

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

Jefferson City Housing Authority MO009

PHA Plans

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

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan Agency Identification

PHA Name: Jefferson City Housing Authority

PHA Number: MO009

PHA Fiscal Year Beginning: 04/2003

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:
 - 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) 3/2001 **(29)**
 - Improve voucher management: (SEMAP score) **(73)**
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:

- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

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

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2004

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Jefferson City Housing Authority is a low medium sized Authority (251-500 units) and a PHAS High Performer (Public Housing Assessment Score FY2002 - 97) agency located in Cole County, Missouri. The JCHA manages 348 units of public housing at five developments and has an allocation of 231 units of Section 8 Housing Choice Vouchers.

The Jefferson City Housing Authority currently owns 150 units of Section 8 Project Based, manages 156 units of Section 202's, 16 units of Section 811, and 94 units of Low Income Housing Tax Credits.

The Jefferson City Housing Authority also works with the local Public School in building homes to sale to low to moderate income people.

The mission of the JCHA is:

To promoting adequate and affordable housing, economic opportunity and a suitable living environment without discrimination for low-income, very low-income families, persons with disabilities or the elderly.

The JCHA will be a vehicle of social mobility by giving qualified applicants the opportunity to reside in a subsidized public housing for a period of time, so that they may secure the necessary schooling or training they may need, which may consist of, but not limited to, obtaining a high school diploma or GED, college degree vocational training and/or marketable skills to obtain gainful employment.

The JCHA will accomplish its mission ideals through its goals and objectives:

- A. Providing decent, safe and affordable housing in our community
- B. Ensuring equal opportunity in housing for everyone
- C. Promoting self-sufficiency and asset development of financially disadvantaged families and individuals
- D. Improving community quality of life and economic vitality
- E. Provide timely response to resident request for maintenance problems.
- F. Continue to enforce our drug policies for resident and applicants.
- G. Improve and/or maintain our financial stability through aggressive rent collections and improved reserve position.

The JCHA's financial resources include an operating fund, capital fund, dwelling rental income and Section 8 Administrative fees which will be used to operate the agency in the most cost effective means possible and still provide the services and activities for its residents.

The JCHA has assessed the housing needs of Jefferson City and surrounding Cole County area and has determined that it is currently and will continue to meet the housing needs of the community to the extent practical for a Low Medium size agency. The JCHA has approved a Deconcentration Policy and will utilize Local Preferences to attract and encourage applicants that can qualify for public housing. The State of Missouri has determined that its housing strategy for the Jefferson City Housing Authority complies with the state of Missouri's Consolidated Plan

The JCHA has updated its Admissions and Continued Occupancy Plan, Dwelling Lease and Grievance procedures to comply with all QHWRA requirements. The JCHA has established a minimum rent of \$25.00 and is using market rent survey to determine its dollar value for flat rent.

The JCHA has conducted a physical needs assessment to determine its modernization requirements and has developed an Annual and 5 year Action Plan to address its Capital Improvements.

The JCHA has no plans to demolish or dispose of any of its properties. The JCHA has jointly addressed with the local police department to develop safety and crime prevention that adequately meets the needs of its residents

The JCHA did submit a Section 8 Homeownership Program Capacity Statement in the FY2002 PHA Annual Plan. Therefore, the JCHA may at a latter date establish a Section 8 Homeownership Program.

The JCHA has developed an agency wide Pet Policy that allows any family to have a pet if they follow a set of rules.

The JCHA has certified that it has and will continue to adhere to all Civil Rights

requirements and will affirmatively further fair housing in addition, the JCHA has included a copy of its most recent fiscal year audit reports as part of the documentation made available for public review during the 45 days prior to submission of JCHA's Agency Plan to HUD on January 16, 2003.

The JCHA has developed a very effective Asset Management plan to maintain its properties and manage its. Operation through the proper utilization of the following Annual Plan components:

- Financial Resources
- Operations and Management
- Capital Improvements

Because the JCHA is a PHAS High-Performing Agency (per PHAS), it is not required to respond to the following Annual Plan components:

- Component 5 – Operations and Management
- Component 6 – Grievance Procedures
- Component 9 – Designation of Housing Authority
- Component 10 – Conversion of Public Housing to Tenant-Based Assistance
- Component 11 – Homeownership
- Component 12 – Community Service and Self Sufficiency Programs
- Component 13 – PHA Safety and Crime Prevention Measures
- Component 17 – PHA Asset Management

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.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	
1. Housing Needs	6
2. Financial Resources	12
3. Policies on Eligibility, Selection and Admissions	13
4. Rent Determination Policies	22
5. Operations and Management Policies	29
6. Grievance Procedures	30
7. Capital Improvement Needs	31
8. Demolition and Disposition	32
9. Designation of Housing	33
10. Conversions of Public Housing	34

11. Homeownership	36
12. Community Service Programs	38
13. Crime and Safety	40
14. Pets (Inactive for January 1 PHAs)	42
15. Civil Rights Certifications (included with PHA Plan Certifications)	42
16. Audit	42
17. Asset Management	42
18. Other Information	42
19. Definition of Substantial Deviation and Significant Amendment or Modification	44

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
- FY 2004 Capital Fund Program Annual Statement (**MO009a02**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Performance and Evaluation Report for Period Ending on September 30, 2002 for Comprehensive Grant Program MO36-P009-501-00 (**MO009c02**)
- Performance and Evaluation Report for Period Ending on September 30, 2002 for Capital Fund Program MO36-P009-501-01 (**MO009d02**)
- Performance and Evaluation Report for Period Ending on September 30, 2002 for Capital Fund Program MO36-P009-501-02 (**MO009e02**)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan (**MO009b02**)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Attachment A - Resident Membership of the PHA Governing Board - **Page 45**
 - Attachment B - Membership of the Resident Advisory Committee – **Page 45**
 - Attachment C - Brief Statement of Progress in meeting the 5-year Plan Mission and Goals **Page 45**
 - Attachment D – Pet Policy **Page 46**
 - Attachment E – Demographic of the change from entity wide to site base **Page 65**

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
Yes	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Yes	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Yes	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
Yes	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
Yes	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Yes	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
Yes	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Yes	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
Yes	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Yes	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
Yes	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Yes	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	infestation)	
Yes	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Yes	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Yes	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
Yes	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant (mo009b02) (mo009c02)	Annual Plan: Capital Needs
Yes	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
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
Yes	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Yes	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Yes	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
Yes	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Yes	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
Yes	Resident Assessment Survey Follow-up Plan	Annual Plan: Resident Assessment Survey

1. Statement of Housing Needs

[24 CFR Part 903.79 (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	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	1,094	5	5	5	3	3	2
Income >30% but <=50% of AMI	877	5	5	5	3	3	3
Income >50% but <80% of AMI	1,542	4	4	4	3	3	2
Elderly	931	5	5	4	3	2	4
Families with Disabilities	457	5	5	4	5	4	4
Race/Ethnicity W	2,971	5	5	5	3	3	2
Race/Ethnicity B	455	5	5	5	3	3	2
Race/Ethnicity H	38	5	5	5	3	3	2
Race/Ethnicity O	49	5	5	5	3	3	2

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000-2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset Table 1C, 1991
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

Bureau of Census, 1990 Census of Population and Housing Summary

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.

We have started the site-based waiting list for Public Housing. It was start at the new fiscal year. 4/2002

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	120		144
Extremely low income <=30% AMI	120	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	16	13.3%	
Elderly families	1	0.8%	
Families with Disabilities	12	10%	
Race/ethnicity W	43	35.83%	
Race/ethnicity B	75	62.5%	
Race/ethnicity AI	1	0.833%	

Housing Needs of Families on the Waiting List			
Race/ethnicity A	1	0.833%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	82	68.3%	56
2 BR	33	27.5%	35
3 BR	4	3.33%	52
4 BR	1	.833%	1
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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	226		109
Extremely low income <=30% AMI	226	100%	
Very low income (>30% but <=50% AMI)	0		
Low income (>50% but <80% AMI)	0		
Families with children	87	38%	
Elderly families	0		
Families with	18	7.96%	

Housing Needs of Families on the Waiting List			
Disabilities			
Race/ethnicity W	81	35.84%	
Race/ethnicity B	144	63.71%	
Race/ethnicity A	1	0.442%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
We have increased the number of units for elderly by receiving LIHTC for 50 new units

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
- 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 2003 grants)		
a) Public Housing Operating Fund	850,551	
b) Public Housing Capital Fund	693,145	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	962,490	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund 501-02	573,145	Capital Improvements
Capital Fund 501-01	231,626	Capital Improvements
3. Public Housing Dwelling Rental Income		
Dwelling Rental	344,325	Operating Fund
4. Other income (list below)		
Rented Space	1,785	Operating Fund
Interest Income	31,460	Operating Fund
4. Non-federal sources (list below)		
Total resources	3,688,527	

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) we check for criminal activities upon receipt of application, after offer letter, families bring in information which is verified before moving into unit.

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)

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? 3

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

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

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)

All families with children and families who include an elderly person or a person with a disability

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:

- 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)

- 3 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
- 5 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
- 2 Victims of reprisals or hate crimes
- 4 Other preference(s) (list below)
All families with children and families who include an elderly person or a person with disability

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)

During submittal of Application for Public Housing

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA's 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)]
MO009004	30	The EIR for the family housing is \$3,451 – This development has average income at \$6,418. This is 163.62%. This is a drop of 8.33% over last year. \$6,418 is still less than 30% medium for a family of one. This development is two, three and four bedroom.	

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:
MO009004 (Single Family Housing)
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
MO009004 (Single Family Housing)
- 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:

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:

MO009004 (Single Family Housing)

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)
 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)

Based on information in our possession:

Eviction History, Damage to rental units, complaints from neighbors, timeliness of rent payments, and housekeeping

(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:

Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period. Verification is required.

The PHA is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the PHA, throughout the initial sixty-day period. A completed search record is required.

The family was prevented from finding a unit due to disability accessibility requirements or large size (4) bedroom unit requirement.

(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)

All families with children and families who include an elderly person or a person with a disability

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

- 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)

- 3 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
- 5 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
- 2 Victims of reprisals or hate crimes
- 4 Other preference(s) (list below)

All families with children and families who include an elderly person or a person with a disability

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))

---or---

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

b. Minimum Rent

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

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

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

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

Jefferson City Housing Authority Minimum Rent Hardship Exemption Request Guidelines for Residents

Any resident Head of Household that is paying a minimum rent, which is \$25, may make a written request for a hardship exemption (**Note: This hardship exemption only applies to residents that are paying a minimum rent and does not apply to any other resident household**). The written request must be submitted to the Housing Manager prior to the rent becoming delinquent, which is prior to close of business the 5th working day of each month. The written request must contain one of the following situations to be considered eligible for a hardship exemption, which includes:

1. The family has lost eligibility for, or is awaiting an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for Title IV of the

Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

2. The family would be evicted as a result of the implementation of the minimum rent. This exemption is only applicable for the initial implementation of a minimum rent or increase in the existing minimum rent. The effective date of the initial implementation of the minimum rent for the Housing Authority (HA) was February 16, 1996 and the minimum rent was established at \$25. Therefore, this exemption will only apply if the HA increases the minimum rent.
3. The income of the family has decreased because of changed circumstance, including loss of employment.
4. A death in the family has occurred which affects the family circumstances.
5. If section 1 through 4 as listed above do not apply to a family paying a minimum rent, the Head of Household can cite any other circumstance that they believe created a financial hardship and describe that circumstance, in writing, and request that a hardship exemption be granted because of other circumstances. The HA will consider all "other circumstances" request for hardship exemptions as presented, in writing, by the Head of Household and make a decision to grant or deny the other circumstances request for a hardship exemption on a case by case basis.

All of the above must be proven by the Resident by providing verifiable information in writing to the HA prior to the rent becoming delinquent and before the lease is terminated by the HA.

Note:

If you request a minimum rent hardship exemption and your request is approved your new rent amount will be based on your total tenant payment (TTP) and a new dwelling lease will have to be executed. Calculating rent based on the TTP is required by federal regulation and is the method used to calculate rent for all public housing residents that are not paying a minimum rent or ceiling rent, as appropriate.

Head of Household	Date
Housing Authority Representative	Date

Jefferson City Housing Authority

Minimum Rent Hardship Exemption Approval/Denial Guidelines for Housing Managers

Each Head of Household that is paying or start paying a minimum rent must be given the "Minimum Rent Hardship Exemption Request Guidelines for Residents" and this document must be signed by the resident Head of Household and Housing Manager. The

document must be explained to the resident, prior to signing. The original is to be retained in the resident file and a copy given to the resident.

If a Head of Household submits a written request for a hardship exemption from paying a monthly minimum rent, which is \$25, and the request complies with sections 1 through 4 of the “Minimum Rent Hardship Exemption Request Guidelines for Residents” the request shall be approved.

If the request for a hardship exemption is based on other circumstances as noted in section 5 of the “Minimum Rent Hardship Exemption Request Guidelines for Residents”, the request must be forwarded to the Director of Administrative Services for approval or denial. The Director of Administrative Services will make a decision to approve or deny the request based on the merits and circumstances of each individual request. Also, the Director of Administrative Services will establish a file for all “other circumstances” request for hardship exemptions to ensure that all decisions made concerning “other circumstances” are consistent. The names of the residents will be stricken from the file to ensure privacy of the resident.

All request for hardship exemptions must be received prior to the rent becoming delinquent, which is before close of business on the 5th working day of each month. Also, it is the responsibility of the Head of Household to provide documentation that supports the hardship request and the information must be verifiable and provided prior to the rent becoming delinquent. However, an extension can be granted until the 15th of the month if the Head of Household request extra time to obtain the information to document their request, which may be necessary in some circumstances.

If the Head of Household request a hardship exemption timely, late penalties will not be charged.

If a request is approved and/or denied the resident will be notified in writing of the decision. The decision must be issued within 10 calendar days of receipt of the request and/or within 10 calendar days of receiving the documentation necessary to support the hardship exemption request. The resident must be notified in the letter that if there is a change in circumstances that relieves the hardship, those circumstances must be reported to the Housing Manager within ten (10) calendar days of the changed circumstances as required by the Section 17 (D) of the dwelling lease. Failure to report changes will result in termination of dwelling lease.

Also, if a resident requests a hardship exemption (**prior to the rent being delinquent, which is the 5th working day of each month**) under this section, and the Housing Authority (HA) reasonably determines the hardship to be of a temporary nature, exemption shall not be granted during a ninety day period beginning upon the making of the request for the exemption. A resident may not be evicted during the ninety day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long term basis, the HA shall retroactively exempt the resident from the applicability of the minimum rent requirement for such ninety day period and

reduce the account receivable as appropriate. This Paragraph does not prohibit the HA from taking eviction action for other violations of the lease.

During the exemption period, the rent will be reduced to the appropriated total tenant payment (TTP), which represent the regulatory amount of rent calculated for all public housing residents.

The following language must be used in the letters of (1) acceptance, (2) temporary determination and (3) denial of a request for a hardship exemption:

Acceptance Letter:

The purpose of this letter is to inform you that your request for a minimum rent hardship exemption is approved. During the exemption period your rent will be _____, which represents your total tenant payment (TTP). Calculating rent based on the TTP is required by federal regulation and is the method used to calculate rent for all public housing residents that are not paying a minimum rent or ceiling rent, as appropriate. Also, you will be responsible for paying for any applicable “other charges” which may be incurred during the exemption period. Some examples of “other charges”, would be excess utilities and/or maintenance charges. The action requires that a new dwelling lease be executed; therefore, an appointment for the signing of a new dwelling lease has been scheduled for _____.

As required by Section 17 (D) of the dwelling lease you are reminded that you must report any changes in family income or family composition within ten (10) days of the changed circumstances as required by the Section 17 (D) of the dwelling lease. Failure to report such changes will result in termination of your dwelling lease.

If you have any questions concerning this letter or need to reschedule your appointment to sign the new dwelling lease, please call me at _____.

Temporary Denial Letter:

The purpose of this letter is to inform you that your request for a minimum rent hardship exemption is denied because it has been determined that your situation is of a temporary nature. From the date of this letter, an exemption shall not be granted for a ninety day period; however, you will not be evicted during this period for non-payment of rent. Please note that the decision not be evict for non-payment of rent does not prevent the Housing Authority from filing an eviction action of any other lease violation. You must comply will all other provisions of your dwelling lease.

During the ninety day period your rent and, if applicable, other charges are due and payable on the first of each month; however, you will not be charged any late fees during this ninety day period, which ends on _____. Also, at any time during this ninety day period you can demonstrate that the financial hardship is of a long term basis and not temporary, the Housing Authority shall retroactively exempt the applicable minimum rent and your account adjusted to the appropriate amount of rent due based on calculating your total tenant payment from the date of your original request to be approved for a minimum rent

hardship exemption.

In accordance with the Housing Authorities grievance procedure, you may request an informal settlement within ten (10) business days from the date of the mailing of this adverse action if you do not agree with the decision. The request for an informal settlement can be made at this office orally or in writing.

If you have any questions concerning this letter, please call me at _____.

Denial Letter:

The purpose of this letter is to deny your request for a hardship exemption from paying minimum rent. Your request did not meet the requirements for granting a hardship exemption from paying a minimum rent as outlined in the "Minimum Rent Hardship Exemption Request Guidelines for Residents", which you signed on _____.

In accordance with the Housing Authorities grievance procedure, you may request an informal settlement within ten (10) business days for the date of the mailing of this adverse action if you do not agree with the decision. The request for an informal settlement can be made at this office orally or in writing. If you grieve this decision your dwelling lease will not be terminated during the time period of the grievance procedure. Also, you will not be charged late fees during the grievance period.

If you have any questions concerning this letter, please call me at _____.

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 (**The rents are not at a level lower than 30%**)
- Yes but only for some developments
- No

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

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

Other (list below)

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

(2) Flat Rents

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

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

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)

See question in Section 4-A-1-b-3 under Public Housing

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		

Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
NH Certificates		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

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)
- (2) Section 8 Management: (list below)

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)

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **MO009a02**

-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 **MO009a02**)

-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

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **2**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **3**
- c. How many Assessments were conducted for the PHA's covered developments?
2
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
None	

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **N/A**

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 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:

- The purchaser must meet other threshold requirements, including a minimum income;
- The purchaser must be a first time homebuyer;
- Participation in credit counseling programs will be required of all families expressing an interest in purchasing. No family will be admitted to the program if credit is not acceptable or correctable in a period of time that is reasonable for this program;
- Participation in a series of home buying training and counseling courses will be required of all prospective buyers;
- No family with a history of property destruction or criminal behavior will be permitted to participate in the program. Past drug - and alcohol -related problems that appear to be corrected and are at least five years in the past will not be grounds for exclusion from the homebuyer program;
- Participation in a self-sufficiency program may be required of all non-working adult members for the household;
- Evidence of sufficient income to support home ownership (including house payment, utilities, taxes and insurance);

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors

- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- 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 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename:)

14. PET POLICY

[24 CFR Part 903.7 9 (n)]

See attachment D page 46

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)
 - 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: State of Missouri
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)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 - Maintain the supply of decent, safe and sanitary rental housing that is affordable for low, very low and moderate income families

D. Other Information Required by HUD

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

- A. Board Resolution - mailed**
- B. Compliance with State Plan - mailed**
- C. Certifications of Payments to Influence Federal Transactions - mailed**
- D. Disclosure of Lobbying Activities - mailed**
- E. Certification for a Drug-Free Workplace - mailed**
- F. Certify the number of units - mailed**
- G. Civil Rights Certification - mailed**

19. Definition of Substantial Deviation and Significant Amendment or Modification

[24 CFR Part 903.7 9 (r)]

A. Substantial Deviation from the 5-Year Plan:

Substantial deviations or significant amendments or modifications are defined as discretionary changes in plans or policies of the Jefferson City Housing Authority that fundamentally change the mission, goals, objectives, or plans of the authority and which require formal approval of the Board of Commissioners.

B. Significant Amendment or Modification to the Annual Plan:

See 19 A. , above

Attachments

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

Attachment A

Resident Membership of the PHA Governing Board

Dora Washington - Appointed by the Mayor - April 19, 2001 - Four year term

Attachment B

Membership of the Resident Advisory Committee

Wanda Atterberry, Doris Murphy, Judith McCombs, Mike Gibson,
Linda Nugent

Attachment C

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

The turnaround time for vacant units has increased in the past years. It is averaging about 39 days, several days of which are consumed by our screening process and updated verifications. The mixed population issue is causing about 11 vacancies in public housing. The vacancy rate also has increased averaging 5.48%. JCHA has just completed building and occupied 44 new family units using low-income housing tax credits and low interest rate loan. 23 of the units are subsidized by HUD multifamily HAP. We have completed the building an additional 50 Elderly Low-Income Housing Tax Credits units and occupied about 28 of these units as of December, 2002. For the past several years JCHA and the Jefferson City Public Schools have been building single family homes for sale to low income families. We are continuing this program. We currently have four homes for sale and building another. We anticipate that when we start the Section 8 Homeownership Program, these homes will sell,. We are closely monitoring our PHAS score. We plan on using grant funds to work with the city to increase the presence of police officers in public housing to answer the survey item that resident do not feel that adequate security is provided. The response to the survey question about communications being inadequate is confusing to us as all activities and other tenant related matters are relayed to all tenants on a timely basis. The survey item about neighborhood appearance and that the resident like their units, building, but not their neighborhood is very hard to address. We are screening new tenants to balance the vacancy issue and still ensure that the tenants will get along with their neighbors. We are using CGP to continue to improve the units, reduce vacancies, improve amenities for the residents, and improve security. Deconcentration is monitored by the staff. Must of our residents are at 30% or lower of medium income. We have signed an agreement with the Division of Family Services to provide support for our families, a tutor program with Lincoln University and a GED program with the Public Schools. The Headstart program is housed in an Authority owned facility. The Jefferson City Daycare is also on-site in one of our buildings.

The Jefferson City Housing Authority staff closely monitors all programs to ensure access to assisted housing regardless of race, color, religion, nation origin, sex, familial status, and insure accessible housing to person with all types of disabilities regardless of the unit size required.

Attachment D

PET POLICY – GENERAL OCCUPANCY (FAMILY) PROJECTS

[24 CFR Part 960, Subpart G]

INTRODUCTION

This Chapter explains the PHA's policies on the keeping of pets in general occupancy projects and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the PHA.

This policy does not apply to animals that are used to assist, support or provide service to persons with disabilities, or to service animals that visit public housing developments.

A. ANIMALS THAT ASSIST, SUPPORT OR PROVIDE SERVICE TO PERSONS WITH DISABILITIES

The resident/pet owner will be required to qualify animals (for exclusion from the pet policy) that assist, support or provide service to persons with disabilities.

Pet rules will not be applied to animals that assist, support or provide service to persons with disabilities. This exclusion applies to both service animals and companion animals as reasonable accommodation for persons with disabilities. This exclusion applies to such animals that reside in public housing and that visit these developments.

B. STANDARDS FOR PETS

Types of Pets Allowed

Common household pets shall be defined as "domesticated animals such as a dog, cat, bird, rodent, fish or turtle. Common household pets are defined as follows:

- Bird Includes Canary, Parakeet, Finch and other species that are normally kept caged; birds of prey are not permitted.

- Fish In tanks or aquariums, not to exceed 20 gallons in capacity; poisonous or dangerous fish are not permitted.

Dogs Not to exceed 25 lbs. weight, or 15 inches in height at full growth. Dogs must be spayed or neutered. Veterinarian's recommended /suggested types of dogs are as follows:

- a. Chihuahua
- b. Pekinese
- c. Poodle
- d. Schnauzer
- e. Cocker Spaniel
- f. Dachshund
- g. Terriers

Vicious or intimidating pets. Dog breeds including but not limited to pit bull/rottweiler/chow/boxer/ Doberman/Dalmatian/German shepherd are considered vicious or intimidating breeds and are not allowed.

Cats Cats must be spayed or neutered and be de-clawed or have scratching post, and should not exceed 15 pounds.

Rodents Rodents other than hamsters, gerbils, white rats or mice are not considered common household pets. These animals must be kept in appropriate cages.

Reptiles Reptiles other than turtles or small lizards such as chameleons are not considered common household pets.

Exotic pets At no time will the Management approve of exotic pets, such as snakes, monkeys, game pets, etc.

No more than one dog or cat shall be permitted in a household. In the case of birds, a maximum of two birds may be permitted. There shall be no limit as to the number of fish, but no more than one aquarium with a maximum capacity of 20 gallons shall be permitted. A resident with a dog or cat may also have other categories of "common household pets" as defined above.

Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the owner's apartment for the purpose of handling, but shall not generally be unrestrained.

All pets shall be inoculated and licensed in accordance with applicable state and local laws. All cats or dogs shall be neutered or spayed, unless a veterinarian certifies that the spaying or neutering would be inappropriate or unnecessary (because of health, age, etc.)

Pets cannot be kept, bred or used for any commercial purpose.

Type of pets not allowed:

Wild, feral, or any other animals that are not amenable to routine human handling.

Any poisonous animals of any kind.

Non-human primates.

Animals whose climatological needs cannot be met in the unaltered environment of the individual dwelling unit.

Pot-bellied pigs.

Ferrets or other animals whose natural protective mechanisms pose a risk of serious bites and/or lacerations to small children.

Hedgehogs or other animals whose protective instincts and natural body armor produce a risk of serious puncture injuries to children.

Chicks, turtles, or other animals that pose a significant risk of salmonella infection to those who handle them.

Pigeons, doves, mynahs, psittacines, and birds of other species that are hosts to the organisms that cause psittacosis in humans.

Snakes or other kinds of reptiles.

C. REGISTRATION OF PETS

All pets shall be registered with the Management Office immediately.

Pets must be registered with the PHA before they are brought onto the premises.

Registration shall consist of providing;

- a. Basic information about the pet (type, age, description, name, etc.)
- b. Proof of inoculation and licensing.
- c. Proof of neutering or spaying. All female dogs over the age of six (6) months and female cats over the age of five (5) months must be spayed. All male dogs over the age of eight (8) months and all male cats over the age of ten (10) months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become or continue to be a resident of the community.

Registration must be renewed and will be coordinated with the annual reexamination date.

Proof of inoculation will be submitted at least 30 days prior to annual reexamination.

Each pet owner must provide two color photographs of their pet(s).

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

Refusal to Register Pets

If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial. The notification will be served in accordance with HUD notice requirements.

The PHA will refuse to register a pet if:

The pet is not a “common household pet” as defined in this policy;

Keeping the pet would violate any House Rules;

The pet owner fails to provide complete pet registration information;

The pet owner fails to update the registration annually;

The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet’s temperament and behavior may be considered as a factor in determining the pet owner’s ability to comply with the provisions of the lease.

The notice of refusal may be combined with a notice of pet violation.

D. PET AGREEMENT

Residents who have been approved to have a pet must enter into a Pet Agreement with the PHA.

The Resident will certify, by signing the Pet Agreement, that the Resident will adhere to the following rules:

Pet owners shall maintain their pet in such a manner as to prevent any damage to their unit, yard or common areas of the community in which they live. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, Management employees, or the public, by reason of noise, unpleasant odors or other objectionable situations.

- a. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.
- b. Repeated substantiated complaints by neighbors or JCHA Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.

- c. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation.

Agree that the resident is responsible and liable for all damages caused by their pet(s).

All complaints of cruelty and all dog bites will be referred to animal control or applicable agency for investigation and enforcement.

All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside areas.

Tenants are prohibited from feeding stray animals.

Residents shall not feed any stray animals; doing so, or keeping stray or unregistered animals, will be considered having a pet without permission.

No animals may be tethered or chained outside or inside the dwelling unit.

When outside the dwelling unit, all pets must be on a leash or in an animal transport enclosure and under the control of a responsible individual.

All fecal matter deposited by the pet(s) must be promptly and completely removed from any common area. Failure to do so will result in a Pet Waste Removal charge of \$25. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in an external trash bin. Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit or in animal enclosures maintained within dwelling units AND must be removed and/or replaced regularly. Failure to do so will result in a Pet Waste Removal charge.

The resident/pet owner shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

Mandatory implementation of effective flea control by measures that produce no toxic hazard to children who may come into contact with treated animals.

The right of management to enter dwelling unit when there is evidence that an animal left alone is in danger or distress, or is creating a nuisance.

The right of management to seek impoundment and sheltering of any animal found to be maintained in violation of housing rules, pending resolution of any dispute

regarding such violation, at owner's expense. The resident shall be responsible for any impoundment fees, and the PHA accepts no responsibility for pets so removed.

That failure to abide by any animal-related requirement or restriction constitutes a violation of the "Resident Obligations" in the resident's Lease Agreement.

Residents will prevent disturbances by their pets that interfere with the quiet enjoyment of the premises of other residents in their units or in common areas. This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

E. LIMITATIONS ON PET OWNERSHIP

Reserved

F. DESIGNATION OF PET-FREE AREAS

The following areas are designated as no-pet areas:

PHA playgrounds

PHA day care centers

PHA management offices

PHA community centers

PHA recreation center areas

G. PETS TEMPORARILY ON THE PREMISES

Excluded from the premises are all animals and/or pets not owned by residents, except for service animals.

Residents are prohibited from feeding or harboring stray animals.

This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the PHA.

H. DEPOSITS FOR PETS

Payment of a pet deposit of \$200.00 for dog, cat, or rodent and \$25.00 for any other type pets such as fish or birds. The pet deposit must be paid in full, or over a period of time not to exceed six (6) months, in case of hardship to defray the cost of potential damage done by the pet to the unit or to common areas of the community. The additional security deposit shall not preclude charges to a resident for repair of damages done on an ongoing

basis by a pet. The resident is responsible for all damages caused by the pet and will reimburse the Authority for all costs it incurs in repairing such damages. This deposit is refundable if no damage is identified at the move-out inspection. The unused portion of the pet deposit will be refunded to the pet owner within 30 days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed.

These charges are due and payable within 30 days of written notification.

The PHA reserves the right to change or increase the required deposit by amendment to these rules.

The PHA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, within a reasonable time after the tenant moves or upon removal of the pet from the unit.

The PHA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.

The PHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including, but not limited to:

The cost of repairs and replacements to the resident's dwelling unit;

Fumigation of the dwelling unit;

Common areas of the project if applicable

The expense of flea deinfestation shall be the responsibility of the resident.

If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount that exceeds the pet deposit.

Pet Deposits are not a part of rent payable by the resident.

I. ADDITIONAL PET FEES

The PHA will charge a non-refundable nominal fee of \$50.00 for each household with a pet.

This fee is intended to cover the reasonable operating costs to the project relating to the presence of pets. Reasonable operating costs to the project relating to the presence of pets include, but are not limited to:

Landscaping costs

Pest control costs

Insurance costs

Clean-up costs

The nominal fee will be assessed annually.

The PHA reserves the right to change or increase the required deposit by amendment to these rules.

J. PET WASTE REMOVAL CHARGE

Each pet owner shall be fully responsible for the care of the pet. Owners must take all pet waste to the appropriate dumpster in bags they purchase for their own use. If no area in the Development is designed for exercise or the deposit of waste, pet owners must remove pets from the premises to permit the pet to exercise and deposit waste. In the case of cats and other pets using litter boxes, the pet owner must change the litter at least twice a week, and pet owners must separate waste from litter at least once a day.

A separate pet waste removal charge of \$25.00 per occurrence will be assessed against the resident for violations of the pet policy.

Pet waste removal charges are not part of rent payable by the resident.

K. PET AREA RESTRICTIONS

All cats and dogs must be appropriately and effectively restrained and under the control of a responsible individual while on the common areas of the Development (that is, any areas outside the apartment). Unless the owner is unable to do so for health reasons or disability, the pet must be in the owner's arms when going to and from the building and in the elevators. Pets shall not be tied up and left unattended either inside or outside the building. Neither dogs or cats shall be permitted to run loose. No dog houses or pens shall be permitted on the grounds of the Development.

A pet owner shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc.

L. CLEANLINESS REQUIREMENTS

Residents must take appropriate actions to protect their pets from fleas and ticks.

Litter Box Requirements. All animal waste or the litter from waterproof litter boxes shall be picked up/emptied every 2 days by the pet owner, disposed of in heavy, sealed plastic trash bags, and placed in a trash container immediately.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

M. PET CARE

Animal neglect and abandonment under the laws of the State of Missouri is not tolerated and is punishable by the following: any person convicted of failure to provide adequate care or adequate control of animal, so that an animal does not injure itself, any person, any other animal or property is guilty of a Class C Misdemeanor with a maximum fine of \$500 and a maximum sentence of 15 days imprisonment. A second conviction is a Class B Misdemeanor and has a maximum fine of \$1,000 and maximum sentence of 6 months.

Animal Abuse under the laws of the State of Missouri is not tolerated and is punishable by the following: any person convicted of knowingly failing to provide adequate care or adequate control of an animal is guilty of a Class A Misdemeanor with a maximum fine of \$1,000 and a maximum sentence of one year imprisonment. A second conviction is a Class D Misdemeanor and has a maximum fine of \$5,000 and maximum sentence of 5 years imprisonment.

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 24 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

N. RESPONSIBLE PARTIES

Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless the Management from all claims, causes of action damages or expenses, including attorney's fees, resulting from the action or the activities of his or her pet.

Residents are encouraged to carry liability insurance to cover bodily harm to individuals or damages to buildings or other property caused by their pets.

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

O. INSPECTIONS

The PHA may enter and inspect the unit only if a written complaint is received alleging that the conduct or condition of the pet in the unit is a violation, or constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

P. PET RULE VIOLATION NOTICE

The authorization for a common household pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Residents who violate these rules are subject to:

Mandatory removal of the pet from the premises within 10 days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.

Lease termination proceedings.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the resident/pet owner has **ten (10)** days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

Q. NOTICE FOR PET REMOVAL

If the resident/pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the PHA's determination of the Pet Rule that has been violated;

The requirement that the resident/ pet owner must remove the pet within **ten (10)** days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

R. TERMINATION OF TENANCY

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

S. PET REMOVAL

If a resident cannot care for their pet due to an illness, absence, or death, and no other person can be found to care for the pet, after 24-hours have elapsed, the Resident hereby gives permission for the pet to be released to the Humane Society/Animal Control, in accordance with their procedures. In no case shall Management incur any costs or liability for the care of a pet placed in the care of another individual or agency under this procedure.

Provide the name, address and phone number of one or more persons who will care for the pet if the tenant is unable to do so. This information will be updated annually.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate State or local agency and request the removal of the pet.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

T. EMERGENCIES

The PHA will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

This Pet Policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.

PET POLICY – ELDERLY/DISABLED PROJECTS [24 CFR Part 5, Subpart C]

INTRODUCTION

PHAs have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policy for elderly/disabled projects. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the PHA.

The purpose of this policy is to establish the PHA's policy and procedures for ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

ANIMALS THAT ASSIST PERSONS WITH DISABILITIES

Pet rules will not be applied to animals that assist persons with disabilities. To be excluded from the pet policy, the resident/pet owner must certify:

- That there is a person with disabilities in the household;
- That the animal has been trained to assist with the specified disability.

A. MANAGEMENT APPROVAL OF PETS

All pets must be approved in advance by the PHA management.

The pet owner must submit and enter into a Pet Agreement with the PHA.

Registration of Pets

Pets must be registered with the PHA before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

All pets shall be registered with the Management Office immediately.

All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation.

Registration shall consist of providing;

- a. Basic information about the pet (type, age, description, name, etc.)
- b. Proof of inoculation and licensing.
- c. Proof of neutering or spaying. All female dogs over the age of six (6) months and female cats over the age of five (5) months must be spayed. All male dogs over the age of eight (8) months and all male cats over the age of ten (10) months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become or continue to be a resident of the community.

Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

Refusal to Register Pets

The PHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The PHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy;

Keeping the pet would violate any House Pet Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament

and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the PHA and agree to abide by all of the pet rules in writing.

B. STANDARDS FOR PETS

If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.

Pet rules will not be applied to animals that assist persons with disabilities.

Persons with Disabilities

To be excluded from the pet policy, the resident/pet owner must certify:

**That there is a person with disabilities in the household;
That the animal has been trained to assist with the specified disability; and
That the animal actually assists the person with the disability.**

Types of Pets Allowed

No types of pets other than the following may be kept by a resident.

1. Common household pets shall be defined as "domesticated animals such as a dog, cat, bird, rodent, fish or turtle. Common household pets are defined as follows:

Bird Includes Canary, Parakeet, Finch and other species that are normally kept caged; birds of prey are not permitted.

Fish In tanks or aquariums, not to exceed 20 gallons in capacity; poisonous or dangerous fish are not permitted.

Dogs Not to exceed 25 lbs. weight, or 15 inches in height at full growth. Dogs must be spayed or neutered. Veterinarian's recommended /suggested types of dogs are as follows:

a. Chihuahua

e. Cocker Spaniel

b. Pekinese

f. Dachshund

c. Poodle

g. Terriers

d. Schnauzer

No Pit Bulls will be permitted

- Cats Cats must be spayed or neutered and be de-clawed or have scratching post, and should not exceed 15 pounds.
- Rodents Rodents other than hamsters, gerbils, white rats or mice are not considered common household pets. These animals must be kept in appropriate cages.
- Reptiles Reptiles other than turtles or small lizards such as chameleons are not considered common household pets.
- Exotic pets At no time will the Management approve of exotic pets, such as snakes, monkeys, game pets, etc.

2. No more than one dog or cat shall be permitted in a household. In the case of birds, a maximum of two birds may be permitted. There shall be no limit as to the number of fish, but no more than one aquarium with a maximum capacity of 20 gallons shall be permitted. A resident with a dog or cat may also have other categories of "common household pets" as defined above.
3. Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the owner's apartment for the purpose of handling, but shall not generally be unrestrained.
4. All pets shall be inoculated and licensed in accordance with applicable state and local laws. All cats or dogs shall be neutered or spayed, unless a veterinarian certifies that the spaying or neutering would be inappropriate or unnecessary (because of health, age, etc.)
5. Pets cannot be kept, bred or used for any commercial purpose.

C. PETS TEMPORARILY ON THE PREMISES

Pets that are not owned by a tenant will not be allowed.

Residents are prohibited from feeding or harboring stray animals.

This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the PHA.

D. DESIGNATION OF PET/NO-PET AREAS

Currently the Housing Authority has not designated any areas for pets/no pet.

E. ADDITIONAL FEES AND DEPOSITS FOR PETS

The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

Payment of a pet deposit of \$200.00 for dog, cat, or rodent and \$25.00 for any other type pets such as fish or birds. The pet deposit must be paid in full, or over a period of time not to exceed six (6) months, in case of hardship to defray the cost of potential damage done by the pet to the unit or to common areas of the community. The additional security deposit shall not preclude charges to a resident for repair of damages done on an ongoing basis by a pet. The resident is responsible for all damages caused by the pet and will reimburse the Authority for all costs it incurs in repairing such damages. This deposit is refundable if no damage is identified at the move-out inspection. The unused portion of the pet deposit will be refunded to the pet owner within 30 days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.

The PHA reserves the right to change or increase the required deposit by amendment to its rules.

The PHA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.

The PHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit;

Fumigation of the dwelling unit;

Common areas of the project.

Pet Deposits are not a part of rent payable by the resident.

F. ALTERATIONS TO UNIT

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

G. PET WASTE REMOVAL CHARGE

Each pet owner shall be fully responsible for the care of the pet. Owners must take all pet waste to the appropriate dumpster in bags they purchase for their own use. If no area in the Development is designed for exercise or the deposit of waste, pet owners must remove pets from the premises to permit the pet to exercise and deposit waste. In the case of cats and other pets using litter boxes, the pet owner must change the litter at least twice a week, and pet owners must separate waste from litter at least once a day.

A separate pet waste removal charge of 25.00 per occurrence will be assessed against the resident for violations of the pet policy.

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

H. PET AREA RESTRICTIONS

Only one dog or cat is allowed per household. NO PIT BULLS WILL BE PERMITTED. All cats and dogs must be appropriately and effectively restrained and under the control of a responsible individual while on the common areas of the Development (that is, any areas outside the apartment). Unless the owner is unable to do so for health reasons or disability, the pet must be in the owner's arms when going to and from the building and in the elevators. Pets shall not be tied up and left unattended either inside or outside the building. Neither dogs or cats shall be permitted to run loose. No dog houses or pens shall be permitted on the grounds of the Development.

A pet owner shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

I. NOISE AND ODORS

Pet owners shall maintain their pet in such a manner as to prevent any damage to their unit, yard or common areas of the community in which they live. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, Management employees, or the public, by reason of noise, unpleasant odors or other objectionable situations.

- a. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.
- b. Repeated substantiated complaints by neighbors or JCHA Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.

- c. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance. **This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.**

J. CLEANLINESS REQUIREMENTS

Pet bedding shall not be washed in any common laundry facilities.

Residents must take appropriate actions to protect their pets from fleas and ticks.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner.

Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.

Litter shall not be disposed of by being flushed through a toilet.

Removal of Waste from Other Locations. The Resident/Pet Owner shall be responsible for the removal of waste by placing it in a sealed plastic bag and disposing of it in an outside trash bin.

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

K. PET CARE

Animal neglect and abandonment under the laws of the State of Missouri is not tolerated and is punishable by the following: "any person convicted of failure to provide adequate care or adequate control of animal, so that an animal does not injure itself, any person, any other animal or property is guilty of a Class C Misdemeanor with a maximum fine of \$500 and a maximum sentence of 15 days imprisonment. A second conviction is a Class B Misdemeanor and has a maximum fine of \$1,000 and maximum sentence of 6 months.

Animal Abuse under the laws of the State of Missouri is not tolerated and is punishable by the following: "any person convicted of knowingly failing to provide adequate care or adequate control of an animal is guilty of a Class A Misdemeanor with a maximum fine of \$1,000 and a maximum sentence of one year imprisonment. A second conviction is a Class D Misdemeanor and has a maximum fine of \$5,000 and maximum sentence of 5 years imprisonment.

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 24 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

L. RESPONSIBLE PARTIES

Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless the Management from all claims, causes of action damages or expenses, including attorney's fees, resulting from the action or the activities of his or her pet.

Residents are encouraged to carry liability insurance to cover bodily harm to individuals or damages to buildings or other property caused by their pets.

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

M. INSPECTIONS

The PHA may enter and inspect the unit only if a written complaint is received alleging that the conduct or condition of the pet in the unit constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

N. PET RULE VIOLATION NOTICE

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the resident/pet owner has **ten (10)** days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

O. NOTICE FOR PET REMOVAL

If the resident/pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the PHA's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within **ten (10)** days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

P. TERMINATION OF TENANCY

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

Q. PET REMOVAL

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This includes pets who are poorly cared for or have been left unattended for over **24** hours.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate State or local agency and request the removal of the pet.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

R. EMERGENCIES

The PHA will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

Provide the name, address and phone number of one or more persons who will care for the pet if you are unable to do so. This information will be updated annually.

Attachment E

The following is table of public housing project by the new site base waiting list. We have split Public Housing into three lists

The following table shows all of the move ins by projects from 04/2001 to 03/2002, compared to move ins after 04/2002

One waiting list three projects – 9-1 and 9-4 are family sites and 9-5 is a Handicap Site

Race	Ethnic	Number of Move ins before 04/2002	Disability before 04/2002	Move ins after 04/2002	Diability after 04/2002
White	Non Hispanic	12	2	8	
Black	Non Hispanic	63	6	57	4
Native American	Non Hispanic	1			
Total	Project 9-1	76	8	65	4
White	Non Hispanic	1		3	
Black	Non Hispanic	6	1	7	
Total	Project 9-4	7	1	10	
White	Non Hispanic	2	1	8	8
Black	Non Hispanic				
Total	Project 9-5	2	1	8	8
Combined	Total				
White	Non Hispanic	15 / 17.6%	3 / 30%	19 / 22.9%	8 / 66.6%
Black	Non Hispanic	69 / 81.2%	7 / 70%	64 / 77.1%	4 / 33.3%
Native American	Non Hispanic	1 / 1.2%			
Combined		85	10	83	12

This site is a mixed population site with disabled and elderly and a multifamily housing complex

White	Non Hispanic	29 / 85.3%	29 / 85.3%	19 / 76%	19 / 76%
Black	Non Hispanic	5 / 14.7%	5 / 14.7%	6 / 24%	6 / 24%
Total	Project 9-3	34	34	25	25

This site is an elderly site combined with a multifamily housing complex

White	Non Hispanic	3 / 60%	3 / 75%	11 / 91.7%	11 / 100%
Black	Non Hispanic	2 / 40%	1 / 25%	1 / 8.3%	
Total	Project 9-7	5	4	12	11

The percentages vary between the different races but not enough to say that the site base waiting list is causing segregation of people.

CAPITAL FUND PROGRAM TABLES

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Jefferson City Housing Authority P.O. Box 1029 Jefferson City, Missouri 65102-1029 Phone: 573-635-6163 Fax: 573-635-9680 E-mail: jfcvha0021@earthlink.net		Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-03 Replacement Housing Factor Grant No:			Federal FY of Grant: FY 2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <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					
2	1406 Operations	55,400.00				
3	1408 Management Improvements Soft Costs	10,500.00				
	Management Improvements Hard Costs					
4	1410 Administration	62,500.00				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	27,000.00				
8	1440 Site Acquisition					
9	1450 Site Improvement	88,000.00				
10	1460 Dwelling Structures	345,245.00				
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures	61,500.00				
13	1475 Nondwelling Equipment	43,000.00				
14	1485 Demolition					
15	1490 Replacement Reserve					

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part 1: Summary

PHA Name: Jefferson City Housing Authority P.O. Box 1029 Jefferson City, Missouri 65102-1029 Phone: 573-635-6163 Fax: 573-635-9680 E-mail: jfcyha0021@earthlink.net	Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-03 Replacement Housing Factor Grant No:	Federal FY of Grant: FY 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization Expenses or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)		693,145.00		
22	Amount of line XX Related to LBP Activities				
23	Amount of line XX Related to Section 504 compliance				
24	Amount of Line XX related to Security -- Soft Costs				
25	Amount of line XX Related to Security – Hard Costs				
26	Amount of line XX Related to Energy Conservation Measures				

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 City Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: FY 2003		
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
MO 9-1	Renovate Tenant Services Building		1470	1 Bldg	27,000.00			
Elizabeth & East Elm St	Install Range Hoods		1460	170 Units	51,000.00			
	Rejuvenate Unit Furnace/Vent Piping		1460	60 Units	50,791.00			
	Replace Office Furniture		1470	25%	8,500.00			
	Renovate Main Office		1470	1 Bldg	21,000.00			
	Install Security Cameras		1470	1 Sys	5,000.00			
	Install Playground Surfacing		1450	5 Sys	45,000.00			
MO 9-3	Replace Roof		1460	1 Bldg	55,000.00			
Dulle Tower	Upgrade Security Cameras		1460	3 Sys	15,000.00			
MO 9-4	Replace/Repair Siding & Fascia		1460	30 Bldgs	30,000.00			
Dulle Street	Replace Floor Heating Registers		1460	30 Bldgs	35,000.00			
	Replace DHW Heaters		1460	15 Bldgs	10,000.00			
	Replace Kitchen Cabinets		1460	15 Bldgs	20,000.00			
MO9-5	Landscaping		1450	LS	5,000.00			
Dulle Street	Replace Sidewalks		1450	3500 Sq/Ft	28,000.00			
	Replace Entrance Doors & Hardware		1460	35 Units	23,000.00			
	Upgrade Security Lights		1450	35 Units	10,000.00			

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 City Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: FY 2003		
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
MO9-7								
Congregate	Replace Roofing		1460	125 SQ	31,454.00			
	Replace Apartment HVAC Units		1460	24 Units	24,000.00			
PHA Wide Operations	HA Operations		1406	20%	55,400.00			
Management Improvements	Upgrade Computers Systems		1408	100%	10,500.00			
Administrative Cost	Development Coordinator		1410	100%	35,000.00			
	In-House A/E Services		1410	100%	15,000.00			
	Employee Benefits		1410	100%	7,500.00			
	Sundry		1410	100%	5,000.00			
Fees & Costs	Consulting Engineer		1430	100%	15,000.00			
	A/E Services MO 9-1,3,4,5, & 7		1430	100%	12,000.00			
Non-Dwelling Equipment	Replace Maintenance Vehicles		1475	2 Ea	33,000.00			
	Replace Maintenance Equipment		1475	10%	10,000.00			
	Total CFP Estimated Cost				693,145.00			

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 City Housing Authority		Grant Type and Number Capital Fund Program No: MO36-P009-501-03 Replacement Housing Factor No:				Federal FY of Grant: FY 2003	
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	
MO9-1 Eliz / E. Elm St	03/31/2005			09/31/2006			
MO9-3 Dulle Tower	03/31/2005			09/31/2006			
MO9-4 Dulle St	03/31/2005			09/31/2006			
MO9-5 Linden Court	03/31/2005			09/31/2006			
MO9-7 Congregate	03/31/2005			09/31/2006			
PHA-Wide	03/31/2005			09/31/2006			

CAPITAL FUND PROGRAM TABLES

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Jefferson City Housing Authority		Jefferson City, Missouri		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: MO36-P009-501-04 PHA FY: 2004	Work Statement for Year 3 FFY Grant: MO36-P009-501-05 PHA FY: 2005	Work Statement for Year 4 FFY Grant: MO36-P009-501-06 PHA FY: 2006	Work Statement for Year 5 FFY Grant: MO36-P009-501-07 PHA FY: 2007
MO9-1 Eliz/Elm St	Annual Statement	318,445.00	256,791.00	223,950.00	305,645.00
MO9-3 Dulle Tower		120,000.00	70,800.00	82,000.00	112,000.00
MO9-4 Dulle St		16,000.00	64,500.00	71,100.00	42,500.00
MO9-5 Linden Ct		52,500.00	122,554.00	47,750.00	39,000.00
MO9-7 Congregate		30,800.00	17,000.00	76,845.00	32,500.00
Physical Improvements		537,745.00	531,645.00	501,645.00	531,645.00
Management Improvements		10,500.00	10,000.00	10,000.00	10,000.00
HA-Wide Non - dwelling Structures & Equipment		0.00	5,000.00	35,000.00	5,000.00
Administration		62,500.00	62,500.00	62,500.00	62,500.00
Other (A/E)(CF Coordinator)		27,000.00	24,000.00	24,000.00	24,000.00
HA-Wide Operations		55,400.00	60,000.00	60,000.00	60,000.00
Total CFP Funds (Est.)		\$693,145.00	\$693,145.00	\$693,145.00	\$693,145.00
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year: 2 FFY Grant: MO36-P009-501-03 PHA FY: 2003			Activities for Year: 3 FFY Grant: MO36-P009-501-04 PHA FY: 2004		
SEE	General Description	Quantity	Estimated Cost	Description	Quantity	Estimated Cost
ANNUAL STATEMENT	<u>MO9-1 Elizabeth & E. Elm St</u>			<u>MO 9-1 Elizabeth & E. E.lm St</u>		
	Repair 4-Plex Stairwells	26 Bldgs	25,000.00	Landscaping	25%	20,000.00
	Install Security Lights	6 Ea	10,000.00	Restructure Roof Lines	25Units	55,000.00
	Upgrade Bathroom & Kitchen Plumbing	85 Units	25,000.00	Day Care/Head Start Facility Int. Renovations	2 Bldgs	110,000.00
	Replace Balconies	40 Bldgs	140,000.00	Install Guard Rails	75 LF	5,000.00
	Replace Handrails	2600 LF	50,000.00	Construct Dumpster Pads	10 Ea	20,000.00
	Replace 4-Plex Building Entrance Doors	23 Bldgs	15,000.00	Install Playground Surfacing	2 Sys	16,000.00
	Replace Siding & Fascia	62 Bldgs	15,000.00	Replace Gutters & Downspouts	6000 LF	15,791.00
	Tuck-Point Exterior Brick	30 Bldgs	5,945.00	Replace Roofing	60 SQ	15,000.00
	Replace Exterior Concrete Stairs	26 Bldgs	25,000.00	Subtotal		256,791.00
	Install Electrical Signal for Utility Loss	65 Units	7,500.00			
	Subtotal		318,445.00	<u>MO9-3 Dulle Tower</u>		
				Replace Automatic Entrance Doors	2 Sys	15,000.00
				Construct Outdoor Recreational Areas	1 Sys	15,000.00
	<u>MO 9-3 Dulle Tower</u>			Renovate Public Housing Units	15 Units	12,000.00
	Replace Unit Latch Sets & Dead Bolts	100 Units	25,000.00	Replace Exterior Hose Bids	4 Ea	3,800.00
	Renovate Public Areas	9 Floors	5,000.00	Rejuvenate Air Handling Systems	1 Sys	25,000.00
	Replace Apartment HVAC Units	100 Units	50,000.00	Subtotal		70,800.00
	Install Kitchen Cabinets	50Units	40,000.00	<u>MO 9-4 Dulle Street</u>		
	Subtotal		120,000.00	Replace A/C Units	30 Units	30,000.00
				Install Pedestrian Sidewalks	2500 Sq/Ft	15,000.00
				Upgrade Bathroom & Kitchen Plumbing	30 Units	12,000.00
				Upgrade Electrical	30 Units	7,500.00
				Subtotal		64,500.00

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

Activities for Year 1	Activities for Year: 2 FFY Grant: MO36-P009-501-03 PHA FY: 2003			Activities for Year: 3 FFY Grant: MO36-P009-501-04 PHA FY: 2004		
SEE	General Description	Quantity	Estimated Cost	Description	Quantity	Estimated Cost
ANNUAL STATEMENT	<u>MO9-4 Dulle St</u>			<u>MO 9-5 Linden Court</u>		
	Renovate Public Housing Units	5 Units	5,000.00	Replace Apartment A/C Units	30 Units	25,500.00
	Install Security Fence	2400 LF	6,000.00	Replace Kitchen Cabinets	15 Units	27,054.00
	Upgrade Security Cameras-Tenant Services	1 Sys	5,000.00	Replace Exterior Siding & Fascia	12 Units	10,000.00
	Subtotal		16,000.00	Replace Porch Decking	12 Units	10,000.00
				Construct Retaining Wall	150 LF	50,000.00
	<u>MO 9-5 Linden Court</u>			Subtotal		122,554.00
	Replace Apartment Water Shut-Off Valves	30 Units	7,500.00			
	Replace Domestic Hot Water Heaters	30 Units	10,000.00	<u>MO 9-7 Congregate</u>		
	Replace Gutters & Downspouts	2500 LF	10,000.00	Paint Building Exterior & Replace Decking	1 Bldg	12,000.00
	Replace Floor Heating Registers	30 Units	25,000.00	Upgrade Security Equipment	1 Sys	5,000.00
	Subtotal		52,500.00	Subtotal		17,000.00
	<u>MO 9-7 Congregate</u>			<u>HA Wide Non-Dwelling Equipment</u>		
	Replace Apartment Faucets & Drains	24 Units	10,800.00	Replace Deteriorated Maintenance Equipment	5 %	5,000.00
	Rejuvenate Air Handling System	1 Sys	20,000.00	Subtotal		5,000.00
	Subtotal		30,800.00			
				<u>HA Wide Operations</u>		
	<u>HA-Wide Operations</u>			HA Wide Operations	20%	60,000.00
	HA Operations	20%	55,400.00	Subtotal		60,000.00
	Subtotal		55,400.00			
				<u>Management Improvements</u>		
	<u>HA-Wide Management Improvements</u>			Upgrade Computer System	1 Ea	10,000.00
	Upgrade Computers	100%	10,500.00	Subtotal		10,000.00
	Subtotal		10,500.00			

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

Activities for Year 1	Activities for Year: 2 FFY Grant: MO36-P009-501-03 PHA FY: 2003			Activities for Year: 3 FFY Grant: MO36-P009-501-04 PHA FY: 2004		
	<u>HA-Wide Administrative Cost</u>			<u>HA Wide Administrative Cost</u>		
	Development Coordinator	1	35,000.00	Development Coordinator Salary	1	35,000.00
	In-House A/E Services	1	15,000.00	In House A/E Services	1	15,000.00
	Employee Benefits	1	7,500.00	Employee Benefits	1	7,500.00
	Sundry	1	5,000.00	Sundry	1	5,000.00
	Subtotal		62,500.00	Subtotal		62,500.00
	<u>HA-Wide Fees & Costs</u>			<u>HA Wide Fees & Costs</u>		
	Consulting Engineer	1	15,000.00	Consulting Engineering	100%	14,000.00
	A/E Services for MO 9-1, 3, 4, 5, & 7	100%	12,000.00	A/E Services for MO 9-1, 3, 4, 5, & 7	100%	10,000.00
	Subtotal		27,000.00	Subtotal		24,000.00
	GRAND TOTAL		\$693,145.00	GRAND TOTAL		\$693,145.00

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

Activities for Year 1	Activities for Year: 4 FFY Grant: MO36-P009-501-05 PHA FY: 2005			Activities for Year: 5 FFY Grant: MO36-P009-501-06 PHA FY: 2006		
SEE	Description	Quantity	Estimated Cost	Description	Quantity	Estimated Cost
ANNUAL STATEMENT	<u>MO 9-1 Elizabeth & E. Elm St</u>			<u>MO 9-1 Elizabeth & E. Elm St</u>		
	Replace Playground Equipment	5 Sys	10,000.00	Landscaping	10%	25,000.00
	Renovate Public Housing Units	25Units	23,750.00	Install A/C Units	36 Units	110,945.00
	Replace Smoke Detectors	24 Units	3,600.00	Replace Smoke Detectors	60 Units	9,000.00
	Upgrade Plumbing	80Units	25,000.00	Raise Slab Floors	15 Units	15,000.00
	Upgrade Electrical	170 Units	15,000.00	Replace HVAC Units Head Start JC Daycare	2 Bldgs	25,000.00
	Rejuvenate Unit Furnaces / Vent Piping	30 Units	21,600.00	Renovate Public Housing Units	50 Units	47,500.00
	Refurbish Tenant Learning Facility	1 Bldg	50,000.00	Construct Dumpster Pads	10 Ea	20,000.00
	Install Sidewalks & Concrete Stoops	3000 Sq/Ft	75,000.00	Rejuvenate Unit Furnaces	60 Units	43,200.00
	Subtotal		223,950.00	Replace Refrigerators	10 Units	5,000.00
				Replace Stoves	10 Units	5,000.00
	<u>MO 9-3 Dulle Tower</u>			Subtotal		305,645.00
	Landscaping	10%	5,000.00	<u>MO 9-3 Dulle Tower</u>		
	Upgrade Elevators	2 Ea	7,000.00	Landscaping	10%	5,000.00
	Replace Domestic Hot Water Heaters	2 Ea	10,000.00	Renovate Public Housing Units	12 Units	12,000.00
	Replace Closet Folding Doors	100 Ea	40,000.00	Renovate Common Areas	9 Floors	11,500.00
	Renovate Public Restrooms	4 Units	20,000.00	Install Kitchen Cabinets	40 Units	40,000.00
	Subtotal		82,000.00	Upgrade HVAC System	1 Sys	15,000.00
	<u>MO 9-4 Dulle St</u>			Replace Lateral Waste Water Lines	1 Bldgs	35,000.00
	Replace Concrete Driveways & Stoops	5 Units	27,000.00	Subtotal		118,500.00
	Replace Closet Folding Doors	40 Ea	36,000.00	<u>MO 9-4 Dulle St</u>		
	Replace Stairs Threads 4-Bedroom Units	4 Units	1,600.00	Replace Concrete Driveways & Stoops	4 Units	21,000.00
	Landscaping	25%	6,500.00	Replace Entrance Doors	30 Units	15,000.00
	Subtotal		71,100.00	Subtotal		42,500.00

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

Activities for Year 1	Activities for Year: 4 FFY Grant: MO36-P009-501-05 PHA FY: 2005			Activities for Year: 5 FFY Grant: MO36-P009-501-06 PHA FY: 2006		
SEE	Description	Quantity	Estimated Cost	Description	Quantity	Estimated Cost
ANNUAL STATEMENT	<u>MO9-5 Linden Court</u>			<u>MO9-5 Linden Court</u>		
	Landscaping	20%	12,000.00	Landscaping	20%	12,000.00
	Replace Closet Folding Doors	50 Ea	20,000.00	Replace Kitchen Cabinets	15 Units	27,000.00
	Replace Exterior Lighting Fixtures	35 Units	15,750.00	Subtotal		39,000.00
	Subtotal		47,750.00			
	<u>MO 9-7 Congregate</u>			<u>MO 9-7 Congregate</u>		
	Replace Entrance Drive & Parking	7500Sq/Ft	60,000.00	Landscaping	7%	8,500.00
	Landscaping	7%	8,345.00	Replace HVAC Units	24 Units	24,000.00
	Upgrade Electrical	24 Units	2,500.00	Subtotal		32,500.00
	Refurbish Common Areas	3 Floors	6,000.00			
	Subtotal		76,845.00			
	<u>HA Wide Non-Dwelling Equipment</u>			<u>HA Wide Non-Dwelling Equipment</u>		
	Replace Deteriorated Maintenance Equipment	5%	5,000.00	Replace Deteriorated Maintenance Equipment	5%	5,000.00
	Replace Maintenance Vehicles	2 Ea	30,000.00	Subtotal		5,000.00
	Subtotal		35,000.00			
	<u>HA Wide Operations</u>			<u>HA Wide Operations</u>		
	HA Wide Operations	20%	60,000.00	HA Wide Operations	20%	60,000.00
	Subtotal		60,000.00	Subtotal		60,000.00
	<u>Management Improvements</u>			<u>Management Improvements</u>		
	Upgrade Computer System	1 Ea	10,000.00	Upgrade Computer System	1 Ea	10,000.00
	Subtotal		10,000.00	Subtotal		10,000.00
	<u>HA Wide Administrative Cost</u>			<u>HA Wide Administrative Cost</u>		
	Development Coordinator Salary	1	35,000.00	Development Coordinator Salary	1	35,000.00
	In-House A/E Services	1	15,000.00	In-House A/E Services	1	15,000.00
	Employee Benefits	1	7,500.00	Employee Benefits	1	7,500.00
	Sundry	1	5,000.00	Sundry	1	5,000.00

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

Activities for Year 1	Activities for Year: 2 FFY Grant: MO36-P009-501-03 PHA FY: 2003			Activities for Year: 3 FFY Grant: MO36-P009-501-04 PHA FY: 2004		
	Subtotal		62,500.00	Subtotal		62,500.00
	<u>HA Wide Fees & Costs</u>			<u>HA Wide Fees & Costs</u>		
	Consulting Engineer	1	14,000.00	Consulting Engineer	1	14,000.00
	A/E Services for MO 9-1, 3, 4, 5, & 7	100%	10,000.00	A/E Services for MO 9-1, 3, 4, 5, & 7	100%	10,000.00
	Subtotal		24,000.00	Subtotal		24,000.00
	GRAND TOTAL		693,145.00	GRAND TOTAL		693,145.00

CAPITAL FUND PROGRAM TABLES

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name : Jefferson City Housing Authority P.O. Box 1029 Jefferson City, Missouri 65102-1029 Phone: 573-635-6163 Fax: 573-635-9680 E-mail: jfcvha0021@earthlink.net		Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-00 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 checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/02 <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					
2	1406 Operations	70,000.00	103,295.96	103,295.96	70,744.96	
3	1408 Management Improvements Soft Costs	69,000.00	3,800.07	3,800.07	3,800.07	
	Management Improvements Hard Costs					
4	1410 Administration	67,900.00	68,932.23	68,932.23	68,932.23	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	6,000.00	0.00	0.00	0.00	
8	1440 Site Acquisition					
9	1450 Site Improvement	140,053.00	123,559.30	123,559.30	123,559.30	
10	1460 Dwelling Structures	245,838.00	62,094.74	62,094.74	60,244.74	
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	23,656.98	23,656.98	23,656.98	
12	1470 Nondwelling Structures	80,500.00	292,870.72	292,870.72	242,294.33	
13	1475 Nondwelling Equipment	0.00	1,081.00	1,081.00	1,081.00	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name : Jefferson City Housing Authority P.O. Box 1029 Jefferson City, Missouri 65102-1029 Phone: 573-635-6163 Fax: 573-635-9680 E-mail: jfcvha0021@earthlink.net	Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-00 Replacement Housing Factor Grant No:	Federal FY of Grant: <p style="text-align: center;">2000</p>
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 06/30/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines.....)	679,291.00	679,291.00	679,291.00	594,313.61
21	Amount of line XX Related to LBP Activities				
22	Amount of line XX Related to Section 504 compliance				
23	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
24	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

**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 City Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
PHA Wide	<u>Operations</u>	<u>1406</u>		<u>\$70,000.00</u>	<u>\$103,295.96</u>	<u>\$103,295.96</u>	<u>\$70,744.96</u>	
	Operations	1406	1 yr	70,000.00	103,295.96	103,295.96	\$70,744.96	
PHA- Wide	<u>Management Improvements</u>	<u>1408</u>		<u>\$69,000.00</u>	<u>\$3,800.07</u>	<u>\$3,800.07</u>	<u>\$3,800.07</u>	
	Upgrade Computer Software	1408	1 Yr	10,000.00	3,800.07	3,800.07	3,800.07	
	Resident Officer	1408	1 yr	45,000.00	0.00	0.00	0.00	
	Administrative Salaries	1408	1 yr	14,000.00	0.00	0.00	0.00	
PHA-Wide	<u>Administrative Costs</u>	<u>1410</u>		<u>\$67,900.00</u>	<u>\$68,932.23</u>	<u>\$68,932.23</u>	<u>\$68,932.23</u>	
	Fund Development Coordinator	1410	1 yr	30,000.00	31,103.71	31,103.71	31,103.71	
	In-House A/E Services	1410	1 yr	27,900.00	28,254.55	28,254.55	28,254.55	
	Employee Benefits	1410	1 yr	10,000.00	739.76	739.76	739.76	
	Sundry	1410	1 yr	0.00	1,546.20	1,546.20	1,546.20	
	FICA Benefit	1410	1 yr	0.00	0.00	0.00	0.00	
	Dental Benefit	1410	1 yr	0.00	222.64	222.64	222.64	
	Retirement Benefit	1410	1 yr	0.00	4,364.78	4,364.78	4,364.78	
	Medical Benefit	1410	1 yr	0.00	2,700.59	2,700.59	2,700.59	
PHA-Wide	<u>Fees & Costs</u>	<u>1430</u>		<u>\$6,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	CFP Consultant	1430	1 yr	6,000.00	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 City Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
	Site Improvement	1450		\$140,053.00	\$123,559.30	\$123,559.30	\$123,559.30		
MO9-1	Security Lighting	1450	8 Ea	8,000.00	0.00	0.00	0.00		
MO9-1	Security Fence	1450	2000 LF	30,000.00	8,553.95	8,553.95	8,553.95		
MO9-1	Retaining Wall	1450	50 LF	15,000.00	0.00	0.00	0.00		
MO9-1	Repair Asphalt Drives	1450	2000 Sq/Yd	50,000.00	27.83	27.83	27.83		
MO9-1	Install Guard Rails	1450	750 LF	30,000.00	0.00	0.00	0.00		
MO9-1	Install Sidewalk & Curb	1450	14000 LF	0.00	92,841.26	92,841.26	92,841.26		
MO9-4	Landscaping	1450	8%	7,053.00	0.00	0.00	0.00		
MO9-5	Replace Sidewalks	1450	1000 LF	0.00	1,590.00	1,590.00	1,590.00		
MO9-5	Termite Treatment	1450	35 Units	0.00	11,364.85	11,364.85	11,364.85		
MO9-7	Replace Entrance Drive & Parking	1450	24 Units	0.00	9,181.41	9,181.41	9,181.41		
	Dwelling Structures	1460		\$245,838.00	\$62,094.74	\$62,094.74	\$60,244.74		
MO9-1	Raise Slab Floors	1460	20 Apts	10,000.00	11,739.00	11,739.00	11,739.00		
MO9-1	Replace Mailboxes	1460	150 Ea	5,000.00	0.00	0.00	0.00		
MO9-1	Utility Warning Lights	1460	89 Ea	29,100.00	0.00	0.00	0.00		
MO9-1	Replace Domestic Water Heaters	1460	160 Ea	40,000.00	0.00	0.00	0.00		
MO9-1	Reinforce Gas lines	1460	15 Units	15,000.00	0.00	0.00	0.00		
MO9-1	Upgrade Electrical	1460	18 Units	0.00	32,138.64	32,138.64	32,138.64		
MO9-3	Replace Common Door Latches	1460	18 Ea	9,000.00	3,086.25	3,086.25	3,086.25		
MO9-3	Refurbish Roof Vents	1460	5 Ea	10,500.00	1,100.00	1,100.00	1,100.00		
MO9-3	Replace Kitchen & Bath Faucets	1460	250 Ea	25,000.00	0.00	0.00	0.00		
MO9-3	Elevator Upgrade	1460	2 Ea	0.00	7,800.49	7,800.49	5,950.49		

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 City Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
	<u>Dwelling Structures (Cont.)</u>								
MO9-3	Upgrade Plumbing	1460	1 Sys	0.00	5,456.50	5,456.50	5,456.50		
MO9-4	Replace Domestic Heater Vent Piping	1460	30 Units	15,000.00	0.00	0.00	0.00		
MO9-4	Replace Stair Threads	1460	3 Bldgs	1,500.00	0.00	0.00	0.00		
MO9-4	Replace Entry Doors	1460	30 Units	15,000.00	773.86	773.86	773.86		
MO9-5	Replace Entry Doors	1460	20 Units	10,000.00	0.00	0.00	0.00		
MO9-5	Kitchen Countertops	1460	14 Units	7,000.00	0.00	0.00	0.00		
MO9-5	Replace Windows & Screens	1460	18 Bldgs	53,738.00	0.00	0.00	0.00		
	<u>Dwelling Equipment Non Expendable</u>	<u>1465.1</u>		<u>\$0.00</u>	<u>\$23656.98</u>	<u>\$23656.98</u>	<u>\$23656.98</u>		
MO9-4	Replace Ranges	1465.1	30 Units	0.00	21,862.98	21,862.98	21,862.98		
MO9-5	Replace Refrigerators	1465.1	35 Units	0.00	1,794.00	1,794.00	1,794.00		
	<u>Non Dwelling Structures</u>	<u>1470</u>		<u>\$80,500.00</u>	<u>\$292,870.72</u>	<u>\$292,870.72</u>	<u>\$242,294.33</u>		
MO9-1	Construct Resident Storage	1470	1 Bldg	70,000.00	131,042.95	131,042.95	107,024.50		
MO9-1	Renovate Head Start & JC Day Care	1470	2 Bldgs	0.00	130,828.86	130,828.86	108,050.92		
MO9-4	MMC Fire Alarm System	1470	1 Sys	10,500.00	20,790.00	20,790.00	17,010.00		
MO9-4	MMC HVAC Replacement	1470	1 Sys	0.00	9,960.00	9,960.00	9,960.00		
MO9-4	MMC Upgrade Electrical	1470	1 Sys	0.00	248.91	248.91	248.91		
PHA-Wide	<u>Non-Dwelling Equipment</u>	<u>1475</u>		<u>\$0.00</u>	<u>\$1,081.00</u>	<u>\$1,081.00</u>	<u>\$1,081.00</u>		
	Maintenance Equipment	1475	LS	0.00	801.00	801.00	801.00		
	Maintenance Vehicles	1475	2 Ea	0.00	280.00	280.00	280.00		

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 City Housing Authority P.O. Box 1029 Jefferson City, Missouri 65102-1029 Phone: 573-635-6163 Fax: 573-635-9680 E-mail: jfcvha0021@earthlink.net			Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-01 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: 06/30/02 <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				
2	1406 Operations	60,000.00	50,000.00	0.00	0.00
3	1408 Management Improvements Soft Costs	55,000.00	10,000.00	3,720.00	3,720.00
	Management Improvements Hard Costs				
4	1410 Administration	67,500.00	60,950.00	69,901.21	10,702.56
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	24,000.00	65,000.00	50,000.00	48,536.27
8	1440 Site Acquisition				
9	1450 Site Improvement	35,000.00	50,000.00	50,000.00	42,612.90
10	1460 Dwelling Structures	303,645.00	362,203.00	228,885.45	113,690.71
11	1465.1 Dwelling Equipment—Nonexpendable	88,000.00	45,992.00	30,012.05	30,012.05
12	1470 Nondwelling Structures	60,000.00	29,000.00	29,000.00	2,512.50
13	1475 Nondwelling Equipment	0.00	20,000.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name : Jefferson City Housing Authority P.O. Box 1029 Jefferson City, Missouri 65102-1029 Phone: 573-635-6163 Fax: 573-635-9680 E-mail: jfcvha0021@earthlink.net	Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-01 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 06/30/02
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines.....)	693,145.00	693,145.00	461,518.71	251,786.99
21	Amount of line XX Related to LBP Activities				
22	Amount of line XX Related to Section 504 compliance				
23	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
24	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

**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 City Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
PHA Wide	<u>Operations</u>	<u>1406</u>		<u>\$60,000.00</u>	<u>\$50,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Operations	1406	1 yr	60,000.00	50,000.00	0.00	0.00	
PHA- Wide	<u>Management Improvements</u>	<u>1408</u>		<u>\$55,000.00</u>	<u>\$10,000.00</u>	<u>\$3,720.00</u>	<u>\$ 3,720.00</u>	
	Upgrade Computer Software	1408	1 Yr	10,000.00	10,000.00	3,720.00	3,720.00	
	Resident Officer	1408	1 yr	45,000.00	0.00	0.00	0.00	
PHA-Wide	<u>Administrative Costs</u>	<u>1410</u>		<u>\$67,500.00</u>	<u>\$60,950.00</u>	<u>\$69,901.21</u>	<u>\$10,702.56</u>	
	Fund Development Coordinator	1410	1 yr	40,000.00	45,000.00	45,000.00	4,985.64	
	In House A/E Services	1410	1 yr	15,000.00	0.00	15,000.00	2,624.85	
	Employee Benefits	1410	1 yr	7,500.00	2,000.00	0.00	0.00	
	Sundry	1410	1 yr	5,000.00	5,000.00	910.30	910.30	
	FICA Benefit	1410	1 yr	0.00	500.00	540.91	540.91	
	Dental Benefit	1410	1 yr	0.00	450.00	450.00	27.83	
	Retirement Benefit	1410	1 yr	0.00	5,000.00	5,000.00	993.53	
	Medical Benefit	1410	1 yr	0.00	3,000.00	3,000.00	619.50	
PHA-Wide	<u>Fees & Costs</u>	<u>1430</u>		<u>\$24,000.00</u>	<u>\$65,000.00</u>	<u>\$50,000.00</u>	<u>\$48,536.27</u>	
	CFP Consultant	1430	1 yr	14,000.00	15,000.00	0.00	0.00	
	A/E Services MO9-1, 3, 4, & 5	1430	1 yr	10,000.00	50,000.00	50,000.00	48,536.27	

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 City Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
	Site Improvement	1450		\$35,000.00	\$50,000.00	\$50,000.00	\$42,612.90	
MO9-1	Landscaping	1450	8 %	25,000.00	50,000.00	50,000.00	42,612.90	
MO9-1	Resurface Parking Areas	1450	1200 Sq/Yd	10,000.00	0.00	0.00	0.00	
	Dwelling Structures	1460		\$303,645.00	\$362,203.00	\$228,885.45	\$113,690.71	
MO9-1	Upgrade Electrical System	1460	170 Units	35,200.00	1,832.00	1,832.00	1,832.00	
MO9-1	Renovate Public Housing Units	1460	30 Units	22,445.00	61,050.00	61,050.00	44,292.76	
MO9-1	Water Heater Replacement	1460	40 Units	65,500.00	53,400.00	0.00	0.00	
MO9-1	Paint Exteriors	1460	67 Bldgs	35,000.00	0.00	0.00	0.00	
MO9-1	Install Exhaust Fans	1460	6 Ea	5,000.00	1,648.71	1,648.71	1,648.71	
MO9-1	Repair 4 Plex Stairwells	1460	26 Bldgs	15,000.00	20,000.00	0.00	0.00	
MO9-3	Refurbish Post Office	1460	1 Sys	5,000.00	5,000.00	0.00	0.00	
MO9-3	Renovate Public Housing Units	1460	20 Units	5,000.00	9,600.00	12,600.00	12,600.00	
MO9-3	Convert 0 Br Units	1460	5 Units	5,000.00	0.00	0.00	0.00	
MO9-3	Refurbish Roof Vents	1460	1 Bldg	0.00	2,500.00	2,500.00	2,500.00	
MO9-3	Replace Fire Alarm System	1460	1 Sys	0.00	105,000.00	105,000.00	6,562.50	
MO9-3	Upgrade Electrical	1460	1 Sys	0.00	14,821.29	13,695.00	13,695.00	
MO9-4	Replace DHW Furnace Vent Piping	1460	30 Units	15,000.00	15,000.00	0.00	0.00	
MO9-4	Install Fire Alarm MMC Bldg	1460	1 Sys	10,500.00	0.00	0.00	0.00	
MO9-5	Replace Windows & Screens	1460	35 Units	85,000.00	45,000.00	0.00	0.00	
MO9-5	Upgrade Emergency Call System	1460	1 Sys	0.00	7,351.00	7,351.00	7,351.00	
MO9-7	Rejuvenate Air Handling System	1460	1 Sys	0.00	20,000.00	23,208.74	23,208.74	

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 City Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
	<u>Dwelling Equipment – Non Expend</u>	<u>1465.1</u>		<u>\$88,000.00</u>	<u>\$45,992.00</u>	<u>\$30,012.05</u>	<u>\$30,012.05</u>	
MO9-1	Replace Ranges	1465.1	170 Units	65,000.00	45,000.00	29,020.05	29,020.05	
MO9-4	Replace Ranges	1465.1	30 Units	10,000.00	0.00	0.00	0.00	
MO9-5	Replace Ranges	1465.1	30 Units	13,000.00	992.00	992.00	992.00	
	<u>Non Dwelling Structures</u>	<u>1470</u>		<u>\$60,000.00</u>	<u>\$29,000.00</u>	<u>\$29,000.00</u>	<u>\$2,512.50</u>	
MO9-1	Construct Resident Storage	1470	1 Bldg	60,000.00	0.00	0.00	0.00	
MO9-1	Renovate Head Start/JC Day Care Center	1470	2 Bldgs	0.00	29,000.00	29,000.00	2,512.50	
	<u>Non Dwelling Equipment</u>	<u>1475</u>		<u>\$0.00</u>	<u>\$20,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Maintenance Vehicles	1475	1 Vehicle	0.00	20,000.00	0.00	0.00	

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 City Housing Authority		Grant Type and Number Capital Fund Program No: MO36-P009-501-01 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		
MO9-1 Eliz/E.Elms St	09/30/03			09/30/04				
MO9-3 Dulle Tower	09/30/03			09/30/04				
MO9-4 Dulle St	09/30/03			09/30/04				
MO9-5 Linden Court	09/30/03			09/30/04				
PHA-Wide	09/30/03			09/30/04				

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 City Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	

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 City Housing Authority P.O. Box 1029 Jefferson City, Missouri 65102-1029 Phone: 573-635-6163 Fax: 573-635-9680 E-mail: jfcvha0021@earthlink.net			Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-02 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: 06/30/01 <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				
2	1406 Operations	60,000.00	60,000.00	0.00	0.00
3	1408 Management Improvements Soft Costs	55,000.00	55,000.00	0.00	0.00
	Management Improvements Hard Costs				
4	1410 Administration	67,500.00	67,500.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	24,000.00	24,000.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	35,000.00	35,000.00	25,000.00	30,085.40
10	1460 Dwelling Structures	293,145.00	293,145.00	35,200.00	800.00
11	1465.1 Dwelling Equipment—Nonexpendable	88,000.00	88,000.00	0.00	0.00
12	1470 Nondwelling Structures	60,000.00	60,000.00	59,800.00	0.00
13	1475 Nondwelling Equipment	10,500.00	10,500.00	0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name : Jefferson City Housing Authority P.O. Box 1029 Jefferson City, Missouri 65102-1029 Phone: 573-635-6163 Fax: 573-635-9680 E-mail: jfcvha0021@earthlink.net	Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 06/30/01
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines.....)	693,145.00	693,145.00	120,000.00	30,885.40
21	Amount of line XX Related to LBP Activities				
22	Amount of line XX Related to Section 504 compliance				
23	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
24	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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 City Housing Authority		Grant Type and Number Capital Fund Program Grant No: MO36-P009-501-02 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
				Original	Revised	Obligated	Expended	
PHA Wide	<u>Operations</u>	<u>1406</u>		<u>\$60,000.00</u>	<u>\$60,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Operations	1406	1 yr	60,000.00	60,000.00	0.00	0.00	
PHA- Wide	<u>Management Improvements</u>	<u>1408</u>		<u>\$55,000.00</u>	<u>\$55,000.00</u>	<u>\$0.00</u>	<u>\$ 0.00</u>	
	Upgrade Computer Software	1408	1 Yr	10,000.00	10,000.00	0.00	0.00	
	Resident Officer	1408	1 yr	45,000.00	45,000.00	0.00	0.00	
PHA-Wide	<u>Administrative Costs</u>	<u>1410</u>		<u>\$67,500.00</u>	<u>\$67,500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Fund Development Coordinator	1410	1 yr	40,000.00	40,000.00	0.00	0.00	
	In House A/E Services	1410	1 yr	15,000.00	15,000.00	0.00	0.00	
	Employee Benefits	1410	1 yr	7,500.00	7,500.00	0.00	0.00	
	Sundry	1410	1 yr	5,000.00	5,000.00	0.00	0.00	
PHA-Wide	<u>Fees & Costs</u>	<u>1430</u>		<u>\$24,000.00</u>	<u>\$24,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	CFP Consultant	1430	1 yr	14,000.00	14,000.00	0.00	0.00	
	A/E Services MO9-1, 3, 4, & 5	1430	1 yr	10,000.00	10,000.00	0.00	0.00	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
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				Original	Revised	Obligated	Expended	
	<u>Site Improvement</u>	1450		\$35,000.00	\$35,000.00	\$25,000.00	\$30,085.40	
MO9-1	Landscaping	1450	8 %	25,000.00	25,000.00	25,000.00	30,085.40	
MO9-1	Resurface Parking Areas	1450	1200 Sq/Yd	10,000.00	10,000.00	0.00	0.00	
	<u>Dwelling Structures</u>	1460		\$293,145.00	\$293,145.00	\$35,200.00	\$800.00	
MO9-1	Upgrade Electrical System	1460	170 Units	35,200.00	35,200.00	35,200.00	800.00	
MO9-1	Renovate Public Housing Units	1460	30 Units	22,445.00	22,445.00	0.00	0.00	
MO9-1	Water Heater Replacement	1460	40 Units	65,500.00	65,500.00	0.00	0.00	
MO9-1	Paint Exteriors	1460	67 Bldgs	35,000.00	35,000.00	0.00	0.00	
MO9-1	Install Exhaust Fans	1460	6 Ea	5,000.00	5,000.00	0.00	0.00	
MO9-1	Repair 4 Plex Stairwells	1460	26 Bldgs	15,000.00	15,000.00	0.00	0.00	
MO9-3	Refurbish Post Office	1460	1 Sys	5,000.00	5,000.00	0.00	0.00	
MO9-3	Renovate Public Housing Units	1460	20 Units	5,000.00	5,000.00	0.00	0.00	
MO9-3	Convert 0 Br Units	1460	5 Units	5,000.00	5,000.00	0.00	0.00	
MO9-4	Replace DHW Furnace Vent Piping	1460	30 Units	15,000.00	15,000.00	0.00	0.00	
MO9-5	Replace Windows & Screens	1460	35 Units	85,000.00	85,000.00	0.00	0.00	
	<u>Dwelling Equipment – Non Expend</u>	1465.1		\$88,000.00	88,000.00	\$0.00	\$0.00	
MO9-1	Replace Ranges	1465.1	170 Units	65,000.00	65,000.00	0.00	0.00	
MO9-4	Replace Ranges	1465.1	30 Units	10,000.00	10,000.00	0.00	0.00	
MO9-5	Replace Ranges	1465.1	30 Units	13,000.00	13,000.00	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

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					Original	Revised	Obligated	Expended	

