

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2006

**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: (mm/yyyy) 04/2006

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 2005 - 2009
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) **88%**
 - Improve voucher management: (SEMAP score) **100%**
 - Increase customer satisfaction: **Increase resident services**
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: **Continue Capital Fund Renovation Program.**

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

Implement public housing security improvements:

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

Other: (list below)

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

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

Objectives:

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

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

- Provide or attract supportive services to improve assistance recipients' employability: **The HAJC will continue to work with supportive service agencies to improve assistance recipients' employability, i.e., Southern Illinois Common Market, Experienced Workers, Job Training & Partnership Act Workforce Investment Group.**
- 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 and 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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: **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 2006
[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. The Housing Authority of Jefferson County will achieve a High Performing agency status from HUD by October 2006.

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, 2007.

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 continues to be less than the surrounding neighborhood.

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, 2007, 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, 2007.

2. The Housing Authority of Jefferson County shall achieve and sustain a utilization rate of 95% by March 31, 2007 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, 2007.

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 two local preferences who automatically get this partiality:
- applicants who are working families within our county
 - applicants who reside in our county

- B. 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.
- C. Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- D. We have established a minimum rent of \$50.00 by PHA Resolution 96-6.
- E. We have established a flat rent for all developments, PHA Resolution 2005-22.
- F. We have established an interim Rent Redetermination Policy, PHA Resolution 2001-13.

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.

Table of Contents

Annual Plan

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 - 8. Demolition and Disposition
 - 9. Designation of Housing
 - 10. Conversions of Public Housing
 - 11. Homeownership
 - 12. Community Service Programs
 - 13. Crime and Safety
 - 14. Pets (Inactive for January 1 PHAs)
 - 15. Civil Rights Certifications (included with PHA Plan Certifications)
 - 16. Audit
 - 17. Asset Management
 - 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:

- Admissions Policy for Deconcentration
- FY 2006 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:

- PHA Management Organizational Chart
- FY 2006 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Performance & Evaluation Report CFP 2003 (IL06PO5950103)
 - Performance & Evaluation Report CFP 2003 (IL06PO5950203)
 - Performance & Evaluation Report CFP 2004 (IL06PO5950104)
 - Performance & Evaluation Report CFP 2005 (IL06PO5950105)
 - 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 Housing Choice (AI)) and any additional backup data to	Annual Plan: Housing Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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: A. 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 B. 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 Fund/Comprehensive Grant Program, if not included as an	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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
XX	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	12.3%	5					
Income >30% but <=50% of AMI	17.7%	5					
Income >50% but <80% of AMI	19%	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: 2005-2009
- 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)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	31		
Extremely low income <=30% AMI	11	36%	
Very low income (>30% but <=50% AMI)	18	58%	
Low income (>50% but <80% AMI)	2	6%	
Families with children	20	64%	
Elderly families	3	1%	
Families with Disabilities	4	1%	
Race/ethnicity	11	36%	
Race/ethnicity	20	64%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	11		
2 BR	20		
3 BR	0		
4 BR	0		
5 BR	0		
5+ BR	0		

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	150		100%
Extremely low income <=30% AMI	70	47%	
Very low income (>30% but <=50% AMI)	80	53%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	104	69%	
Elderly families	9	6%	
Families with Disabilities	20	13%	
Race/ethnicity	66	44%	
Race/ethnicity	83	55%	
Race/ethnicity	1	1%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	46		
2 BR	61		

Housing Needs of Families on the Waiting List			
3 BR	36		
4 BR	7		
5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 4			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below) **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
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints

- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2006 grants)		
a) Public Housing Operating Fund	\$ 625,289.00	
b) Public Housing Capital Fund	\$ 887,000.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 331,818.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP 2005	\$ 593,512.00	
3. Public Housing Dwelling Rental Income	\$ 428,848.00	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$ 2,866,467.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) **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)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) **The HAJC's Resident Advisory Board may review potential applicants.**

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

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

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?7

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? 7

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? 7

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

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

(3) Assignment

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

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

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 the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) **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
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

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

Adoption of site based waiting lists

If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

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

Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below) **Sexual Offenders List**
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
 1. **The Family's current address as shown in the PHA's records.**
 - A. **The name and address of the Family's current and prior landlords.**
 3. **Information about the family concerning tenancy history of the family members.**

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office

Other (list below)

(3) Search Time

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

If yes, state circumstances below: **(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

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

b. Preferences

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

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

Former Federal preferences

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

Victims of domestic violence

Substandard housing

Homelessness

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- Date and time of application

Drawing (lottery) or other random choice technique

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)**1. Any addition to family composition and/or their income to the household. 2. Income increase or decrease of more than \$30.00 per month. 3. Change in source of income.**

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	307	50
Section 8 Vouchers	96	20
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	
FMHA/Rural Housing	12	3
CFP	307	50
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
Admissions and Occupancy Plan
- (2) Section 8 Management: (List below)
Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) 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>01/04/06</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, 2006 b. Projected end date of activity: April 1, 2007

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:	<u>(13/11/01)</u>
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:	307
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)

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

- Yes 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 <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

- a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA 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? 02/04/03

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
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	450	Delivered to residents.	PHA Main Office Resident Coordinator	Public Housing

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.				
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
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 for youth, provided by the Mt. Vernon City Fire Department	20	FTAC Sign-Up	PHA Main Office	Public Housing 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		
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 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A

Section 8	N/A	N/A
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- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments

- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below) **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).

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
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)

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

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

IL59-01 Mays Manor I and II

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan? (**PHDEP funds no longer available**)
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name) IL059d01
 Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

 - Other: (list below)

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

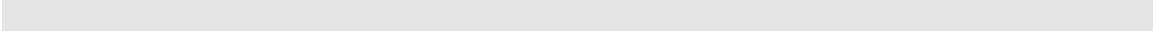
D. Other Information Required by HUD

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

Attachments

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

- A. Deconcentration Policy
- B. PHA CFP Annual Statement and Five Year Action Plan 2005
- C. PHA Management Organizational Chart
- D. Minutes of Resident Advisory Board and Public Hearing
- E. PHA Performance and Evaluation Report for CGP IL06PO5950103
- F. PHA Performance and Evaluation Report for CFP IL06PO5950203
- G. PHA Performance and Evaluation Report for CFP IL06PO5950104
- H. PHA Performance and Evaluation Report for CFP IL06PO5950105
- I. Resident Membership on the Governing Board
- J. Membership of the Resident Advisory Board
- K. Community Service and Self-Sufficiency Requirement
- L. Component 3, Deconcentration and Income Mixing
- M. Information on Pet Policy



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	_____
Developing Internal Control Systems	_____
Training Assistance	_____
Resident Programs	_____
Security Needs	_____
Other Technical Assistance	_____
Specific Need <u>Administration Salaries</u>	_____
Specific Need <u>Vehicle</u>	_____
Specific Need <u>Maintenance Tools</u>	_____
Total:	<u>\$0.00</u>

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

Capital Fund Grant Number IL06P05950106

FFY of Grant Approval:

(11/2006)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimate Cost
1	Total Non-CGP Funds	0.00
2	1406 Operations	40,000.00
3	1408 Management Improvements	38,842.00
4	1410 Administration	62,570.00
5	1411 Audit	0.00
6	1415 Liquidated Damages	0.00
7	1430 Fees and Costs	38,788.00
8	1440 Site Acquisition	0.00
9	1450 Site Improvement	50,000.00
10	1460 Dwelling Structures	601,900.00
11	1465.1 Dwelling Equipment - Nonexpendable	0.00
12	1470 Nondwelling Structures	0.00
13	1475 Nondwelling Equipment	34,900.00
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	20,000.00
20	Amount of Annual Grant (Sum of lines 2-19)	\$887,000.00
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	Operations	1406	\$ 40,000
HA-Wide Activities	Staff Training/Construction Inspection	1408	\$ 25,242
HA-Wide Activities	Security/Police Department and Resident Initiative Programs	1408	\$ 13,600
HA-Wide Activities	Administration Salaries/Expenses	1410	\$ 62,570
HA-Wide Activities	Architectural Fees	1430	\$ 38,788
IL-59-2 Short St.	Window Replacement	1460	\$ 100,000
IL-59-2 Short St.	HVAC Replacement / Installation	1460	\$ 141,900
IL-59-5 Rose Lane	Window Replacement	1460	\$ 250,000
IL-59-5 Rose Lane	Sewer Replacement (18 unit building)	1460	\$ 110,000
IL-59-6 Ina	Sidewalk Replacement / Porch Replacement	1450	\$ 50,000
HA-Wide Activities	Resident Tenant Election	1475	\$ 5,000
HA-Wide Activities	Mgmt/Maintenance Computers Upgrade/Hardware	1475	\$ 9,500
HA-Wide Activities	Maintenance Tools	1475	\$ 2,400
HA-Wide Activities	Vehicle	1475	\$ 18,000
HA-Wide Activities	Contingency	1502	\$ 20,000
	Total		\$ 887,000

**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	10/08	10/10
IL-59-2 Short St.	10/08	10/10
IL-59-5 Rose Lane	10/08	10/10
IL-59-6 Ina	10/08	10/10

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

Dr. James Upchurch, Chairman
W. Ross Horton, Vice-Chairman
Dr. Joe Holt, Commissioner
Mary Alice Lankford, Commissioner
Myrtle DeLoach, Commissioner

EXECUTIVE DIRECTOR

Janice DePlanty, 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

Teresa Fleri

GRANTS/MODERNIZATION COORDINATOR

Steve Horton, PHM

ACCOUNTANT

Mark Laur

ELDERLY/DISABLED LEASING AGENT

Marla Burns

FAMILY LEASING AGENT

Tonya Huff

APPLICATIONS/TENANT ACCOUNTS

Annette Woodward, PHM

RESIDENT SERVICES COORDINATOR

Verla Keele

WORK ORDER CLERK/RECEPTIONIST

Suellen Riley-Keen

FAMILY TRAINING/ACTIVITY CENTER

Emma Hawthorne

DIRECTOR OF MAINTENANCE

Mark Manis

MAINTENANCE II

Dennis Frees
Bill Eastham

MAINTENANCE I

Carl Crocker
Rick Hawkins
James Skidmore

GROUNDS

Luis Roman

RENOVATORS

Lawrence Nadolski
Randy Odle

CUSTODIAN (PART-TIME)

Gale Allen

2006 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-2006 Capital Fund Program submission. This included a scheduled meeting with our Resident Advisory Board, staff meeting, and two general meetings 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 November 29, 2005.

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

Excerpt from the minutes

Minutes

MEETING OF THE RESIDENT ADVISORY BOARD HOUSING AUTHORITY OF JEFFERSON COUNTY

Date: Monday – October 17, 2005

Location: Housing Authority of Jefferson County – Rec. Room
1000 South Ninth Street, Mt. Vernon, IL

President, Thelma Gulley, called the meeting to order at 1:00 p.m.

In attendance were:

RAB Directors: Thelma Gulley, Mary LeMay, Pauline Moore and Avonelle Richardson

Other Residents: Frieda Poropat, Marcella Peacock, Imogene Rodatz, Elizabeth Shelton, Freda Nations, Irene Shelton, Karl Bauer, Estella Ross, Walter Clausell, Reba Smith, Jr.

HAJC Staff: Janice DePlanty, Executive Director & Linda Newell, Recorder

NEW BUSINESS

Annual/Five Year Plan Discussed

Next on the program was discussion of resident suggestions for consideration in the Annual & Five-Year Plan.

Jan offered to answer questions concerning the needs assessment survey provided to each resident for their input. She explained that this was a “wish list” to help decide which modernization concerns are the most important to the tenants. She said that in the past years, many cosmetic upgrades were made. However, several large and expensive projects (such as sewer work) are now badly in need of attention.

Mr. Bauer stated that he couldn't think of any suggestions, since he was very well pleased with his living accommodations.

One suggestion from the group was for replacement windows at Rose Lane.

November 29, 2005

Public Meeting

Public Meetings were held on November 29, 2005 at 1:00 P.M. and 6:00 P.M. to discuss the upcoming submission of our CFP Plan for FY-06. The meeting was held at the HAJC Recreation Room, 1000 S. 9th St., Mt. Vernon, IL. The meeting was advertised consecutively for three days in the Mt. Vernon Register News and the Morning Sentinel-Mt. Vernon Edition. Proof of publication is attached.

NO PUBLIC ATTENDED

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: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/05 <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	\$ 18,379.63	\$ 18,379.63	\$ 18,379.63
	Management Improvements Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
4	1410 Administration	\$ 58,532.00	\$ 51,646.75	\$ 51,646.75	\$ 51,646.75
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	\$ 42,024.00	\$ 42,024.00	\$ 39,363.00
8	1440 Site Acquisition	\$ 0.00		\$ 0.00	\$ 0.00
9	1450 Site Improvement	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
10	1460 Dwelling Structures	\$ 325,931.00	\$ 370,284.44	\$ 370,284.44	\$ 248,736.50
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	\$ 33,824.18	\$ 33,824.18	\$ 33,824.18
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	\$ 516,159.00	\$ 391,950.06
	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 3 Related to Security –Soft Costs	\$ 0.00	\$ 14,093.20	\$ 14,093.20	\$ 14,093.20
	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: 2004			
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	\$ 0.00 \$ 0.00	\$ 0.00 \$ 0.00	\$ 0.00 \$ 0.00	Not Started Not Started
IL 59-05	1. Unit Renovation to Include: Repaint Interior and exterior Replace Windows Replace exterior doors Replace interior doors Replace plumbing fixtures Replace electrical devices New flooring Replace kitchen cabinets Make Hear/Sight Impaired Accessible		1460	2	\$ 0.00	\$ 60,000.00	\$ 60,000.00	\$ 5,000.00	Construction
IL59-06	1. Replace Exterior Door 2. Furnace replacement 3. A/C installation		1460 1460 1460	100% 29 16	\$ 9,800.00 \$ 0.00 \$ 0.00	\$ 60,121.50 \$ 29,884.05 \$ 29,862.00	\$ 60,121.50 \$ 29,884.05 \$ 29,862.20	\$ 60,121.50 \$ 29,884.05 \$ 25,000.00	Completed Completed Construction
IL59-07	1. Replace Exterior Doors 2. Replace Rear Porches 3. Parking Lot Expansion 4. Unit Renovation to Include: Repaint Interior and exterior Replace Windows Replace interior doors Replace plumbing fixtures Replace electrical devices New flooring Replace kitchen cabinets 5. Furnace replacement 6. A/C Installation		1460 1460 1450 1460 1460 1460	100% 4 100% 2	\$ 9,800.00 \$ 11,000.00 \$ 14,331.00 \$ 0.00	\$ 60,121.50 \$ 10,357.00 \$ 14,331.00 \$ 66,280.24	\$ 60,121.50 \$ 0.00 \$ 0.00 \$ 66,280.24	\$ 60,121.50 \$ 0.00 \$ 0.00 \$ 5,102.50	Construction Not Started Not Started Construction
HA-Wide	Computer Hardware/Upgrades		1475	100%	\$ 9,500.00	\$ 1,000.00	\$ 68.89	\$ 68.89	Completed
HA-Wide	Non-Dwelling Equipment/Vehicle		1475	100%	\$ 0.00	\$ 16,793.10	\$ 16,793.10	\$ 16,793.10	Completed
HA-Wide	Resident/Tenant Election		1475	100%	\$ 5,000.00	\$ 1,000.00	\$ 0.00	\$ 0.00	Not Started
HA-Wide	Non-Dwelling Equipment/Vehicle		1475	100%	\$ 18,000.00	\$ 18,000.00	\$ 13,919.29	\$ 13,919.29	Completed
HA-Wide	Maintenance Tools		1475	100%	\$ 4,800.00	\$ 3,500.00	\$ 3,042.90	\$ 3,042.90	Completed
HA-Wide	Staff Training/Computer Software		1408	100%	\$ 19,750.00	\$ 19,750.00	\$ 4,286.43	\$ 4,286.43	Completed

**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: 2004			
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
HA-Wide	Security/Police Department & Resident Initiative Programs		1408	100%	\$ 9,646.00	\$ 9,646.00	\$ 14,093.20	\$ 14,093.20	100%
HA-Wide	Administration		1410	100%	\$ 58,532.00	\$ 58,532.00	\$ 51,646.75	\$ 51,646.75	100%
HA-Wide	Fees & Costs		1430	100%	\$ 31,000.00	\$ 31,000.00	\$ 42,000.00	\$ 39,363.00	90%

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: 2004	
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			
IL59-05 Rose Lane	1/2005			10/2007			
IL59-06 Ina	1/2005			10/2007			
IL59-07 Waltonville	1/2005			10/2007			

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: IL06PO5950203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/05 <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	\$ 0.00		\$ 0.00	\$ 0.00
	Management Improvements Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
4	1410 Administration	\$ 0.00		\$ 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	\$ 0.00		\$ 0.00	\$ 0.00
8	1440 Site Acquisition	\$ 0.00		\$ 0.00	\$ 0.00
9	1450 Site Improvement	\$ 0.00		\$ 0.00	\$ 0.00
10	1460 Dwelling Structures	\$ 109,017.00		\$ 109,017.00	\$ 96,268.00
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	\$ 0.00		\$ 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.....)	\$ 109,017.00		\$ 109,017.00	\$ 96,268.00
	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: IL06PO5950203 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004			
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
IL 59-05	1. Install HVAC Units 2. Unit Renovations		1460 1460	100% 2	\$ 109,017.00 \$ 0.00	\$ 96,268.00 \$ 12,749.00	\$ 96,268.00 \$ 12,749.00	\$ 96,268.00 \$ 0.00	Completed Not Started

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: IL06PO5950203 Replacement Housing Factor No:			Federal FY of Grant: 2004	
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	
IL59-05 Rose Lane	1/2005			10/2007			

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: IL06PO5950104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/05 <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	\$ 21,106.00	\$ 21,106.00	\$ 5,574.77
	Management Improvements Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
4	1410 Administration	\$ 58,532.00	\$ 54,532.00	\$ 54,532.00	\$ 22,220.49
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	\$ 47,290.00	\$ 47,290.00	\$ 30,305.31
8	1440 Site Acquisition	\$ 0.00		\$ 0.00	\$ 0.00
9	1450 Site Improvement	\$ 0.00		\$ 0.00	\$ 0.00
10	1460 Dwelling Structures	\$ 387,850.50	\$ 387,850.50	\$ 387,850.50	\$ 2,890.32
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 0.00		\$ 0.00	\$ 0.00
12	1470 Nondwelling Structures	\$ 77,919.50	\$ 77,919.50	\$ 77,919.50	\$ 0.00
13	1475 Nondwelling Equipment	\$ 19,300.00	\$ 15,300.00	\$ 15,300.00	\$ 339.66
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.....)	\$ 603,998.00	\$ 603,998.00	\$ 603,998.00	\$ 61,330.55
	Amount of line XX Related to LBP Activities	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line 10 Related to Section 504 compliance	\$ 50,000.00		\$ 50,000.00	\$ 0.00
	Amount of line 3 Related to Security –Soft Costs	\$ 9,646.00		\$ 9,646.00	\$ 3,907.51
	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: IL06PO5950104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005			
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 (Phase 1) 2. Install HVAC Units (Phase 2)		1460 1460	20% 45%	\$ 60,000.00 \$ 150,000.00				
IL 59-05	1. Rec. Room Renovation to Include: Make 504 Accessible 2. Sewer Replacement (Non-Dwelling) 3. Foundation Repair 4. Final Phase PTAC installation 5. Kitchen Cabinet Installation (Phase 1) 6. Power Assist Door (Rec Rm)		1470 1470 1460 1460 1460 1470	100% 15% 10% 64 1 100%	\$ 48,000.00 \$ 23,919.50 \$ 40,000.00 \$ 134,000.00 \$ 1,850.50 \$ 6,000.00		\$ 48,000.00 \$ 589.00		Construction
HA-Wide	Cycle Painting		1460	100%	\$ 2,000.00	\$ 2,301.32	\$ 2,301.32	\$ 2,301.32	Complete
HA-Wide	Computer Hardware/Upgrades		1475	100%	\$ 9,500.00	\$ 7,900.00			
HA-Wide	Resident/Tenant Election		1475	100%	\$ 5,000.00	\$ 5,000.00			
HA-Wide	Maintenance Tools		1475	100%	\$ 4,800.00	\$ 2,400.00		\$ 339.66	8%
HA-Wide	Staff Training/Computer Software		1408	100%	\$ 19,750.00	\$ 13,306.00		\$ 1,667.26	8%
HA-Wide	Security/Police Department & Resident Initiative Programs		1408	100%	\$ 9,646.00	\$ 7,800.00	\$ 7,800.00	\$ 3,907.51	50%
HA-Wide	Administration		1410	100%	\$ 58,532.00	\$ 54,532.00	\$ 54,532.00	\$ 22,220.49	40%
HA-Wide	Fees & Costs		1430	100%	\$ 31,000.00	\$ 47,290.00	\$ 47,290.00	\$ 30,305.31	60%

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: IL06PO5950104 Replacement Housing Factor No:			Federal FY of Grant: 2005	
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	10/2006			10/2008			
IL59-01 Conger	10/2006			10/2008			
IL59-02 Short Street	10/2006			10/2008			
IL59-05 Rose Lane	10/2006			10/2008			

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: IL06PO5950105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/05 <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	\$ 28,842.00		\$ 0.00	\$ 0.00
	Management Improvements Hard Costs	\$ 0.00		\$ 0.00	\$ 0.00
4	1410 Administration	\$ 52,570.00		\$ 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	\$ 34,200.00		\$ 0.00	\$ 0.00
8	1440 Site Acquisition	\$ 0.00		\$ 0.00	\$ 0.00
9	1450 Site Improvement	\$ 0.00		\$ 0.00	\$ 0.00
10	1460 Dwelling Structures	\$ 423,000.00		\$ 0.00	\$ 0.00
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	\$ 34,900.00		\$ 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	\$ 20,000.00		\$ 0.00	\$ 0.00
	Amount of Annual Grant: (sum of lines.....)	\$ 593,512.00		\$ 0.00	\$ 0.00
	Amount of line XX Related to LBP Activities	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line 10 Related to Section 504 compliance	\$ 0.00		\$ 0.00	\$ 0.00
	Amount of line 3 Related to Security –Soft Costs	\$ 13,646.00		\$ 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: IL06PO5950105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
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		1460	60%	\$ 271,000.00	\$ 343,000.00		
IL59-02	1. Install HVAC Units 2. Replace Panel Boxes		1460 1460	100% 100%	\$ 132,000.00 \$ 20,000.00	\$ 0.00		Not Planned
IL59-06	1. Replace Exterior Doors		1460	100%	\$ 0.00	\$ 35,000.00		
IL59-07	1. Replace Exterior Doors		1460	100%	\$ 0.00	\$ 35,000.00		
HA-Wide	Computer Hardware/Upgrades		1475	100%	\$ 9,500.00			
HA-Wide	Resident/Tenant Election		1475	100%	\$ 5,000.00			
HA-Wide	Maintenance Tools		1475	100%	\$ 2,400.00			
HA-Wide	Staff Vehicle		1475	100%	\$ 18,000.00			
HA-Wide	Staff Training/Computer Software		1408	100%	\$ 15,242.00			
HA-Wide	Security/Police Department & Resident Initiative Programs		1408	100%	\$ 13,600.00			
HA-Wide	Administration		1410	100%	\$ 52,570.00			
HA-Wide	Fees & Costs		1430	100%	\$ 34,200.00			
HA-Wide	Contingency		1502	100%	\$ 20,000.00			

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: IL06PO5950105 Replacement Housing Factor No:			Federal FY of Grant: 2006	
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	10/2007			10/2009			
IL59-01 Conger	10/2007			10/2009			
IL59-02 Short Street	10/2007			10/2009			
IL59-05 Rose Lane	10/2007			10/2009			
IL59-06 Ina	10/2007			10/2009			
IL59-07 Waltonville	10/2007			10/2009			

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

Elected April 2005

HOUSING AUTHORITY OF JEFFERSON COUNTY

Resident Advisory Board Directors until April 2006 are as follow:

Thelma Gulley, President
4218 Rose Lane #1
Mt. Vernon IL 62864

Avonelle Richardson, Vice-President
4210 Rose Lane #4
Mt. Vernon IL 62864

Alice Higgins, Secretary-Treasurer
4224 Rose Lane #6
Mt. Vernon IL 62864

Mary LeMay
4212 Rose Lane #8
Mt. Vernon IL 62864

Pauline Moore
4220 Rose Lane #1
Mt. Vernon IL 62864

Phone: (618) 244-5910

Fax:(618) 244-9439

Housing Authority of Jefferson County
1000 South 9th Street
P.O. Box 1547, Mt. Vernon, IL 62864

COMMUNITY SERVICE AND SELF-SUFFICIENCY

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a description of our Community Service and Self-Sufficiency Programs. This portion of the Plan is divided into three (3) sections:

- Our current resident programming;
- How we intend to comply with income changes for welfare recipients; and
- Compliance with the community service requirements.

First, let us describe our current resident programming. We are engaged in the following resident programs:

- **Resident Advisory Board – Family Training & Activities Center**

Residents will be evaluated during annual re-certifications.

- **Residents are given the choice of program service. A. Serve 8 hrs per month in serving lunch in the Sunshine Center Rose Lane Site. B. Assisting in the FTAC.**

Second, we will be in full compliance with the income changes for welfare recipients requirement of the Quality Housing and Work Responsibility Act of 1998. We took care of the issue by modifying the income definitions in both our Admissions and Continued Occupancy Policy and our Section 8 Administrative Plan. The relevant section reads as follows:

- "2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.
3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income."

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)]

Chapter 10

PETS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

INTRODUCTION

This chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the PHA.

The chapter is organized as follows:

Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.

Part II: Pet policies for all developments. This part includes pet policies that are common to both elderly/disabled developments and general occupancy developments.

Part III: Pet deposits and fees for elderly/disabled developments. This part contains policies for pet deposits and fees that are applicable to elderly/disabled developments.

Part IV: Pet deposits and fees for general occupancy developments. This part contains policies for pet deposits and fees that are applicable to general occupancy developments.

PART I: ASSISTANCE ANIMALS

[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

10-I.A. OVERVIEW

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures

- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to the PHA's pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705].

10-I.B. APPROVAL OF ASSISTANCE ANIMALS

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal [PH Occ GB, p. 179].

A PHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].

A PHA's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless [PH Occ GB, p. 179]:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

PHAs have the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

PHA Policy

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and the PHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2.

10-I.C. CARE AND HANDLING

HUD regulations do not affect any authority a PHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

PHA Policy

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, the PHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If the PHA determines that no such accommodation can be made, the PHA may withdraw the approval of a particular assistance animal.

PART II: PET POLICIES FOR ALL DEVELOPMENTS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

10-II.A. OVERVIEW

The purpose of a pet policy is to establish clear guidelines for ownership of pets 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 part contains pet policies that apply to all developments.

10-II.B. MANAGEMENT APPROVAL OF PETS

Registration of Pets

PHAs may require registration of the pet with the PHA [24 CFR 960.707(b)(5)].

PHA Policy

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

Registration includes documentation 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. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Pets will not be approved to reside in a unit until completion of the registration requirements.

Refusal to Register Pets

PHA Policy

The PHA will refuse to register a pet if:

The pet is not *a common household pet* as defined in Section 10- II.C. below

Keeping the pet would violate any pet restrictions listed in this policy

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

The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order

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.

If the PHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of the PHA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with the PHA's grievance procedures.

Pet Agreement

PHA Policy

Residents who have been approved to have a pet must enter into a pet agreement with the PHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has received a copy of the PHA's pet policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with the PHA's pet policy and applicable house rules may result in the withdrawal of PHA approval of the pet or termination of tenancy.

10-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]

PHAs may establish reasonable requirements related to pet ownership including, but not limited to:

- Limitations on the number of animals in a unit, based on unit size
- Prohibitions on types of animals that the PHA classifies as dangerous, provided that such classifications are consistent with applicable state and local law
- Prohibitions on individual animals, based on certain factors, including the size and weight of the animal
- Requiring pet owners to have their pets spayed or neutered

PHA's may not require pet owners to have any pet's vocal cords removed.

Definition of "Common Household Pet"

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize PHAs to define the term [24 CFR 5.306(2)].

PHA Policy

Common household pet means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.

The following animals are not considered common household pets:

Reptiles

Rodents

Insects

Arachnids
Wild animals or feral animals
Pot-bellied pigs
Animals used for commercial breeding

Pet Restrictions

PHA Policy

The following animals are not permitted:

- Any animal whose adult weight will exceed 25 pounds
- Dogs of the pit bull, rottweiler, chow, or boxer breeds
- Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations
- Any animal not permitted under state or local law or code

Number of Pets

PHA Policy

Residents may own a maximum of 1 pet.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet.

Other Requirements

PHA Policy

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.

10-II.D. PET RULES

Pet owners must maintain pets responsibly, in accordance with PHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

Pet Area Restrictions

PHA Policy

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 or carried and under the control of the resident or other responsible individual at all times.

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

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.

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.

Designated Pet/No-Pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]

PHAs may designate buildings, floors of buildings, or sections of buildings as no-pet areas where pets generally may not be permitted. Pet rules may also designate buildings, floors of building, or sections of building for residency by pet-owning tenants.

PHAs may direct initial tenant moves as may be necessary to establish pet and no-pet areas. The PHA may not refuse to admit, or delay admission of, an applicant on the grounds that the applicant's admission would violate a pet or no-pet area. The PHA may adjust the pet and no-pet areas or may direct such additional moves as may be necessary to accommodate such applicants for tenancy or to meet the changing needs of the existing tenants.

PHAs may not designate an entire development as a no-pet area, since regulations permit residents to own pets.

PHA Policy

With the exception of common areas as described in the previous policy, the PHA has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, the PHA has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.

Cleanliness

PHA Policy

The 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 a container provided by the PHA.

The 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.

Litter box requirements:

Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.

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

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

Alterations to Unit

PHA Policy

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.

Noise

PHA Policy

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.

Pet Care

PHA Policy

Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage PHA property.

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

Responsible Parties

PHA Policy

The 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.

A resident who cares for another resident's pet must notify the PHA and sign a statement that they agree to abide by all of the pet rules.

Pets Temporarily on the Premises

PHA Policy

Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by the PHA.

Pet Rule Violations

PHA Policy

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

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the pet rules, 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 pet owner has 10 business 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 pet owner is entitled to be accompanied by another person of his or her choice at the meeting

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

Notice for Pet Removal

PHA Policy

If the 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 will 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 30 calendar days of the notice

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

Pet Removal

PHA Policy

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 pet owner.

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.

Termination of Tenancy

PHA Policy

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

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

Emergencies

PHA Policy

The PHA will take all necessary steps to ensure 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 immediately removed from the premises by referring the situation 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 pet owner.

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.

PART III: PET DEPOSITS AND FEES IN ELDERLY/DISABLED DEVELOPMENTS

10-III.A. OVERVIEW

This part describes the PHA's policies for pet deposits and fees in elderly, disabled and mixed population developments. Policies governing deposits and fees in general occupancy developments are described in Part IV.

10-III.B. PET DEPOSITS

Payment of Deposit

The PHA may require tenants who own or keep pets in their units to pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on tenants of the project [24 CFR 5.318(d)(1)].

The maximum amount of pet deposit that may be charged by a PHA on a per dwelling unit basis, is the higher of the total tenant payment (TTP) or such reasonable fixed amount as the PHA may require. The PHA may permit gradual accumulation of the pet deposit by the pet owner [24 CFR 5.318(d)(3)].

The pet deposit is not part of the rent payable by the resident [24 CFR 5.318(d)(5)].

PHA Policy

Pet owners are required to pay a pet deposit in addition to any other required deposits. The amount of the deposit is \$300.00 and must be paid in full or a repayment agreement signed before the pet is allowed on the premises.

Refund of Deposit [24 CFR 5.318(d)(1)]

The PHA may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet, including (but not limited to) the costs of repairs and replacements to, and fumigation of, the tenant's dwelling unit. The PHA must refund the unused portion of the pet deposit to the tenant within a reasonable time after the tenant moves from the project or no longer owns or keeps a pet in the unit.

PHA Policy

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

10-III.C. OTHER CHARGES

Pet-Related Damages During Occupancy

PHA Policy

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

- Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

PHA Policy

A separate pet waste removal charge of \$10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, the PHA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident.

PART IV: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS

10-IV.A. OVERVIEW

This part describes the PHA's policies for pet deposits and fees for those who reside in general occupancy developments.

10-IV.B. PET DEPOSITS

A PHA may require a refundable pet deposit to cover additional costs attributable to the pet and not otherwise covered [24 CFR 960.707(b)(1)].

A PHA that requires a resident to pay a pet deposit must place the deposit in an account of the type required under applicable State or local law for pet deposits, or if there are no such requirements, for rental security deposits, if applicable. The PHA must comply with such laws as to retention of the deposit, interest, and return of the deposit to the resident, and any other applicable requirements [24 CFR 960.707(d)].

Payment of Deposit

PHA Policy

Pet owners are required to pay a pet deposit of \$300 in addition to any other required deposits. The deposit must be paid in full or a repayment agreement signed before the pet is brought on the premises.

The pet deposit is not part of rent payable by the resident.

Refund of Deposit

PHA Policy

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

10-IV.D. OTHER CHARGES

Pet-Related Damages During Occupancy

PHA Policy

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

Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

PHA Policy

A separate pet waste removal charge of \$10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Such charges will be due and payable 14 calendar days after billing.

Charges for pet waste removal are not part of rent payable by the resident.

