

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

PHA Plans

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

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of Jefferson County

PHA Number: IL059

PHA Fiscal Year Beginning: (04/01/2004)

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)

- X 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.

- X PHA Goal: Expand the supply of assisted housing
Objectives:
 Apply for additional rental vouchers:
X Reduce public housing vacancies:
 Leverage private or other public funds to create additional housing opportunities:
 Acquire or build units or developments
 Other (list below)
- X PHA Goal: Improve the quality of assisted housing
Objectives:
 Improve public housing management: **(PHAS score) 89%**
 Improve voucher management: **(SEMAP score) 100%**
X Increase customer satisfaction: **Increase resident services.**
 Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
X Renovate or modernize public housing units: **Continue Capital Fund Renovation Program.**

X Demolish or **dispose** of obsolete public housing: **Disposition of vacant obsolete public housing. (IL59-01 Mays Manor II South Development)**

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

X PHA Goal: Provide an improved living environment

Objectives:

X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **Increase curb appeal of all apartments and neighborhoods through continued renovation and extensive resident services.**

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

Implement public housing security improvements:

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

Other: (list below)

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

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

Objectives:

X Increase the number and percentage of employed persons in assisted families: **By giving preference to employed families and providing**

employment opportunities to residents through the HAJC's Section 3 Program.

- X Provide or attract supportive services to improve assistance recipients' employability: **The HAJC will continue to work with supportive service agencies to improve assistance recipients' employability, i.e., Southern Illinois Common Market, Experienced Workers, Job Training & Partnership Act Workforce Investment Group.**
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities. **The HAJC will continue to work with supportive service agencies to increase independence for the elderly or families with disabilities, i.e., Opportunities for Access, Senior Services, and the Jefferson County Sunshine Center.**
- Other: (list below)

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

- X 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:
 - X 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: **In 1995, through its Vacancy Reduction Program, the HAJC began to renovate small obsolete units to larger apartments that are accessible to persons with all varieties of disabilities. Today the HAJC continues this process through its Capital Fund Program.**
 - 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 Housing Authority of Jefferson County (HAJC) has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

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

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

We also have adopted the following goals and objectives in our Five Year Plan.

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

Objectives: **1.** HUD will continue to recognize the Housing Authority of Jefferson County as a high performer by the FYE March 31, 2005.

2. The Housing Authority of Jefferson County will strive to make public housing apartments become competitive with private sector apartments. The HAJC will make the public housing units more marketable to the community as evidenced by an increase in our waiting list that will require a thirty day wait for housing available by March 31, 2005.

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

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

Objectives: 1. The Housing Authority of Jefferson County will continue to reduce crime in its developments so that the crime rate is less than the surrounding neighborhood by March 31, 2005.

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

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

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

5. The Housing Authority of Jefferson County shall reduce its evictions due to violations of criminal laws by 20% by March 31, 2005, through aggressive applicant screening procedures.

Goal Three: Expand the range and quality of housing choices available to participants in the Housing Authority of Jefferson County's Section 8 based assistance program.

Objectives: 1. The Housing Authority of Jefferson County shall establish a program to assist recipients to become homeowners by March 31, 2005.

2. The Housing Authority of Jefferson County shall achieve and sustain a utilization rate of 95% by March 31, 2005 in its tenant-based program.

3. The Housing Authority of Jefferson County shall attract 5 new landlords who want to participate in the program by March 31, 2005.

Goal Four: Provide continuous in-service for staff and commissioners.

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

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

- A. We have adopted three local preferences who automatically get this partiality:
- applicants who are working families within our county
 - victims of domestic violence and
 - seniors and persons with disabilities

- A. We have adopted an aggressive screening policy for public housing to ensure to the best of our ability that new admissions will be good neighbors. In Section 8, as well as Public Housing, we are screening applicants to the fullest extent allowable, while not reducing the Section 8 Landlord's responsibilities. Our screening practices will meet all fair housing requirements.
- B. Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- C. We have established a minimum rent of \$50.00 by PHA Resolution 96-6.
- D. We have established a flat rent for all developments, PHA Resolution 99-17.
- E. We have established an interim Rent Redetermination Policy, PHA Resolution 2001-13.
- F. In summary, we are on course to improve the conditions of affordable housing.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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 - 11. Homeownership
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 - 14. Pets (Inactive for January 1 PHAs)
 - 15. Civil Rights Certifications (included with PHA Plan Certifications)
 - 16. Audit
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 - 18. Other Information

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:

- X Admissions Policy for Deconcentration
- X FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- X PHA Management Organizational Chart
- X FY 2004 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- X Other (List below, providing each attachment name)
 - Performance & Evaluation Report CFP 2001 (IL06PO5950101)
 - Performance & Evaluation Report CFP 2002 (IL06PO5950102)
 - Performance & Evaluation Report CFP 2003 (IL06PO5950103)
 - Information on Pet Policy
 - Resident Membership on Governing Board
 - Membership of the Resident Advisory Board

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	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
XX	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XX	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
XX	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XX	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
XX	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
XX	Most recent, approved 5 Year Action Plan for the Capital	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
XX	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
XX	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
XX	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
XX	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
XX	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	12.7%	5					
Income >30% but <=50% of AMI	8.3%	5					
Income >50% but <80% of AMI	15.8%	5					
Elderly	N/A						
Families with Disabilities	N/A						
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	51		100%
Extremely low income <=30% AMI	43	84%	
Very low income (>30% but <=50% AMI)	8	16%	
Low income (>50% but <80% AMI)	0	0	
Families with children	34	67%	
Elderly families	1	2%	
Families with Disabilities	13	25%	
Race/ethnicity	27	53%	
Race/ethnicity	23	45%	
Race/ethnicity	1	2%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	31		
2 BR	2		
3 BR	0		
4 BR	0		

Housing Needs of Families on the Waiting List			
5 BR	1		
5+ BR			
Is the waiting list closed (select one)? X 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)			
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/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	35		
Extremely low income <=30% AMI	22	62%	
Very low income (>30% but <=50% AMI)	9	25%	
Low income (>50% but <80% AMI)	4	11%	
Families with children	3	8%	
Elderly families	1	2%	
Families with Disabilities	0		
Race/ethnicity	24	68%	
Race/ethnicity	11	31%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? X 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

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X 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
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X 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

- X 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
- X 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

- X Employ admissions preferences aimed at families who are working
- X 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

- X Seek designation of public housing for the elderly

Apply for special-purpose vouchers targeted to the elderly, should they become available

X Other: (list below) **The HAJC has entered into Cooperative Agreements with Senior Services, Jefferson County Sheriffs Office providing on site office space for Elderly Officer, Jefferson County Comprehensive Services and Opportunities for Access.**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

Seek designation of public housing for families with disabilities

X 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

X 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

X 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 2004 grants)		
a) Public Housing Operating Fund	\$649,062.00	
b) Public Housing Capital Fund	\$708,161.98	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$321,500.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants (ROSS)	\$100,000.00	
h) Community Development Block Grant		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP 2003	\$516,159.00	Modernization
3. Public Housing Dwelling Rental Income	\$426,542.00	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources		

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)
- X Other: **As soon as the Application and verification process is complete.**

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

X Criminal or Drug-related activity

X Rental history

X Housekeeping

X Other: **The HAJC's Resident Advisory Board may review potential applicants.**

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

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

e. X 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)

X Community-wide list

Sub-jurisdictional lists

Site-based waiting lists

Other (describe)

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

X PHA main administrative office

PHA development site management office

X Other: **Applicants may request applications be mailed to them by accessing the HAJC web site, (www.hajc.org)**

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

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

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

If yes, how many lists?

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

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

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

(3) Assignment

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

- One
- Two
- X Three or More

b. X 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:

X 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)

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

C. Preferences

1. X 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:

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- X 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
- X Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X 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)

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

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

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

(6) Deconcentration and Income Mixing

a. Yes X No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

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

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

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

Other (list policies and developments targeted below)

d. Yes X 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

X Actions to improve the marketability of certain developments

X 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

X List (any applicable) developments below:

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)
- X Criminal or drug-related activity only to the extent required by law or regulation
- X Criminal and drug-related activity, more extensively than required by law or regulation
- X More general screening than criminal and drug-related activity (list factors below) **Sexual Offenders List**
- Other (list below)
- b. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. X Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. X 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)
- X Criminal or drug-related activity
- X Other: **1. The Family's current address as shown in the PHA's records.**
- 1. 2. The name and address of the Family's current and prior landlords.**
- 2. 3. Information about the family concerning tenancy history of the family members.**

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- X 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)

X PHA main administrative office

Other (list below)

(3) Search Time

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

If yes, state circumstances below: **(1) To accommodate a person with a disability. (2) If the Voucher holder can provide proof of extensive search prior to the expiration of the Voucher.**

(4) Admissions Preferences

a. Income targeting

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

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

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

- X 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
X \$26-\$50

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

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

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

1. Yes X No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

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

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- X 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)_____
- X Other: **1. Any addition to family composition and/or their income to the household. 2. Income increase or decrease of more than \$30.00 per month. 3. Change in source of income.**

g. Yes X 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
- X 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
- X 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)

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

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

- X 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)

- X Success rates of assisted families
- X 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
- X \$26-\$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	337	70
Section 8 Vouchers	99	20
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
FMHA/Rural Housing	12	2
CFP	337	70
ROSS GRANT	192	10

C. Management and Maintenance Policies

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

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

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
X PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- 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 (il059b01)

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name il059b01)

-or-

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

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No",

skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name: Mays Manor II South Development	
1b. Development (project) number: IL59-01 (40 units)	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected: 40	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: April 1, 2004 b. Projected end date of activity: April 1, 2005	

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:	Mays Manor-Short St.-Dix-Rose Lane- Ina- Waltonville
1b. Development (project) number:	59-01 59-02 59-03 59-05 59-06 59-07
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(11/13/01)
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	337
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" 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

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 X 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 N/A 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	

Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 07/13/98

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Monthly News Letter to all Residents. <u>Full time services available for all residents:</u> Beauty Shop 59-5 Senior Resident Officer Jefferson County Sheriff's Office 59-1 D.A.R.E. Officer Jefferson County Sheriff's Office 59-1 Offices on 59-1 Litton EMT's on site 59-5 Resident Coordinator assist with Energy Assistance Applications ILEAP – Transportation for Medical needs – Housekeeping needs and well being checks.	450	Delivered to residents	PHA Main Office Resident Coordinator	Public Housing
Education Awards, Youth Honor Roll. Youth & Adult Scholarships for continued education Adult Literacy-GED Referrals	75	Sign-Up	PHA Main Office Resident Coordinator	Public Housing
<u>Annual Activities for Seniors and Youth:</u> Resident Advisory Monthly Training & Information Meeting Christmas Gala's Halloween Costume Party w/ lunch and Hay Ride Kids & Cops Days: City Police, County Sheriffs Dept. Liaison/Dare Team & Officer interaction of K-9 units	350	Sign-Up	PHA Main Office Resident Coordinator	Public Housing
Music Enrichment Class – Youth trip to St. Louis Fox Theater	10	Sign-Up	FTAC Main Office & Mission Possible Group	Public Housing
African American Heritage History visit to DuSable Museum transportation and lunch provided	24	Sign-Up	PHA Main Office Resident Coordinator	Public Housing
Resident Sponsored Prayer Breakfast	16	Sign-Up	PHA Main Office Resident Coordinator	Public Housing
Jefferson County African American Heritage Gala and the Martin Luther King Annual Celebration (Adults & Youth) Membership dues for residents paid by HAJC	60	Sign-Up	PHA Main Office Resident Coordinator	Public Housing
Fire Prevention Week Activities	20	FTAC Sign-Up	PHA Main Office	Public Housing

for youth, provided by the Mt. Vernon City Fire Department				and Sec 8
Seniors Lunch Program 3 days weekly 59-5 Dev. Summer Seamless Feeding Program for Youth (8 weeks) Dev. Wide Weekly Food Distribution for all developments	40	Sign-Up		
Resident Garden 59-1 Bricks inscribed & dedicated to residents . HAJC Residents dedicated inscribed Bricks to Veterans Memorial Garden at City Park Nov 11/03	28	Invitation to all Developments issued in Monthly News Letter	Mays Manor Development and the Mt. Vernon City Park Resident Coordinator	Public Housing
Glamor Day for Seniors	30	Sign-up	59-05	

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- X Informing residents of new policy on admission and reexamination
- X Actively notifying residents of new policy at times in addition to admission and reexamination.
- X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- X 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
- X Observed lower-level crime, vandalism and/or graffiti
- X 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
- X Other (describe below) **IL59-01 Mays Manor II South Development** consists of 40 vacant housing units. Persons on waiting list refuse to be housed there due to the perceived violent and drug related crime in the surrounding area. These units have been vacant for two years and without a waiting list, the PHA feels it is unwise to invest Capital Fund dollars in these units.

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

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

3. Which developments are most affected? (list below)
IL59-01 Mays Manor II South Development (40 units)

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

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

- X Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
X Crime Prevention Through Environmental Design
X Activities targeted to at-risk youth, adults, or seniors
 Volunteer Resident Patrol/Block Watchers Program
X Other (**Utilizing off-duty City Officers for patrol in high risk areas**)

2. Which developments are most affected? (list below)
IL59-01 Mays Manor I and II

C. Coordination between PHA and the police

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

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

2. Which developments are most affected? (list below)
IL59-01 Mays Manor I and II

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.

- X Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan? (**PHDEP funds no longer available**)

- X Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
 Yes No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)] Attachment il059h01

e

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. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes X No: Were there any findings as the result of that audit?
4. Yes X No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes X 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 X 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)
X 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. X 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)

X Attached at Attachment (File name) il059d01

Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

X 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 X 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 X 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: **(Mr. Bill Pluta, Director Illinois Housing Development Authority/ Office of Housing Coordination Services)**

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.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

- A. Deconcentration Policy
- B. PHA CFP Annual Statement and Five Year Action Plan 2004
- C. PHA Management Organizational Chart
- D. Minutes of Resident Advisory Board and Public Hearing
- E. PHA Performance and Evaluation Report for CGP IL06PO5950101
- F. PHA Performance and Evaluation Report for CFP IL06PO5950102
- G. PHA Performance and Evaluation Report for CFP IL06PO5950103
- H. Information on Pet Policy
- I. Resident Membership on the Governing Board
- J. Membership of the Resident Advisory Board

PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

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

DECONCENTRATION POLICY

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

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

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

PHYSICAL NEEDS

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

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

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

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

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

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

Capital Fund Grant Number FFY of Grant Approval: (11/2004)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimate Cost
1	Total Non-CGP Funds	0.00
2	1406 Operations	0.00
3	1408 Management Improvements	29,396.00
4	1410 Administration	58,532.00
5	1411 Audit	0.00
6	1415 Liquidated Damages	0.00
7	1430 Fees and Costs	31,000.00
8	1440 Site Acquisition	0.00
9	1450 Site Improvement	0.00
10	1460 Dwelling Structures	343,931.00
11	1465.1 Dwelling Equipment - Nonexpendable	0.00
12	1470 Nondwelling Structures	34,000.00
13	1475 Nondwelling Equipment	19,300.00
14	1485 Demolition	0.00
15	1490 Replacement Reserve	0.00
16	1492 Moving to Work Demonstration	0.00
17	1495.1 Relocation Costs	0.00
18	1498 Mod Used for Development	0.00
19	1502 Contingency	0.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$516,159.00
21	Amount of line 20 Related to LBP Activities	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00
23	Amount of line 20 Related to Security	0.00
24	Amount of line 20 related to Energy Conservation Measures	0.00

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Activities	Staff Training/Construction Inspection	1408	\$ 19,750
HA-Wide Activities	Security/Police Department and Resident Initiative Programs	1408	\$ 9,646
HA-Wide Activities	Administration Salaries/Expenses	1410	\$ 58,532
HA-Wide Activities	Architectural Fees	1430	\$ 31,000
IL-59-2 Short St.	Install HVAC Units	1460	\$ 88,000
IL-59-2 Short St.	Parking Lot Expansion	1460	\$ 20,000
IL59-03 Dix	Sidewalk Replacement 504 Accessible	1470	\$ 44,000
IL-59-3 Dix	Replace Exterior Doors	1460	\$ 12,000
IL-59-05 Rose Lane	Install HVAC Units 50%	1460	\$ 50,000
IL-59-5 Rose Lane	Renovation 2 units	1460	\$ 50,000
IL-59-6 Ina	Window Replacement 50%	1460	\$ 56,965
IL-59-7 Waltonville	Window Replacement 50%	1460	\$ 56,966
HA-Wide Activities	Resident Tenant Election	1475	\$ 5,000
HA-Wide Activities	Maintenance Tools	1475	\$ 4,800
HA-Wide Activities	Mgmt/Maintenance Computers Upgrade/Hardware	1475	\$ 9,500
	Total		\$ 516,159

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

Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide Activities	10/06	10/08
IL-59-2 Short Street	10/06	10/08
IL-59-3 Dix	10/06	10/08
IL-59-5 Roselane	10/06	10/08
IL-59-6 Ina	10/06	10/08
IL-59-07 Waltonville	10/06	10/08

Housing Authority of Jefferson County

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

ORGANIZATIONAL CHART

BOARD OF COMMISSIONERS

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

EXECUTIVE DIRECTOR

Marsha Gibbons, PHM

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

ADMINISTRATIVE ASSISTANT TO ED

Linda Newell

SEC 8 & RURAL HOUSING COORDINATOR

Janice DePlanty, PHM

GRANTS COORDINATOR

Yvette Walker, PHM

BOOKKEEPER/INSURANCE LIAISON

Tami Jones

LEASING SPECIALIST

Sharon Knox, PHM

OCCUPANCY SPECIALIST/TAR

Annette Woodward, PHM

RESIDENT SERVICES COORDINATOR

Verla Keele

APPLICATIONS PROCESSOR/RECEPTIONIST

Tammy McMahon

DIRECTOR MAINT OPERATIONS

PREP/WORK ORDER SERVICE

Dennis Frees
Bill Eastham
Rick Hawkins

MAINTENANCE PREP PERSON

Carl Crocker

GROUNDSKEEPER TECHNICIAN

Pam Ford

WORK ORDER INVENTORY CLERK

Suellen Riley-Keen

CUSTODIAN (PART-TIME)

Gale Allen

2004 Capital Fund Program

The Housing Authority of Jefferson County (HAJC) scheduled a series of resident meetings at selected resident site locations to discuss the FY-2004 Capital Fund Program submission. This included a scheduled meeting with our Resident Advisory Board, two staff meetings, and a general meeting at our office location, 1000 S. 9th Street.

A Public Hearing was conducted to inform the general public of the impending plan and to solicit input into the development of the submission. The Public Hearing was advertised over a period of days in the local newspaper and was held on January 12, 2004.

Enclosed are summaries of the comments received over the period of meetings.

September 15, 2003

The Housing Authority of Jefferson County conducted a meeting with the Resident Advisory Board to discuss our impending FY 2004 Capital Fund Program Plan. Attending the meeting were:

(See attached list)

A summary of resident and staff comments follow:

Grants Coordinator, Yvette Walker explained the process of submitting the Capital Fund Program Plan to the U.S. Department of Housing & Urban Development. Yvette then discussed upcoming work items for the year 2003-2004, including new air conditioning units at the Mays Manor Development. The floor was then opened for any questions. Rose Lane Residents asked about air conditioning for their development. Yvette assured the tenants that she would look into the possibility of air conditioning. The Residents from Short Street were concerned about parking. Some of the Short Street residents are having trouble getting from their cars to the main entry doors and would like a drop off area added. After everyone's questions were answered, Yvette informed the residents that she would be available anytime for future questions or comments.

Work Items Requested:

Air Conditioning (Rose Lane)

Parking (short Street)

Parking (Rose Lane)

November 24, 2003

The Housing Authority of Jefferson County conducted two meetings with the residents to discuss our impending FY 2004 Capital Fund Program Plan. The first meeting was held at 2:00 P.M. with a second meeting following at 6:00 P.M.

2:00 P.M. Meeting

Attending the meeting were:

(See attached list)

A summary of resident and staff comments follow:

Grants Coordinator, Yvette Walker opened the meeting by welcoming the residents and explaining her job at the Housing Authority. After a brief explanation of the Capital Fund Program, Yvette directed the resident's attention to the worksheet that had been given to them. The tenants were asked to use the worksheet to inform the HAJC of any work items that they would like to see completed at their development. Yvette further explained that the worksheet was not for routine maintenance work orders. She asked that any work orders be turned in to the Maintenance Department. The floor was then opened for questions and comments. The residents from Waltonville requested to have new windows installed and some sidewalks replaced. The tenants that were present from the Mays Manor Development asked that their storm doors be replaced. One resident from Mays Manor requested that his windows be enlarged in his apartment. His apartment was renovated in 1994, at which time new windows were installed. His request was turned over to the Executive Director.

Work Items Requested:

Window Replacement (Waltonville)
Sidewalk Replacement (Waltonville)
Storm door Replacement (Mays Manor)

6:00 P.M. Meeting:

No Residents Attended

January 12, 2003

Public Meeting

A Public Meeting was held on January 12, 2003 at 1:00 P.M. to discuss the upcoming submission of our CFP Plan for FY-04. The meeting was held at the HAJC Recreation Room, 4216 Rose Lane, Mt. Vernon, IL. The meeting was advertised consecutively for three days in the Mt. Vernon Register News. Proof of publication is attached.

NO PUBLIC ATTENDED

Meetings were held with HAJC Maintenance and Administrative Staff. The following is a summary of comments:

Grants Coordinator, Yvette Walker opened the meeting by thanking the staff for meeting with her. She then explained her job at the Housing Authority and the reason for the Capital Fund Program (CFP). After explaining the submission requirements of the CFP Program, Yvette asked that each person list work items that they would like to see addressed for each development. The following is a copy of that list:

1. Windows at Ina, Waltonville, Rose Lane & Short Street
2. Heating and air conditioning units at Short Street
3. Sewers at Rose Lane
4. Parking at Short Street
5. Update security system at Short Street
6. Kitchen Cabinets at Ina, Waltonville and Dix
7. Tree Removal Development Wide
8. Structure problems at Rose Lane and Dix
9. Air conditioner replacement at Ina & Waltonville Elderly
10. Sidewalks at Dix
11. Plumbing at Short Street
12. Fence Repair at Mays Manor

MINUTES
REGULAR MONTHLY MEETING
HOUSING AUTHORITY OF JEFFERSON COUNTY
TUESDAY, December 9, 2003 – 5:00 p.m.

Chairman Horton called the meeting to order. His roll call indicated a quorum with the full board and others present:

Commissioners:

Chairman Horton
VC Upchurch
Commissioner Lankford
Commissioner Phillips
Commissioner Staley

Others:

Yvette Walker
Verla Keele
Linda Newell, Recorder

Annual Plan/5 Year Plan Update

A draft outline of the annual plan for consideration was mailed to the board for prior review and copies were provided again tonight.

VC Upchurch questioned 'office remodeling'.

Walker said there was a consideration at one time of expanding the conference room. She pointed out that she tries to include everything we might possibly need during that 5-year timeframe. However, monies can be used for other things if more pressing needs arise. She said it is better to list a need in the plan than to need to do something and be unable to do it because it was not projected.

VC Upchurch's next question was about the 'Rose Lane Rec. Room remodeling' entry.

Yvette said that might have been listed when we were considering putting the Assisted Living Facility there, which would have required the Rec. Room remodeling.

VC Upchurch questioned, since that plan seems to have passed, can the money appropriated for that work be utilized for other projects (i.e. HVAC units)? He stated he thinks Commissioner Lankford would recommend the installation of the HVAC units as soon as possible.

Commissioner Lankford agreed, saying the old heaters are not efficient in warming the apartments.

Walker said monies she is requesting now are for 2004. \$516,000 is what we have to work with. She said projects listed in her plan are from suggestions she has received from Maintenance, Leasing and other staff and from residents.

All commissioners agreed we should reprioritize the annual plan before it is submitted.

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Jefferson County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06PO5950101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 02 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$ 0.00		\$ 0.00	\$ 0.00
2	1406 Operations	\$ 0.00		\$ 0.00	\$ 0.00
3	1408 Management Improvements Soft Costs	\$ 37,524.00	\$5,633.04	\$ 5,633.04	\$5,633.04
	Management Improvements Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
4	1410 Administration	\$ 58,532.00	\$49,701.30	\$ 49,701.30	\$49,701.30
5	1411 Audit	\$ 0.00		\$ 0.00	\$ 0.00
6	1415 Liquidated Damages	\$ 0.00		\$ 0.00	\$ 0.00
7	1430 Fees and Costs	\$ 33,885.00	\$26,489.00	\$26,489.00	\$ 26,489.00
8	1440 Site Acquisition	\$ 0.00		\$ 0.00	\$ 0.00
9	1450 Site Improvement	\$ 0.00		\$ 0.00	\$ 0.00
10	1460 Dwelling Structures	\$ 552,342.00	\$606,423.40	\$606,423.40	\$606,423.40
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 0.00		\$ 0.00	\$ 0.00
12	1470 Nondwelling Structures	\$ 0.00		\$ 0.00	\$ 0.00
13	1475 Nondwelling Equipment	\$15,950.00	\$9,986.26	\$9,986.26	\$9,986.26
14	1485 Demolition	\$ 0.00		\$ 0.00	\$ 0.00
15	1490 Replacement Reserve	\$ 0.00		\$ 0.00	\$ 0.00
16	1492 Moving to Work Demonstration	\$ 0.00		\$ 0.00	\$ 0.00
17	1495.1 Relocation Costs	\$ 0.00		\$ 0.00	\$ 0.00
18	1499 Development Activities	\$ 0.00		\$ 0.00	\$ 0.00
19	1502 Contingency	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of Annual Grant: (sum of lines.....)	\$ 698,233.00	\$ 698,233.00	\$ 698,233.00	\$ 698,233.00
	Amount of line XX Related to LBP Activities	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Section 504 compliance	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Security –Soft Costs	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of Line XX related to Security-- Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Energy Conservation Measures	\$ 0.00		\$ 0.00	\$ 0.00
	Collateralization Expenses or Debt Service	\$ 0.00		\$ 0.00	\$ 0.00

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

PHA Name: Jefferson County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06PO5950101 Replacement Housing Factor Grant No:				Federal FY of Grant: 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
IL59-01	1. Unit Renovation to Include: Repaint Interior and exterior Replace windows Replace interior doors Replace plumbing fixtures Replace electrical devices New flooring A/C Repair		1460	13	\$ 300,000.00	\$ 401,594.97	\$ 401,594.97	\$ 401,594.97	Completed
			1460	1	\$ 0.00	\$ 117.70	\$ 117.70	\$117.70	Completed
IL59-03	1. Replace Base Board Heat add A/C		1460	12	\$ 0.00	\$ 44,443.53	\$ 44,443.53	\$ 44,443.53	Completed
IL59-05	1. Unit Renovation to Include: Repaint Interior and exterior Replace windows Replace interior doors Replace plumbing fixtures Replace electrical devices New flooring		1460	2	\$ 48,620.00	\$ 49,264.45	\$ 49,264.45	\$ 49,264.45	Completed
IL59-06	1. Bathroom Renovation to Include: Replace Flooring in Bathrooms Replace Fixtures in Bathrooms Replace Electrical in Bathrooms Replace Drywall & Paint Bathrooms		1460	18	\$ 101,861.00	\$ 40,173.65	\$ 40,173.65	\$ 40,173.65	Completed
IL59-07	1. Bathroom Renovation to Include: Replace Flooring in Bathrooms Replace Fixtures in Bathrooms Replace Electrical in Bathrooms Replace Drywall & Paint Bathrooms		1460	18	\$ 101,861.00	\$ 70,829.10	\$ 70,829.10	\$ 70,829.10	Completed
HA-Wide	Computer Hardware/Upgrades		1475	100%	\$ 12,500.00	\$ 9,244.10	\$ 9,244.10	\$ 9,244.10	100%
HA-Wide	Maintenance Tools		1475	100%	\$ 3,450.00	\$ 742.16	\$ 742.16	\$ 742.16	100%
HA-Wide	Staff Training/Computer Software		1408	100%	\$ 32,000.00	\$ 5,306.90	\$ 5,306.90	\$ 5,306.90	100%
HA-Wide	Security/Police Department & Resident Initiative Programs		1408	100%	\$ 5,524.00	\$ 326.14	\$ 326.14	\$ 326.14	100%
HA-Wide	Administration		1410	100%	\$ 58,532.00	\$ 49,701.30	\$ 49,701.30	\$ 49,701.30	100%
HA-Wide	Fees & Costs		1430	100%	\$ 33,885.00	\$ 26,489.00	\$ 26,489.00	\$ 26,489.00	100%

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

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

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Jefferson County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06PO5950102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$ 0.00		\$ 0.00	\$ 0.00
2	1406 Operations	\$ 0.00		\$ 0.00	\$ 0.00
3	1408 Management Improvements Soft Costs	\$ 41,647.00		\$ 41,647.00	\$ 2,425.78
	Management Improvements Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
4	1410 Administration	\$ 58,532.00		\$ 58,532.00	\$ 10,806.21
5	1411 Audit	\$ 0.00		\$ 0.00	\$ 0.00
6	1415 Liquidated Damages	\$ 0.00		\$ 0.00	\$ 0.00
7	1430 Fees and Costs	\$ 33,885.00		\$ 33,885.00	\$ 32,848.00
8	1440 Site Acquisition	\$ 0.00		\$ 0.00	\$ 0.00
9	1450 Site Improvement	\$ 0.00		\$ 0.00	\$ 0.00
10	1460 Dwelling Structures	\$ 482,118.00		\$ 482,118.00	\$ 397,710.41
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 0.00		\$ 0.00	\$ 0.00
12	1470 Nondwelling Structures	\$ 29,346.00		\$ 29,346.00	\$ 19,493.63
13	1475 Nondwelling Equipment	\$ 19,300.00		\$ 19,300.00	\$ 9,540.99
14	1485 Demolition	\$ 0.00		\$ 0.00	\$ 0.00
15	1490 Replacement Reserve	\$ 0.00		\$ 0.00	\$ 0.00
16	1492 Moving to Work Demonstration	\$ 0.00		\$ 0.00	\$ 0.00
17	1495.1 Relocation Costs	\$ 0.00		\$ 0.00	\$ 0.00
18	1499 Development Activities	\$ 0.00		\$ 0.00	\$ 0.00
19	1502 Contingency	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of Annual Grant: (sum of lines.....)	\$ 664,828.00		\$ 664,828.00	\$ 472,825.02
	Amount of line XX Related to LBP Activities	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Section 504 compliance	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Security –Soft Costs	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of Line XX related to Security-- Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Energy Conservation Measures	\$ 0.00		\$ 0.00	\$ 0.00
	Collateralization Expenses or Debt Service	\$ 0.00		\$ 0.00	\$ 0.00

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

PHA Name: Jefferson County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06PO5950102 Replacement Housing Factor Grant No:				Federal FY of Grant: 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
IL59-01	1. Unit Renovation to Include: Repaint Interior and exterior Replace windows Replace interior doors Replace plumbing fixtures Replace electrical devices New flooring 2. Repaint/Replace Dumpster Covers		1460	13	\$ 300,000.00	\$ 307,060.00	\$ 307,060.00	\$ 233,515.34	Construction
			1460	16	\$ 0.00	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00	Completed
IL59-03	1. Replace Smoke Detectors 2. Install Additional Parking		1460	12	\$ 9,800.00	\$ 9,800.00	\$ 9,800.00	\$ 0.00	Not Started
			1470	12	\$ 8,758.00	\$ 17,229.00	\$ 17,229.00	\$ 17,229.00	Completed
IL59-05	1. Unit Renovation to Include: Repaint Interior and exterior Replace windows Replace interior doors Replace plumbing fixtures Replace electrical devices New flooring		1460	6	\$ 122,318.00	\$ 122,318.00	\$ 122,318.00	\$ 121,255.07	Construction
IL59-07	1. Replace Sewers		1460	24	\$50,000.00	\$ 41,290.00	\$ 41,290.00	\$ 41,290.00	Completed
HA-Wide	Computer Hardware/Upgrades		1475	100%	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 1,569.15	15%
HA-Wide	Maintenance Tools/Supplies		1475	100%	\$ 4,800.00	\$ 7,971.84	\$ 7,971.84	\$ 7,971.84	Completed
HA-Wide	Resident/Tenant Election		1475	100%	\$ 5,000.00	\$ 1,828.16	\$ 1,828.16	\$ 0.00	Not Started
HA-Wide	Staff Training/Computer Software		1408	100%	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ 2,389.80	9%
HA-Wide	Security/Police Department & Resident Initiative Programs		1408	100%	\$ 9,647.00	\$ 9,647.00	\$ 9,647.00	\$ 35.98	1%
HA-Wide	Administration		1410	100%	\$ 58,532.00	\$ 58,532.00	\$ 58,532.00	\$ 10,806.21	18%
HA-Wide	Fees & Costs		1430	100%	\$ 33,885.00	\$ 33,885.00	\$ 33,885.00	\$ 32,848.00	95%
HA-Wide	Maintenance Building		1470	100%	\$ 20,588.00	\$ 9,852.37	\$ 9,852.37	\$ 0.00	Not Started
HA-Wide	Office/Carpet Install		1470	10%	\$ 0.00	\$ 2,264.63	\$ 2,264.63	\$ 2,264.63	Completed

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Jefferson County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06PO5950103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<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: 09/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$ 0.00		\$ 0.00	\$ 0.00
2	1406 Operations	\$ 0.00		\$ 0.00	\$ 0.00
3	1408 Management Improvements Soft Costs	\$ 29,396.00	\$ 29,396.00	\$ 0.00	\$ 0.00
	Management Improvements Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
4	1410 Administration	\$ 58,532.00	\$ 58,532.00	\$ 0.00	\$ 0.00
5	1411 Audit	\$ 0.00		\$ 0.00	\$ 0.00
6	1415 Liquidated Damages	\$ 0.00		\$ 0.00	\$ 0.00
7	1430 Fees and Costs	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 0.00
8	1440 Site Acquisition	\$ 0.00		\$ 0.00	\$ 0.00
9	1450 Site Improvement	\$ 0.00	\$ 29,331.00	\$ 0.00	\$ 0.00
10	1460 Dwelling Structures	\$ 325,931.00	\$ 330,600.00	\$ 0.00	\$ 0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 0.00		\$ 0.00	\$ 0.00
12	1470 Nondwelling Structures	\$ 34,000.00	\$ 0.00	\$ 0.00	\$ 0.00
13	1475 Nondwelling Equipment	\$ 37,300.00	\$ 37,300.00	\$ 0.00	\$ 0.00
14	1485 Demolition	\$ 0.00		\$ 0.00	\$ 0.00
15	1490 Replacement Reserve	\$ 0.00		\$ 0.00	\$ 0.00
16	1492 Moving to Work Demonstration	\$ 0.00		\$ 0.00	\$ 0.00
17	1495.1 Relocation Costs	\$ 0.00		\$ 0.00	\$ 0.00
18	1499 Development Activities	\$ 0.00		\$ 0.00	\$ 0.00
19	1502 Contingency	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of Annual Grant: (sum of lines.....)	\$ 516,159.00	\$ 516,159.00	\$ 0.00	\$ 0.00
	Amount of line XX Related to LBP Activities	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Section 504 compliance	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Security –Soft Costs	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of Line XX related to Security-- Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to Energy Conservation Measures	\$ 0.00		\$ 0.00	\$ 0.00
	Collateralization Expenses or Debt Service	\$ 0.00		\$ 0.00	\$ 0.00

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

PHA Name: Jefferson County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL06PO5950103 Replacement Housing Factor Grant No:				Federal FY of Grant: 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
IL59-01	1. Install HVAC Units 2. Yard Water Drainage Repair		1460 1450	100% 100%	\$ 300,000.00 \$ 15,000.00				
IL59-06	1. Replace Exterior Doors		1460	100%	\$ 9,800.00				
IL59-07	1. Replace Exterior Doors 2. Replace Rear Porches 3. Parking Lot Expansion		1460 1460 1450	100% 4 100%	\$ 9,800.00 \$ 11,000.00 \$ 14,331.00				
HA-Wide	Computer Hardware/Upgrades		1475	100%	\$ 9,500.00				
HA-Wide	Resident/Tenant Election		1475	100%	\$ 5,000.00				
HA-Wide	Non-Dwelling Equipment/Vehicle		1475	100%	\$ 18,000.00				
HA-Wide	Maintenance Tools		1475	100%	\$ 4,800.00				
HA-Wide	Staff Training/Computer Software		1408	100%	\$ 19,750.00				
HA-Wide	Security/Police Department & Resident Initiative Programs		1408	100%	\$ 9,646.00				
HA-Wide	Administration		1410	100%	\$ 58,532.00				
HA-Wide	Fees & Costs		1430	100%	\$ 31,000.00				

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 County Housing Authority			Grant Type and Number Capital Fund Program No: IL06PO5950103 Replacement Housing Factor No:			Federal FY of Grant: 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	
HA-Wide Activities	1/2005			10/2007			
IL59-01 Conger	1/2005			10/2007			
IL59-06 Ina	1/2005			10/2007			
IL59-07 Waltonville	1/2005			10/2007			

Chapter 10

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.

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.

Dogs and cats must be spayed or neutered.

Execution of a Pet Agreement with the PHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

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

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.

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.

Tenants are not permitted to have more than one *type* of pet.

1. Dogs

**Maximum number: (1)
Maximum adult weight: 25 pounds
Must be housebroken
Must be spayed or neutered
Must have all required inoculations
Must be licensed as specified now or in the future by State law and local ordinance**

2. Cats

**Maximum number (1)
Must be spayed or neutered
Must have all required inoculations
Must be trained to use a litter box or other waste receptacle
Must be licensed as specified now or in the future by State law or local ordinance**

3. Birds

**Maximum number (2)
Must be enclosed in a cage at all times**

4. Fish

**Maximum aquarium size [60 gallons]
Must be maintained on an approved stand**

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.

D. ADDITIONAL FEES AND DEPOSITS FOR PETS

Tenants with animals must pay a pet deposit.

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 pet.

A deposit in the amount of \$300.00 on or prior to the date the pet is properly registered and brought into the apartment, or

Monthly payments in an amount no less than \$25.00 until the specified deposit has been paid.

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, upon removal of the pet or when unit is vacated.

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.

Upon request, 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.

E. 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.

F. PET WASTE REMOVAL CHARGE

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.

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

The cost of repairs and replacements to the dwelling unit;

Fumigation of the dwelling unit.

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.

The pet deposit will be refunded when the resident moves out, or no longer have the pet on the premises, whichever occurs first.

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

G. PET AREA RESTRICTIONS

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash and under the control of the resident or other responsible individual at all times.

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.

H. NOISE

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

I. CLEANLINESS REQUIREMENTS

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.

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

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

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.

J. PET CARE

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of twelve (12) 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.

K. RESPONSIBLE PARTIES

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.

L. INSPECTIONS

The PHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

M. 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 **seven (7) calendar 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.

If the pet owner requests a meeting within the seven (7) calendar day period, the meeting will be scheduled no later than fourteen (14) calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date in writing.

N. 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:

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 **five (5) calendar** days of the notice; and

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

O. 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.

P. 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. Includes pets who are poorly cared for or have been left unattended for over **twelve (12) 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.

Q. 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.

Chapter 11

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.

The purpose of this policy is to establish the PHA's policy and procedures for ownership of pets in general occupancy (family) projects 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.

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

No types of pets other than the following may be kept by a resident. The following types and qualifications are consistent with applicable State and local law.

1. Dogs

Maximum number: [1]

Maximum adult weight: [25] pounds

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

Must be licensed as specified now or in the future by State law and local ordinance

Any litter resulting from the pet must be removed immediately from the unit

2. Cats

Maximum number: [1]

Must be spayed or neutered

Must have all required inoculations

Must be trained to use a litter box or other waste receptacle

Must be licensed as specified now or in the future by State law or local ordinance

Any litter resulting from the pet must be removed from the unit immediately

3. Birds

Maximum number [2]

Must be enclosed in a cage at all times

4. Fish

Maximum aquarium size [60 gallons]

Must be maintained on an approved stand

The following are NOT considered "common household pets":

Domesticated dogs that exceed [25] pounds. (Animals certified to assist persons with disabilities are exempt from this weight limitation).

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

Animals who would be allowed to produce offspring for sale.

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

Any poisonous animals of any kind.

Fish in aquariums exceeding sixty [60] gallons in capacity.

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

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

has no communicable disease(s) (and)

is pest-free.

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

Proof of license and inoculation will be submitted at least thirty (30) days prior to annual reexamination.

Each pet owner must provide one (1) color photographs of their pet(s).

Each pet owner must display a “Pet Here” sticker, provided by the PHA, which will be displayed on the front door or a front window of the unit at all times.

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:

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.

The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

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 a 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 be responsible for the removal of waste from any animal or pet exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin/ other container provided by the PHA immediately.

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. 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

Other [common hallways]

F. 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.

G. DEPOSITS FOR PETS

Tenants with animals must pay a pet deposit of \$300 for the purpose of defraying all reasonable costs directly attributable to the presence of a particular pet.

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.

Upon request, 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.

H. ADDITIONAL PET FEES

The PHA will charge a non-refundable nominal fee of \$25.00 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 PHA reserves the right to change or increase the required deposit by amendment to these rules.

I. PET WASTE REMOVAL CHARGE

A separate pet waste removal charge of [\$25] 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.

J. PET AREA RESTRICTIONS

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash and under the control of the resident or other responsible individual at all times.

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.

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.

Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

K. CLEANLINESS REQUIREMENTS

Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up/emptied [daily] 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.

L. PET CARE

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of twelve [12] 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.

M. RESPONSIBLE PARTIES

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.

N. INSPECTIONS

The PHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

O. 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 30 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 **seven (7)** 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.

P. 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 **twenty four (24) hours** of the notice; and

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

Q. 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.

R. 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 **twelve (12)** 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.

S. 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.

HOUSING AUTHORITY OF JEFFERSON COUNTY

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

RESIDENT ADVISORY BOARD DIRECTORS

**Elected April 21, 2003
for 2003-2004**

HOUSING AUTHORITY OF JEFFERSON COUNTY

Resident Advisory Board Directors until April 2004 are as follow:

Thelma Gulley-President	Resident at Rose Lane Development
Pat Douglas-Vice President	Resident at Rose Lane Development
Maxine Vowell-Secretary Treasurer	Resident at Rose Lane Development
Gloria Harbor-Director	Resident at Mays Manor Development
Anna Marie Huff-Director	Resident at Rose Lane Development
Mary Hooper, Director	Resident at Mays Manor Development
Elizabeth Shelton, Director	Resident at Rose Lane Development

Phone: (618) 244-5910

Fax:(618) 244-9439

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

COMMUNITY SERVICE POLICY

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 12 of the Housing Act of 1937, established a new requirement for non-exempt residents of public housing to contribute eight (8) hours of community service each month or to participate in a self-sufficiency program for eight (8) hours each month. (24 CFR Subpart F §960.600-609) The Fiscal Year (FY) 2002 HUD/VA Appropriations Act temporarily suspended the community service and self-sufficiency requirement, except for residents of HOPE VI developments. The FY 2003 HUD/VA Appropriations Act reinstated this provision.

The Housing Authority of Jefferson County (hereinafter referred to as PHA) believes that the community service requirement should not be perceived by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them while gaining work experience.

In order to effectively implement this new requirement, the PHA establishes the following policy.

A. Community Service

The PHA will provide residents, identified as required to participate in community service, a variety of voluntary activities and locations where the activities can be performed. The PHA does not claim these activities to be appropriate for all participating tenants. Each tenant is responsible to determine the appropriateness of the voluntary service within guidelines in this policy. The activities may include, but are not limited to:

- Unpaid services at the PHA to help improve physical condition, including building clean-ups, neighborhood clean-ups, gardening and landscape work;
- Unpaid office related services in the development or Administrative Office;
- Assisting other residents through the resident organization;
- Unpaid services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc.;
- Active participation in neighborhood group special projects;
- Assisting in after-school youth programs or literacy programs;
- Unpaid tutoring of elementary or high school age residents;
- Assisting in on-site computer training centers;
- Any other community service which includes the “performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community”.

Note: Voluntary political activities are prohibited from being considered to meet the Community Service requirement.

B. Program Administration

The PHA may administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, Social Services Agencies or other organizations which have as their goal, the improvement and advancement of disadvantaged families. The PHA may seek to contract its community service program out to a third-party.

The PHA may directly supervise community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, the PHA will confirm the resident's participation. Should contracting out the community function be determined to be the most efficient method for the PHA to accomplish this requirement, the PHA will monitor the agency for contract compliance.

The PHA will assure that the service is not labor that would normally be performed by PHA employees for the essential maintenance and property services.

In conjunction with its own or partnership program, the PHA will provide reasonable accommodations for accessibility to persons with disabilities.

C. Self-Sufficiency

The PHA will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. It should be noted that an individual may satisfy this requirement through a combination of community service and self-sufficiency activities totaling at least (8) hours per month. Such activities can include, but are not limited to:

- Apprenticeships and job readiness training;
- Voluntary substance abuse and mental health counseling and treatment;
- English proficiency classes, GED classes, adult education, college, technical schools or other formal education
- Household management, budget and credit counseling, or employment counseling
- Work placement program required by the TANF program
- Training to assist in operating a small business

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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