/steel siding at gables 2. Install ceiling fans at living rooms 3. Replace electrical base board to WAP heating with A/C	1460	1	\$ 6,934.00	\$ 1000.00	\$ 1000.00	\$ 1000.00	Completed	
		1460	12	\$ 5,400.00	\$ 3,674.96	\$ 3,674.96	\$ 3,674.96	Completed	
		1460	3	\$ 64,800.00	\$ 17,134.97	\$ 17,134.97	\$ 17,134.97	Completed	
IL59-05	1. Unit Renovation to Include: Repaint Interior and exterior Replace windows Replace interior doors Replace plumbing fixtures Replace electrical devices New flooring	1460	2	\$ 122,318.00	\$ 54,460.79	\$ 54,460.79	\$ 54,460.79	Completed	
Management Issues	Staff Training & Computer Software	1408	100%	\$ 32,500.00	\$ 4,984.20	\$ 4,984.20	\$ 4,984.20	Completed	
Management Issues	Security/Police Department and Resident Initiative programs	1408	100%	\$ 5,524.00	\$ 289.95	\$ 289.95	\$ 289.95	Completed	
HA Wide	Administrative Salaries/Expenses	1410	100%	\$ 58,532.00	\$ 39,918.97	\$ 39,918.97	\$ 39,918.97	Completed	
HA Wide	Architectural Fees	1430	100%	\$ 33,885.00	\$ 36,678.50	\$ 36,678.50	\$ 36,678.50	Completed	
HA Wide	Nondwelling Structures Office Renovation	1470	100%	\$ 0.00	\$ 1,859.00	\$ 1,859.00	\$ 1,859.00	Completed	
HA Wide	Computer Hardware	1475	100%	\$ 12,000.00	\$ 12,489.31	\$ 12,489.31	\$ 12,489.31	Completed	
HA Wide	Maintenance tools	1475	100%	\$ 3,450.00	\$ 1,907.40	\$ 1,907.40	\$ 1,907.40	Completed	

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Jefferson County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06PO5950101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/02 <input type="checkbox"/> 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	\$ 0.00		\$ 0.00	\$ 0.00
2	1406 Operations	\$ 0.00		\$ 0.00	\$ 0.00
3	1408 Management Improvements Soft Costs	\$ 37,524.00		\$ 37,524.00	\$ 3,807.00
	Management Improvements Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
4	1410 Administration	\$ 58,532.00		\$ 58,532.00	\$ 8,856.41
5	1411 Audit	\$ 0.00		\$ 0.00	\$ 0.00
6	1415 Liquidated Damages	\$ 0.00		\$ 0.00	\$ 0.00
7	1430 Fees and Costs	\$ 33,885.00		\$ 33,885.00	\$ 26,489.00
8	1440 Site Acquisition	\$ 0.00		\$ 0.00	\$ 0.00
9	1450 Site Improvement	\$ 0.00		\$ 0.00	\$ 0.00
10	1460 Dwelling Structures	\$ 552,342.00		\$ 552,342.00	\$ 222,288.94
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 0.00		\$ 0.00	\$ 0.00
12	1470 Nondwelling Structures	\$ 0.00		\$ 0.00	\$ 0.00
13	1475 Nondwelling Equipment	\$ 15,950.00		\$ 15,950.00	\$ 5,847.56
14	1485 Demolition	\$ 0.00		\$ 0.00	\$ 0.00
15	1490 Replacement Reserve	\$ 0.00		\$ 0.00	\$ 0.00
16	1492 Moving to Work Demonstration	\$ 0.00		\$ 0.00	\$ 0.00
17	1495.1 Relocation Costs	\$ 0.00		\$ 0.00	\$ 0.00
18	1499 Development Activities	\$ 0.00		\$ 0.00	\$ 0.00
19	1502 Contingency	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of Annual Grant: (sum of lines.....)	\$ 698,233.00		\$ 698,233.00	\$ 267,288.91
	Amount of line XX Related to LBP Activities	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Section 504 compliance	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Security –Soft Costs	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of Line XX related to Security-- Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Energy Conservation Measures	\$ 0.00		\$ 0.00	\$ 0.00
	Collateralization Expenses or Debt Service	\$ 0.00		\$ 0.00	\$ 0.00

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Jefferson County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06PO5950101 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
IL59-01	1. Unit Renovation to Include: Repaint Interior and exterior Replace windows Replace interior doors Replace plumbing fixtures Replace electrical devices New flooring		1460	13	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$102,723.06	35%
IL59-03	1. Replace Base Board Heat add A/C		1460	9	\$ 0.00	\$ 44,443.53	\$ 44,443.53	\$ 44,443.53	Completed
IL59-05	1. Unit Renovation to Include: Repaint Interior and exterior Replace windows Replace interior doors Replace plumbing fixtures Replace electrical devices New flooring		1460	2	\$ 48,620.00	\$ 49,264.45	\$ 49,264.45	\$ 49,264.45	Completed
IL59-06	1. Bathroom Renovation to Include: Replace Flooring in Bathrooms Replace Fixtures in Bathrooms Replace Electrical in Bathrooms Replace Drywall & Paint Bathrooms		1460	18	\$ 101,861.00	\$ 56,773.02	\$ 56,773.02	\$ 12,928.95	12%
IL59-07	1. Bathroom Renovation to Include: Replace Flooring in Bathrooms Replace Fixtures in Bathrooms Replace Electrical in Bathrooms Replace Drywall & Paint Bathrooms		1460	18	\$ 101,861.00	\$ 101,861.00	\$ 101,861.00	\$ 12,928.95	12%
HA-Wide	Computer Hardware/Upgrades		1475	100%	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 5,119.83	45%
HA-Wide	Maintenance Tools		1475	100%	\$ 3,450.00	\$ 3,450.00	\$ 3,450.00	\$ 727.73	20%
HA-Wide	Staff Training/Computer Software		1408	100%	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ 3,807.00	10%
HA-Wide	Security/Police Department & Resident Initiative Programs		1408	100%	\$ 5,524.00	\$ 5,524.00	\$ 5,524.00		Not Started
HA-Wide	Administration		1410	100%	\$ 58,532.00	\$ 58,532.00	\$ 58,532.00	\$ 8,856.41	16%
HA-Wide	Fees & Costs		1430	100%	\$ 33,885.00	\$ 33,885.00	\$ 33,885.00	\$ 26,489.00	85%

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

PHA Name: Jefferson County Housing Authority			Grant Type and Number Capital Fund Program No: IL06PO5950101 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	
HA-Wide Activities	1/2003		9/2002	10/2004			
IL59-01 Conger	1/2003		9/2002	10/2004			
IL59-05 Rose Lane	1/2003		9/2002	10/2004			
IL59-06 Ina	1/2003		9/2002	10/2004			
IL59-07 Waltonville	1/2003		9/2002	10/2004			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Jefferson County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06PO5950102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/02 <input type="checkbox"/> 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	\$ 0.00		\$ 0.00	\$ 0.00
2	1406 Operations	\$ 0.00		\$ 0.00	\$ 0.00
3	1408 Management Improvements Soft Costs	\$ 41,647.00		\$ 41,647.00	\$ 0.00
	Management Improvements Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
4	1410 Administration	\$ 58,532.00		\$ 58,532.00	\$ 0.00
5	1411 Audit	\$ 0.00		\$ 0.00	\$ 0.00
6	1415 Liquidated Damages	\$ 0.00		\$ 0.00	\$ 0.00
7	1430 Fees and Costs	\$ 33,885.00		\$ 33,885.00	\$ 13,175.00
8	1440 Site Acquisition	\$ 0.00		\$ 0.00	\$ 0.00
9	1450 Site Improvement	\$ 0.00		\$ 0.00	\$ 0.00
10	1460 Dwelling Structures	\$ 482,118.00		\$ 472,318.00	\$ 770.18
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 0.00		\$ 0.00	\$ 0.00
12	1470 Nondwelling Structures	\$ 29,346.00		\$ 0.00	\$ 0.00
13	1475 Nondwelling Equipment	\$ 19,300.00		\$ 5,308.54	\$ 5,308.54
14	1485 Demolition	\$ 0.00		\$ 0.00	\$ 0.00
15	1490 Replacement Reserve	\$ 0.00		\$ 0.00	\$ 0.00
16	1492 Moving to Work Demonstration	\$ 0.00		\$ 0.00	\$ 0.00
17	1495.1 Relocation Costs	\$ 0.00		\$ 0.00	\$ 0.00
18	1499 Development Activities	\$ 0.00		\$ 0.00	\$ 0.00
19	1502 Contingency	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of Annual Grant: (sum of lines.....)	\$ 664,828.00		\$ 611,690.54	\$ 19,253.72
	Amount of line XX Related to LBP Activities	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Section 504 compliance	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Security –Soft Costs	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of Line XX related to Security-- Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Energy Conservation Measures	\$ 0.00		\$ 0.00	\$ 0.00
	Collateralization Expenses or Debt Service	\$ 0.00		\$ 0.00	\$ 0.00

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

PHA Name: Jefferson County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06PO5950102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
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
IL59-01	1. Unit Renovation to Include: Repaint Interior and exterior Replace windows Replace interior doors Replace plumbing fixtures Replace electrical devices New flooring		1460	13	\$ 300,000.00		\$ 300,000.00	\$ 0.00	Construction
IL59-03	1. Replace Smoke Detectors 2. Install Additional Parking		1460 1470	12 8	\$ 9,800.00 \$ 8,758.00		\$ 0.00 \$ 0.00	\$ 0.00 \$ 0.00	Not Started Not Started
IL59-05	1. Unit Renovation to Include: Repaint Interior and exterior Replace windows Replace interior doors Replace plumbing fixtures Replace electrical devices New flooring		1460	6	\$ 122,318.00		\$ 122,318.00	\$ 770.18	Construction
IL59-07	1. Replace Sewers		1460	24	\$50,000.00		\$ 50,000.00	\$ 0.00	Construction
HA-Wide	Computer Hardware/Upgrades		1475	100%	\$ 9,500.00		\$ 0.00	\$ 0.00	Not Started
HA-Wide	Maintenance Tools/Supplies		1475	100%	\$ 4,800.00		\$ 5,308.54	\$ 5,308.54	Completed
HA-Wide	Resident/Tenant Election		1475	100%	\$ 5,000.00		\$ 0.00	\$ 0.00	Not Started
HA-Wide	Staff Training/Computer Software		1408	100%	\$ 32,000.00		\$ 32,000.00	\$ 0.00	Not Started
HA-Wide	Security/Police Department & Resident Initiative Programs		1408	100%	\$ 9,647.00		\$ 9,647.00	\$ 0.00	Not Started
HA-Wide	Administration		1410	100%	\$ 58,532.00		\$ 58,532.00	\$ 0.00	Not Started
HA-Wide	Fees & Costs		1430	100%	\$ 33,885.00		\$ 33,885.00	\$ 13,175.00	40%
HA-Wide	Maintenance Building		1470	100%	\$ 20,588.00		\$ 0.00	\$ 0.00	Not Started

Component 3, (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)]
Mays Manor	130	N/A	See policy below
Ina	24	N/A	See policy below
Waltonville	24	N/A	See policy below

DECONCENTRATION POLICY

The Housing Authority of Jefferson County (HAJC) shall make every effort to deconcentrate families of certain income characteristics within the PHA developments. To achieve this, the HAJC may offer incentives for eligible families having higher income to occupy apartments in developments which are predominantly occupied by eligible families having a lower income, and provide for occupancy of eligible families having lower incomes in developments predominantly occupied by eligible families having higher incomes. Incentives by the HAJC may allow for the eligible family to have the sole discretion in determining whether to accept the incentive and an agency may not take any adverse action toward any eligible family for choosing not to accept these incentives. The skipping of a family on the waiting list to reach another family to implement this deconcentrating policy shall not be considered an adverse action. As such, the HAJC will continue to accept applications and place the individuals on the waiting list. Selection will be made based on a combination of the local preferences and income target mix. Any eligible family who qualifies as higher income family may accept a dwelling unit assignment and be placed randomly in to a vacant housing unit.

The HAJC will track income mix in all developments and endeavor to avoid a concentration of higher or lower income families in any one building or development.

PET POLICY

This Statement of Pet Policy is established for the Housing Authority of Jefferson County on Tuesday June 22, 1999 to be implemented July 1, 1999.

As applicable, those residents who qualify under Section 227 of the Housing and Urban Renewal Recover Act of 1983 may own and keep common household pets. All residents of this Authority who are eligible under Section 227 to keep a pet shall demonstrate that they have the physical, mental and financial capability to care for the pet.

1.0 Application for Pet Permit

Prior to housing any pet on the premises governed by Section 227, the resident shall apply to the Authority for a pet permit which shall be accompanied by the following:

- 1.1 A current license issued by the appropriate authority, if applicable; and
- 1.2 Evidence that the pet has been spayed or neutered, as applicable; and
- 1.3 Evidence that the pet has received current rabies and distemper inoculations or boosters, as applicable, and
- 1.4 Evidence of payment of **non-refundable \$ 150.00 pet deposit** for cleaning and extermination, and a \$150.00 refundable less damages.

2.0 All residents with pets permitted to be kept under Section 227 shall comply with the following rules:

- 2.1 Permitted pets are domesticated dogs, cats, birds, and fish aquariums. The weight of the dog or cat may not exceed thirty (30) pounds (adult size).
- 2.2 Only one pet per household will be permitted.
- 2.3 Dogs and cats must be licensed yearly and residents must show proof of annual rabies and distemper booster inoculations required by state or local law.
- 2.4 Vicious and/or intimidating dogs will not be allowed.
- 2.5 All dogs and cats must be spayed or neutered, as applicable.
- 2.6 Dogs and cats shall remain inside the resident's unit. ***NO ANIMAL SHALL BE PERMITTED TO BE LOOSE IN HALLWAYS, LOBBY AREAS, COMMUNITY ROOMS, YARDS OR OTHER COMMON AREAS OF THE FACILITY.***

- 2.7 When taken outside the unit, dogs and cats must be kept on a leash, controlled by an adult.
- 2.8 Birds must be confined to a cage at all times.
- 2.9 Residents shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other residents. The terms, "disturb, interfere or diminish" shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities.
- 2.10 Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly, unsanitary or a noticeably odor problem.
- 2.11 Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in a refuse container outside the building.
- 2.12 Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
- 2.13 If pets are left unattended for a period of twenty-four (24) hours or more, the Authority may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provision of state law and pertinent local ordinances. The Housing Authority accepts no responsibility for the animal under such circumstances.
- 2.14 Residents shall not alter their unit, patio or unit area in order to create an enclosure for any pet.
- 2.15 **Residents are responsible securing Renters Insurance and are liable for all damages caused by their pets, including the cost of cleaning of carpets and/or fumigation of units.**
- 2.16 Residents are prohibited from feeding or harboring stray animals. The feeding of any stray animals shall constitute having a pet without written permission of the Authority.
- 2.17 Should any pet housed in an Authority facility under Section 227 give birth to a litter, the resident shall move from the premises all of said pets except one.
- 2.18 Residents must identify an alternate custodian for pets in the event of resident illness or other absence from the dwelling unit. The identification of an alternate custodian must occur prior to the Authority issuing a pet registration permit.

- 2.19 **Visitors are not allowed to bring pets and the residents shall not engage in Apet-sitting.@**
- 3.0 The privilege of maintaining a pet in a facility owned and/or operated by the Authority shall be subject to the rules set forth above. **This privilege may be revoked at any time, subject to the Authority Hearing Procedures, if the animal should become destructive, create a nuisance, represent a threat to the safety and security of other residents, or create a problem in the area of cleanliness and sanitation.**
- 4.0 Should a breach of the rules set forth above occur, the Authority may also exercise any remedy granted it in accord with appropriate state and local law.

HOUSING AUTHORITY OF JEFFERSON COUNTY

Resident Commissioner: Mary Alice Lankford
4300 Rose Lane, Apt. #3
Mt. Vernon, IL 62864
Phone: 246-9968

2002-2003

HOUSING AUTHORITY OF JEFFERSON COUNTY

Resident Advisory Board Directors are as follow:

Thelma Gulley-President
4218 Rose Lane #1
Mt. Vernon, IL 62864
244-7631
Re-elected 4/2002

Marie Huff-Director
4303 Rose Lane #3
Mt. Vernon, IL 62864
242-2915
Re-elected 4/2002

Gloria Harbor-Director
823 Lamar
Mt. Vernon, IL 62864
244-4480
Re-elected 4/2002

Pat Douglas-Vice President
4212 Rose Lane #16
Mt. Vernon, IL 62864
244-3938
Elected to complete
Term 9/2002

Ruby Mauldin-Secretary Treasurer
718 Conger
Mt. Vernon, IL 62864
242-5883
Re-elected 4/2002

Mary Hooper
910 Conger
Mt. Vernon, IL 62864
244-1560
Re-elected 4/2002

Allen Moore
500 Short Street #1
Mt. Vernon, IL 62864
No Phone
Elected 4/2002

Phone: (618) 244-5910

Fax:(618) 244-9439

P.O. Box 1547, Mt. Vernon, IL 62864

MINUTES

Monday DECEMBER 9, 2002

5-YEAR PLAN – ANNUAL UPDATE

A public hearing, for the purpose of informing residents and the community of plans for the upcoming submission of the Five Year Plan Annual Update to HUD by the Housing Authority of Jefferson County was conducted. There was no public in attendance, even though this meeting was advertised in local newspapers inviting resident and/or public comment regarding the HAJC Annual Plan.

In attendance were residents: Thelma Gulley, Ruby Mauldin, Mary Hooper, Gloria Harbor, Allen Moore, Marie Huff, Frieda Poropat, Maxine Vowell, Imogene Rodatz, Pauline Moore, Lena Clarke, Maxine Douglas, Evelyn Schmidt, Venita Pierce, Mary Alice Lankford and Estella Ross. Staff members attending were: Verla Keele, Yvette Cooley & Linda Newell.

Yvette Cooley presented plans for the update that was developed after garnering suggestions from the Board of Commissioners, HAJC staff members, residents and the general public.

She reported on some of the previous plan's goals, which have been met. They included reduction in vacancies; Mays Manor is now fully occupied except units under renovation. Another goal was to increase PHAS scores. Those improved from 83 in '2000 to 88 now. As a means of improving resident services, a resident services coordinator position was created.

Other items to be included in the update were discussed at previous meetings & are included in those minutes.

As a new update to the plan in 2003, Cooley said HAJC is looking at Assisted/Supported Living Facilities for seniors, though nothing is finalized yet. Jefferson County offers no such facilities except for persons who can afford to cover the cost out of pocket. Local fees presently to be in such a program range from \$1400/month to \$3000/month for a semi-private room. There is a great need for seniors on fixed incomes that require the step between their own personal apartment and having to go to a nursing home. She cited the fact we have just recently lost three or four residents to nursing homes who may have been able to remain independent had this program been available to them. And, there are many more of our residents now nearing this phase of need.

She stressed, the program would be offered on a "strictly volunteer basis" and would require a doctor's certification of need. It is not a nursing home –residents would keep their own private apartment. And, if their health improves and there is no longer a need for assisted living help, the resident would return to being a public housing resident only. Medicare waivers and other income would cover all costs. The main assisted living services are 24-hour supervision by certified nursing assistants, three meals a day, seven days a week, with special diets, transportation to doctor offices, housekeeping, laundry and assistance with activities of daily living (bathing, dressing, ambulating, transferring, feeding and grooming).

There is also supervision of self-administered medication by staff. Room, board and utilities are included. The only expense the resident would have is for phone service.

Participants are allotted \$90/month spending money for personal items, phone bills, etc. Social interaction would be offered if the resident desires to be involved.

One resident question brought up will require further investigation. It was whether supplemental insurance costs would be covered under this program.

Cooley said HAJC is presently only looking at offering the services for our senior population. But, young disabled could be a consideration in the future. She said the program is something new to southern Illinois, so is a learning process for us all. We hope to emulate a similar plan in Miami, Florida, which has been a total success by bringing the needed services to the resident. Their program even serves some beginning Alzheimer patients.

Since we must have enough clientele, surveys will be conducted to ensure there is enough interest in the programs. A handout explaining the program was provided and more information will be available in the next few months.

Residents in attendance agreed this is a wonderful program and that there is a definite need for it.

MINUTES

Monday November 18, 2002

RESIDENT ADVISORY BOARD - HOUSING AUTHORITY OF JEFFERSON COUNTY

Officers in attendance were: Thelma Gulley, Ruby Mauldin, Pat Douglas, Mary Hooper & Marie Huff– Residents were: Pauline Moore, Anna Ruth Arnold, Marcella Peacock, Lois Shoemaker, Estella Ross, Eva Buchanan, Mildred Semro, Mayme Keen, Venita Pierce, Walter Clausell, Lena Clarke, Alice Higgins, Ruth Lankford, Frieda Poropat, Irene Shelton, Imogene Rodatz, Evelyn Schmidt, & Maxine Vowell-Staff members: Marsha Gibbons, Verla Keele & Linda Newell.

OLD BUSINESS

- Annual/5-Year Plan

Marsha thanked those residents who have already completed forms with suggestions they would like to see written into the annual plan & said others could still be offered. The official meeting for the Annual/5-Year Plan, open to the public, will be held in December following notification to the media.

MINUTES

Monday October 21, 2002

RESIDENT ADVISORY BOARD - HOUSING AUTHORITY OF JEFFERSON COUNTY

Officers in attendance were: Thelma Gulley, Allen Moore, Ruby Mauldin, Pat Douglas Mary Hooper & Marie Huff– Residents were: Frieda Poropat, Venita Pierce, Mary Alice Lankford, Alice Higgins, Imogene Rodatz, Hazel Tober, Wanda McLaughlin, Elizabeth Higgs, Pauline Moore & Estella Ross-Staff members: Marsha Gibbons & Linda Newell.

OLD BUSINESS

- Request for Resident input to Annual/5-Year Plan

Completed resident suggestion forms were accepted & those who have not yet offered ideas were reminded of the importance of their input & encouraged to offer their comments.

MINUTES

Monday September 16, 2002

RESIDENT ADVISORY BOARD - HOUSING AUTHORITY OF JEFFERSON COUNTY

Officers in attendance were: Thelma Gulley, Allen Moore, Ruby Mauldin, Gloria Harbor, Marie Huff— Residents were: Mary Bigsby, Anna Ruth Arnold, Irene Shelton, Pat Douglas, Wanda McLaughlin, Lena Clarke, Elizabeth Higgs, Estella Ross, Walter Clausell, Imogene Rodatz, Frieda Poropat, Laverne Bitner, Mayme Keene, Mary Alice Lankford, Ruth Lankford, Alice Higgins, Maxine Vowell, Pauline Moore; and staff members, Marsha Gibbons, Yvette Cooley, Verla Keele & Linda Newell.

▪ Request for Resident input to Annual/5-Year Plan

Resident suggestion forms were provided so residents can prioritize improvements they feel should be included in the annual plan for expenditure of capital funds. Yvette Cooley explained these are not “work order” items that should be called in routinely to the Maintenance Department; but rather modernization/renovation work to the apartments. The report will be submitted to HUD in January following an open meeting for comments. She said though funds are limited, she feels HAJC has come a “long way”. Mays Manor renovations are due for completion by the end of 2003. That remodeling project was undertaken first because it was the oldest development and most in need of modernization. Other recent improvements include installation of air-conditioning at all senior units. She said in the past, HUD considered air conditioning a luxury item, but has now approved its installation utilizing allotted funds.

Marsha explained this year’s annual plan decision was to remodel 6-10 “empty” units. However, if residents prefer certain projects be moved up on the list instead, she is requesting their input now. She gave the example that if all 120 apartments got new storm windows, the cost would be as much as a year of total renovations at Mays Manor was. Also, much work would require the resident having to vacate the apartment, also not very feasible. She said this is the reasoning of why empty units only are now being worked on.

If the residents, however, come to an overall consensus that they would prefer (for example) heating/air-conditioning combinations ASAP, alterations to the present plan could be done. However, 10-20 apartments – TOPS, could have the units installed in a single year due to funding restrictions.

Yvette also reminded that funding is “limited” and after this year, Drug Elimination Funds, which operate the Family Training & Activity Center, will be completely done. Avenues are being explored to retain as much of our present programs and staff as possible. She said this years’ plan priority went to remodeling handicap units due to the immediate necessity of some residents.

Ruby stressed the need for screens at Mays Manor have some type of locking mechanism installed, saying they are unsafe now. Yvette said she will check into what is available and that she will prioritize with what funding we have.

She said she is always ready to listen, however, residents must remember funds are limited and project completion is not immediate, it does take time.

COPY OF SURVEY PROVIDED TO RESIDENTS FOR THEIR INPUT

Completed form may be brought to October Resident Advisory Board Meeting, may be sent to or dropped off at HAJC office (Attention: Linda) or Rose Lane residents can drop it in rent payment box. Thank you for your input.

RESIDENT SUGGESTION FORM

FOR CONSIDERATION IN ANNUAL & FIVE-YEAR PLAN

As a resident of _____ (address), I would like to have the following suggestions for improvements considered in the Annual/Five-Year Plan of the Housing Authority of Jefferson County.

(Please prioritize with #1 being what you consider the most important, etc.)

#1) _____

#2) _____

#3) _____

#4) _____

#5) _____

Resident Signature

Date

Attachments

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

- A. Deconcentration Policy
- B. PHA CFP Annual Statement and Five Year Action Plan 2003
- C. PHA Management Organizational Chart
- D. Minutes of Resident Advisory Board and Public Hearing
- E. PHA Performance and Evaluation Report for CGP IL06PO5970600
- F. PHA Performance and Evaluation Report for CFP IL06PO5950101
- G. PHA Performance and Evaluation Report for CFP IL06PO5950102
- H. Admissions Policy for Deconcentration (incl. Revised questions from PIH Notice 2001-4).
- I. Information on Pet Policy
- J. Resident Membership on the Governing Board
- K. Membership of the Resident Advisory Board
- L. Comments of Resident Advisory Board
- M. Summary of attachments