

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 2008

OCTOBER 17, 2007

**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: Jefferson Metropolitan Housing Authority

PHA Number: OH014

PHA Fiscal Year Beginning: (mm/yyyy) 01/2008

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 682
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 818

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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

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

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2008
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

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.

Jefferson Metropolitan Housing Authority

Annual Plan – Executive Summary

Agency Performance

Jefferson Metropolitan Housing Authority has achieved High Performer status under the Section 8 Program by scoring 97% on the Section Eight Management Assessment Program (SEMAP) for the year ending 12/31/2006. JMHA continues Standard Performer status under the Public Housing Program with a Public Housing Assessment System (PHAS) score of 86% for the period ending 12/31/2005.

Asset Management

We completed demolition of the six-story Elmer M. White Building in 2006. The building suffered from structural problems that were beyond the scope of reasonable repair. We are considering using the site to expand parking for the adjacent John F. Kennedy Apartment building. The Kennedy Building also houses the Authority's administrative offices.

We have just received HUD approval to proceed with negotiations with Franciscan University for the sale of our oldest project, Chester J. Simeral Courts, more commonly known as Parkview Circle. The application for disposition was submitted to HUD in October 2006. Until an agreement is negotiated and the sale actually takes place, JMHA will continue to operate the project as public housing.

We anticipate the sale and transition process may take up to 3 years to accomplish. In the application to HUD, we expressed our intent to use the proceeds of the sale to acquire an existing property in Steubenville's North End.

We continue to evaluate the condition of our scattered site units. We have already identified four units for disposition and two for demolition. Our objective is to remove units from our portfolio that have serious physical deficiencies and/or are located in areas that have limited rental marketability, and to retain and improve those units that still have some useful life at a reasonable maintenance cost, and that will continue to be marketable as safe, decent, affordable rental housing. Our goal is to make the best use of our available resources.

As are PHA's across the nation, JMHA is embarking on a transition to property-based management and property-based accounting systems. The federal government has mandated that public housing authorities decentralize their operations and account for income and expenditures at the project level. The underlying objective is that a property should be able to operate on the subsidy and rent that it generates with its own units, rather than using revenue from better-performing properties to support poor performing properties. As we implement this transition over the next few years, public housing day-to-day operations will devolve more down to the local project level, with less and less direction and decision-making coming from the central office.

JMHA, according to HUD requirements, has regrouped its public housing projects into three groups. Two groups are made up of properties in the City of Steubenville. The third group consists of our properties outside of Steubenville, that is, in the City of Toronto, and in the Villages of Yorkville and Tiltonsville.

Capital Improvements

We are continuing to make improvements to the John F. Kennedy Building, our near-elderly designated high rise. We are currently upgrading the electric utility service in the building as a prelude to installing air conditioning in the corridors of all floors. Future plans include air conditioning for each apartment, and new windows throughout the building. We also plan to expand parking for the building on the site of the recently demolished Elmer White Building.

We are currently performing masonry restoration work on the Kennedy Building. Once that work is complete, we will replace the roof, which has chronic leaks for several years.

We have completed conversion of the JFK and Elmer White rowhouse units to all electric, including the addition of heat pumps, which provide central air conditioning for the apartments. We are also planning to replace roofs on the JFK and Elmer White rowhouses, and all buildings at Michael Myers Terrace in Toronto.

We have completed installation of an expanded closed-circuit camera surveillance system covering our downtown projects. The projects in Yorkville and Tiltonsville are slated for significant work under the FY 2008 CFP grant.

Admission to Programs

We will continue to have admissions preferences in public housing for victims of disasters, domestic violence, and for veterans of the armed forces. In Section 8, we will continue preferences for disaster victims and for those who are expending more than 50% of their income for rent. Also in Section 8, we will have the challenge of delivering assistance to tenants in the face of decreasing available dollars, which will ultimately mean a decrease in available vouchers.

We are revising our policies and procedures for both public housing and Section 8 to comply with the requirements of the Violence Against Women Act (VAWA) recently adopted by Congress. Under this new law, incidents of domestic violence in which the tenant is a victim cannot be considered sufficient cause for eviction. We will be working with guidance from HUD and consulting our own legal counsel to develop policy revisions that will meet the requirements of VAWA and still safeguard our tenants' right to peaceful enjoyment of their rental premises.

Operations

We are continuing to reconfigure our operations to meet the needs of project-based management. Both staff and tenants will have to get used to new ways of doing things. The central office will play a less active role in day-to-day management of apartment complexes. Property managers will be taking on more responsibility for routine operations, including maintenance operations. Ultimately, all routine management and maintenance will be directed at the project level.

As one way to assist the transition to the new management model, we are currently making a major upgrade to our central computer system. We have been acquiring new computer hardware over the past year, and are beginning the transition to a new software package for all management, financial, and work order functions. This new system will automate numerous tasks and alleviate some of the manual workload.

Economic Self-Sufficiency

We will continue to encourage families to develop economic self-sufficiency through the Family Self-Sufficiency Program in both Section 8 and Public Housing.

We have established a Section 8 Homeownership Program, wherein Section 8 participants will be able to use their voucher toward making a mortgage payment, rather than just paying rent. We anticipate seeing our first home purchase under this program before the end of 2007.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	4
1. Housing Needs	8
2. Financial Resources	14
3. Policies on Eligibility, Selection and Admissions	15
4. Rent Determination Policies	25
5. Operations and Management Policies	29
6. Grievance Procedures	31
7. Capital Improvement Needs	32
8. Demolition and Disposition	34
9. Designation of Housing	35
10. Conversions of Public Housing	36
11. Homeownership	38
12. Community Service Programs	40
13. Crime and Safety	42
14. Pets (Inactive for January 1 PHAs)	44
15. Civil Rights Certifications (included with PHA Plan Certifications)	44
16. Audit	45
17. Asset Management	45
18. Other Information	45

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 2008 Capital Fund Program Annual Statement (attached file: oh014a01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart
- FY 2008 Capital Fund Program 5 Year Action Plan (attached file: oh014b01)
- 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)
 - *Deconcentration and Income Mixing Questions
 - *Voluntary Conversion Required Initial Assessment
 - *Definition of Substantial Deviation and Significant Amendment
 - *Violence Against Women Act (VAWA): Requirements for Public Housing and Section 8
 - *Site-Based Waiting Lists
 - *Progress on Five Year Plan Goals
 - *Management Fee Schedule

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
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	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
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	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
X	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
NA	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	837	4	2	2		2	N/A
Income >30% but <=50% of AMI	198	3	2	2		2	N/A
Income >50% but <80% of AMI	37	2	1	2		2	N/A
Elderly	743	3	1	2	1	2	N/A
Families with Disabilities	586	2	2	1	4	4	3
Race: White	713	3	2	2	1	2	N/A
Race: Black	363	4	2	2	1	2	N/A
Race: Other	18	3	2	2	1	2	N/A

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
- 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)

Community Housing Improvement Strategy (CHIS) for Jefferson County, February 2004

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	365		
Extremely low income <=30% AMI	223	61	
Very low income (>30% but <=50% AMI)	126	35	
Low income (>50% but <80% AMI)	16	4	
Families with children	214	59	
Elderly families	16	4	
Families with Disabilities	51	14	
Race: white	292	80	
Race: black	70	19	
Race: Asian	0	0	
Race: Hispanic	1	0	
Race: Amer Indian	2	1	
Race: other	0	0	
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR	188	52	
2 BR	109	30	
3 BR	44	12	
4 BR	24	7	
5 BR	N/A		
5+ BR	N/A		
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	554		
Extremely low income <=30% AMI	299	54	
Very low income (>30% but <=50% AMI)	216	39	
Low income (>50% but <80% AMI)	39	7	
Families with children	400	72	
Elderly families	13	2	
Families with Disabilities	132	24	
Race: white	437	79	

Housing Needs of Families on the Waiting List			
Race: black	112	20	
Race: Asian	0	0	
Race: Hispanic	4	1	
Race: Amer Indian	1	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	230	42	
2 BR	170	30	
3 BR	125	23	
4 BR	29	5	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

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 2007 grants)		
a) Public Housing Operating Fund	2,539,361	
b) Public Housing Capital Fund	1,147,485	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,847,570	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP 2006	721,833	Capital Improvements
3. Public Housing Dwelling Rental Income	493,346	PH Operations
4. Other income (list below)		
Laundry, telephone, etc.	2,381	PH Operations
4. Non-federal sources (list below)		
Investment Income--PH	75,132	PH Operations
Investment income—Sec 8 Admin	0	
Investment income—Sec 8 tenant based	0	
Total resources	7,827,108	

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: 3 months
- Other: (describe)

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)
History of disturbing neighbors or destruction of property.
Fraud in connection with any housing program.
Alcohol abuse that interferes with the Health, Safety, or Right to Peaceful
Enjoyment by Others

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? 4

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

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists? 4

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.

4 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 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
- 2 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)

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)

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)
Upon request of the owner, we will share any factual or third-party written information relevant to the history of, or the ability to, comply with the lease, or any history of drug trafficking.

(2) Waiting List Organization

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

- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)

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

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

If the family documents their efforts and additional time can reasonably be expected to result in success or the family contains a person with a disability.

(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.

3 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
- 2 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)

Changes in family composition must be reported.

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)

(3) Upfront Income Verification (UIV)

- The PHA has revised its Admissions and Continued Occupancy Policy (ACOP) to include Upfront Income Verification procedures for new applicants and during the recertification process.

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)
 - Market vacancy rates
 - Market rents
 - Size and quality of units under the program

(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)

(3) Upfront Income Verification

- The PHA has revised its Administrative Plan to include Upfront Income Verification procedures for new applicants and during the recertification process.

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	682	160
Section 8 Vouchers	818	80
Section 8 Certificates	0	0
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	0	0
Protective Services	618	0
Other Federal Programs(list individually)		
Service Coordinator	239	24

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)
 - a) Admissions and Continued Occupancy Policy
 - b) Public Housing Grievance Procedure
 - c) Schedule of Utility Allowances
 - d) List of Management Charges
 - e) Lease
 - f) Non-Citizen Procedures
 - g) Criminal Activity Procedures
 - h) Maintenance Policy (including pest control)
 - i) Safety Policy
 - j) Personnel Policy
 - k) Procurement and Disposition Policy
 - l) Capitalization Policy

- m) Investment Policy
- n) Internal Financial Controls
- o) FSS Action Plan

- (2) Section 8 Management: (list below)
 - a) Administrative Plan
 - b) FSS Action 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) oh014a01

-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) oh014b01

-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:

1. OH14-1 Chester J. Simeral Courts (Negotiating for sale of project and acquisition of replacement units.)

2. Use RHF funds received toward development of handicapped accessible duplex.

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:	Chester J. Simeral Courts
1b. Development (project) number:	OH014-001
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(07/2007)
5. Number of units affected:	124
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 01/2008 b. Projected end date of activity: 01/2010

Demolition/Disposition Activity Description	
1a. Development name:	Scattered Sites
1b. Development (project) number:	OH014-012
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>(09/2007)</u>
5. Number of units affected: 10
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: 01/2008
b. Projected end date of activity: 01/2010

Demolition/Disposition Activity Description
1a. Development name: Scattered Sites
1b. Development (project) number: OH014-012
2. Activity type: Demolition <input checked="" type="checkbox"/>
Disposition <input type="checkbox"/>
3. Application status (select one)
Approved <input checked="" type="checkbox"/>
Submitted, pending approval <input type="checkbox"/>
Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(04/2007)</u>
5. Number of units affected: 2
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: 09/2007
b. Projected end date of activity: 12/2007

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: John F. Kennedy Apartments 1b. Development (project) number: OH 014-003
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(10/2002)</u> (JMHA will apply to HUD to renew the designation in 2007.)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 149 7. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered

under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h)

<input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description: Voucher Homeownership

a. Size of Program: Maximum of 25

- 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 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA 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? 30/06/01

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2007 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	3 (07/15/07)
Section 8	7	25 (07/15/07)

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

C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children

- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

OH014-002 ---- Elmer M. White Apts.
 OH014-003 ---- John F. Kennedy Apts.
 OH014-004 ---- Earl F. Rodgers Plaza
 OH014-005 ---- Michael Myers Terrace
 OH014-012 ---- Scattered Sites

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

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

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

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

OH014-001 ---- Chester J. Simeral Courts
 OH014-002 ---- Elmer M. White Apts.
 OH014-003 ---- John F. Kennedy Apts.

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)

- OH014-001 ---- Chester J. Simeral Courts
- OH014-002 ---- Elmer M. White Apts.
- OH014-003 ---- John F. Kennedy Apts.
- OH014-004 ---- Earl F. Rodgers Plaza
- OH014-012 ---- Scattered Sites

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?
- Yes No: Has the PHA included the PHDEP Plan for FY 2007 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

Note: Congress has not authorized PHDEP for FY2007.

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

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
 - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
 - Candidates could be nominated by any adult recipient of PHA assistance
 - Self-nomination: Candidates registered with the PHA and requested a place on ballot
 - Other: (describe)
- b. Eligible candidates: (select one)
- Any recipient of PHA assistance
 - Any head of household receiving PHA assistance
 - Any adult recipient of PHA assistance
 - Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) State of Ohio
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)
Operate public housing and Section 8 voucher programs.
Capital Fund projects.
- Other: (list below)

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

1. Consolidated Plan jurisdiction: (provide name here) City of Steubenville, Ohio
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)
Operate public housing and Section 8 voucher programs.
Capital Fund projects.

- 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.

Required Attachment: Admissions Policy for Deconcentration

From Admissions and Continued Occupancy Policy. . .

10.4 DECONCENTRATION POLICY

It is Jefferson Metropolitan Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Jefferson Metropolitan Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

10.5 Deconcentration Incentives

The Jefferson Metropolitan Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

10.6 Offer of a Unit

When the Jefferson Metropolitan Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Jefferson Metropolitan Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Jefferson Metropolitan Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Jefferson Metropolitan Housing Authority will send the family a letter documenting the offer and the rejection.

10.7 Rejection of Unit

If in making the offer to the family the Jefferson Metropolitan Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Jefferson Metropolitan Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

Required Attachment: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Kryste Hanon

Nathaniel Kline

Florence Williams

Emily Kline

James Obermann

Virgil Matthews

Alvera Costantini

Mary Jo Waugh

Jacqueline Chambliss

Kenneth McAnany

Gloria Malone

Will Sleever

Required Attachment: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Charles Lewis

B. How was the resident board member selected: (select one)?

- Elected
- Appointed

C. The term of appointment is (include the date term expires): May 25, 2003 to May 24, 2008

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

B. Date of next term expiration of a governing board member: May 2008

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Domenick Mucci, Jr., Mayor of Steubenville.

Jefferson County Commissioners:

Adam Scurti, Thomas Graham, David Maple

Joseph Bruzzese, Jr., David Henderson, Judges of the Common Pleas Court.

(next appointment)

Samuel Kerr, Judge of the Probate Court.

Required Attachment: Implementation of Public Housing Community Service Requirements

On November 15, 2000, the Board of Commissioners of Jefferson Metropolitan Housing Authority adopted a Community Service Policy for the Housing Authority. The Policy became effective at the beginning of the next HA fiscal year on January 1, 2001. The Policy is based on a model from the Nelrod Consortium, and closely follows the provisions of 24CFR960, Subpart F.

Notification letters were sent out to all public housing residents 30 days in advance of the effective date of the requirement. The public housing management staff was trained on the Policy, and was also given copies of the CFR section for additional guidance. Property managers were provided with the following forms to implement and track resident compliance: Resident Community Service Time Sheet (Form HF-115), and Dwelling Unit Community Service Ledger (Form HF-116). These forms were obtained from Housing Forms, Inc.

Property managers reviewed all tenant household files to determine:

- 1) which individuals are potentially exempt, as defined in 960.601;
- 2) which individuals are obligated to perform community service;
- 3) if an individual might already be performing an activity that might satisfy the requirement.

At the same time, the Housing Authority contacted local government, church, and service agencies, and compiled a list of potential sites where residents might perform community service. Property managers sent out follow-up notification letters prior to the effective date of the requirement. Residents are required to comply with the community service requirement as of January 2001. The JMHA Public Housing Lease, adopted in 1999, already contains a provision requiring performance of community service.

The Community Service Requirement was suspended by Congress for FY2002. The Housing Authority adjusted its procedures accordingly. The Community Service Requirement was reinstated for FY2003. The Housing Authority began to implement the requirement with the start of the fiscal year on January 1, 2003.

Required Attachment: Pet Policy

The Housing Authority has adopted a Pet Policy that will serve both elderly and family units. The previous Pet Policy for Elderly and Disabled Housing provided for a \$300 refundable deposit and a \$25 non-refundable annual fee for dogs and cats. This will continue under the new policy for all developments, except that the non-refundable annual fee has been eliminated for all tenants. Aquariums will require a \$150 deposit. The Pet Policy contains the normal provisions regarding licensing, spaying and neutering, and inoculations.

The Pet Policy is based on a model policy from the Nelrod Company, and was discussed at length with the residents.

Required Attachment: Section 8 Homeownership Capacity Statement

From HA Voucher Homeownership Plan. . .

Eligibility requirements for families

1. Current JMHA FSS Participants will be considered first.
2. Current active voucher holders will be considered second for homeownership vouchers.

The family chooses whether to participate in the homeownership option. If the family chooses to participate, the applicants must meet the following criteria:

- A. The family has been determined eligible as a first time buyer
 - B. The family satisfies all the first time homeownership requirements
 - 2
 - C. The family satisfies the minimum income requirements.
 - D. No family member can have previously received assistance under Voucher Homeownership program and defaulted on the mortgage
 - E. The family must be able to put a least three (3%) percent of the purchase price down on the property with at least one (1) percent coming from their own personal resources. FSS escrow, gifts, and other resources count for family resources.
1. One or more adults in the family must be employed full-time (average 30 hours per week).
 2. Annual income of the adult family members must be at least the current Federal Minimum wage multiplied by 2000.
 3. The employed adult must have been continuously employed for one year.
 4. Elderly, handicapped, and disabled families are exempt from this employment requirement. The minimum income required is equal to the current SSI monthly payment times 12.
 5. One or more adults must be enrolled in and actively involved in FSS for at least 6 months or participating in another saving plan.
 6. The family shall have no outstanding debt with JMHA or any other housing authority.
 7. The family must have the potential to obtain financing, either through its own means or as a result of participation in credit counseling program.

JMHA shall consider the following interruptions of the 12-month work requirement as exceptions to the continuous work rule:

1. Pregnancy leaves for up to two months.

2. Interruptions that were not within the individual's control, such as plant closing, strikes and lay-offs
3. Breaks in work to attend training or higher education to improve employability.
4. JMHA will count successive jobs during the 12-month period if the applicant obtained more than one job.

Program Requirements

Prior to being issued Homeownership Housing Choice Voucher the prospective participant must complete the following activities

- A. Training:** The family must enroll and attend the homeowner-training program approved by JMHA such as the C.H.I.P. (Community Homebuyers Investment Program our local homebuyers Education Provider serving our residents or CAC's homebuyers education program or any HUD approved program. This course includes but not limited to developing a family budget, credit analysis, working with a Realtor, applying for a mortgage, the mortgage closing, how to find a home, and maintaining a home.
- B. Individual Counseling:** The family (all adults) will be required to meet with the C.H.I.P. Homeownership volunteer counselor or the CAC's Homeownership counselor/other HUD approved counselor.
- C. Participant Financial Commitment:** Each participating family will be required to contribute a minimum of 3% of the purchase price or a minimum of 1% coming from They're own personal resources.

Pre-Assistance counseling

The HA required pre-assistance counseling program will cover the following topics:

1. Home maintenance (including care of the grounds),
2. Home inspection,
3. Budgeting and money management,
4. Credit counseling,
5. Securing mortgage financing
6. Locating a home,
7. Information on fair housing,
8. Information about Real Estate settlement Procedures Act, and
9. Federal truth-in-lending laws, how to identify and avoid loans with oppressive terms and conditions.

Participant Eligibility Requirements

- 1.** The family must be in “good standing” with section 8 program and family obligations. The family must also maintain good record prior to the conveyance of title, including but not limited to payments or rents and other charges, reporting all pertinent income and not being involved in drug-related or violent criminal activity. The family must terminate their current lease agreement in compliance with the terms of the lease.
- 2.** At least one of the adults family members who will own the home at the commencement of Homeownership assistance must have been continuously employed for a minimum of one year of full time employment (not less than average of 30 hours per week). For the purpose of this definition, full time employment is to have worked at least 30 hours per week. Continuous employment is to have worked uninterrupted for one year prior to purchase with not more than two employers. Self-employment is considered employment for the purchased of this section. If a family other than an elderly/disabled family includes a person with disabilities, JMHA can grant an exemption from the employment requirement if deemed as “reasonable accommodation” to make Homeownership accessible.
- 3.** The family annual income must be at least equal to the Federal Minimum hourly wage times 2000 hours. However, the family annual income must be sufficient to secure financing for a selected property.
- 4.** Applicants must be buying a home that one or more family members will hold the title. JMHA reserves the right to decide down payment requirements in these cases subject to lender approval.
- 5.** Family must be willing and able to complete the pre-assistance and post-assistance mandatory training and counseling sessions.
- 6.** Each participating family will be required to contribute a 3% of the purchase price and 1% from their personal resources. This sum will be used to pay for closing costs, homeowners insurance, inspections title insurance and other related purchase costs. The participating family is permitted and encourage to obtain additional down payment assistance from other programs that may be available from the City, County, and any participating financial institutions.
- 7.** The family must have the potential to obtain financing either through its own means or as a result of participation in credit counseling programs and must be able to obtain such financing within the designated period of time up to 30 years
- 8.** No family member can have previously received assistance under the Homeownership option and had defaulted on a mortgage securing debt incurred to purchase a home.
- 9.** Prior to closing on a home, the family must obtain a pre-approval for a loan amount from an approved lending institution. JMHA will provide the participant with a document stating the estimate of subsidy amounts based on the family’s income at that time.
- 10.** In order to qualify as a “first time homebuyers,” no family member must have owned title to a principal residence in the last (3) years, (single parents or displaced

homemakers who, while married, owned a home with a spouse or resided in a home owned by a spouse would still be eligible under this definition).

Required Attachment: Description of Homeownership Programs

The Jefferson Metropolitan Housing Authority has established a Housing Choice Voucher Program as described here.

Introduction

Homeownership Option pursuant to the U. S. Department of Housing and Urban Development final rule date October 12, 2000. Revised November 18, 2002 and by Section 8 (y) "Homeownership Option" of the United States Housing Act of 1937, as amended by Section 555 of Quality Housing and Work Responsibility Act of 1998. The Jefferson Metropolitan Housing Authority hereby establishes a Section 8 tenant-base Housing choice Voucher Homeownership plan.

Number of Vouchers Available for Homeownership

JMHA will issue 5 Homeownership vouchers in the initial year of participation; JMHA will issue 5 addition Homeownership certificates in each subsequent year up to five years. The maximum number of homeowner certificates to be in use shall be 25.

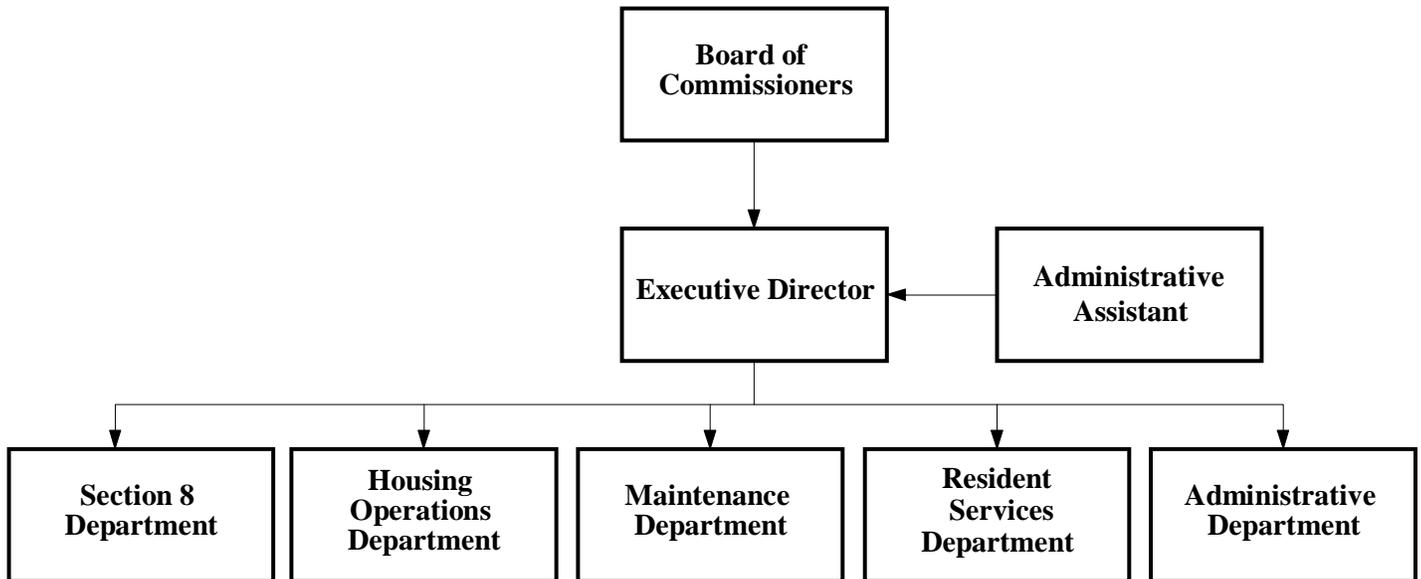
JMHA will review this program annually and adjust the program goals with the preparation of the Annual Plan. JMHA serves the right to discontinue program to new applicants subject to public notification with the Annual Plan.

In any given year, if the homeownership vouchers are not used, they shall return to the rental voucher pool, JMHA will not increase the subsequent year homeownership vouchers number to meet the target homeowner participant goal.

When the participants exit the Homeownership program, their vouchers will be returned to the rental pool of vouchers. The Authority will reissue replacement Homeownership vouchers in the manner to assure program stability and so as not to exceed the maximum of 5 per year.

Optional Attachment : PHA Management Organizational Chart

**JEFFERSON METROPOLITAN HOUSING AUTHORITY
ORGANIZATION CHART**



Attachment: Public Housing Drug Elimination Program (PHDEP) Plan

The PHDEP Grant is not funded in the HUD budget.

Jefferson Metropolitan Housing Authority is using Public Housing Operating Fund and Capital Fund money to fund security guard patrols and surveillance cameras.

If we would be able to fund it, we would also like to re-activate our supplemental police services contract with the City of Steubenville.

Optional Attachment: Deconcentration and Income Mixing Questions

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)]
Chester Simeral Courts (60%)	122	Near college campus; has higher number of part-time and full-time students with little or no income.	
Merkel/Schlernitzauer Apts. (153%)	64	Less than 30% of area median income.	
Lovers Lane Circle Apts. (108%)	20	Less than 30% of area median income.	
Elmer White Apts. (115%)	28	Less than 30% of area median income.	
Earl Rodgers Plaza (67%)	94	Population affected by loss of lower wage jobs in area.	
Michael Myers Terrace (82%)	75	Less than 30% of area median income.	
Hamann Apts./Crabbe Blvd. (74%)	40	Population affected by loss of lower wage jobs in area.	
Scattered Sites (101%)	65	Less than 30% of area median income.	

Optional Attachment: Voluntary Conversion Required Initial Assessment

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments?

All nine developments.

- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

None.

- c. How many Assessments were conducted for the PHA's covered developments?

An initial assessment was conducted for each development.

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

<u>Development Name</u>	<u>Number of Units</u>
-------------------------	------------------------

none

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

Attachment: Definition of Substantial Deviation and Significant Amendment

Substantial Deviations and Significant Amendments shall include the following:

- a) Changes to rent or admissions policies or organization of the waiting list;
- b) Additions of non-emergency work items (items not included in the current Annual Statement or the Five-Year Action Plan) or change in the use of replacement reserve funds under the Capital Fund;
- c) Additions of new activities not included in the current PHDEP Plan;
- d) Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Attachment: Violence Against Women Act (VAWA): Requirements for Public Housing and Section 8 Programs

The Jefferson Metropolitan Housing Authority complies with the requirements of the federal Violence Against Women Act in the operation of its Public Housing and Section 8 Programs.

As required, JMHA is including in this Annual Plan a description of the following:

“Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking;”

JMHA has worked with local domestic violence shelters to assist in securing permanent housing for victims of domestic violence.

“Any activities, services, or programs provided or offered by a public housing that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing;”

JMHA has an admission preference for applicants to its public housing program who are victims of domestic violence.

“Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.”

JMHA operates a security program consisting of security guard patrols and closed-circuit television surveillance cameras. JMHA will issue “bar orders” as provided under State law, which ban the named individual from a property. Violation of the bar order is considered trespass. JMHA will assist a tenant and local law enforcement in implementing a restraining order issued by a court.

Jefferson Metropolitan Housing Authority has revised its policies and procedures as follows:

JMHA provides notice to public housing and Section 8 applicants and tenants of their rights under VAWA.

JMHA utilizes a written form as a certification by an applicant or tenant of their status as a victim of domestic violence.

JMHA maintains the confidentiality of tenant information in cases of requests for certification as a victim of domestic violence.

JMHA has revised its Admissions and Continued Occupancy Policy, Administrative Plan, and Lease to prohibit denial of admission or termination of assistance/eviction because of incidents of domestic violence where the tenant is a victim; and to permit bifurcation of the lease to terminate assistance and/or to remove a lawful occupant or tenant who engages in criminal acts of violence to family members or others without terminating assistance/evicting victimized lawful occupants.

Attachment: Assessment of Site-Based Waiting List Development Demographic Changes

The Housing Authority had previously used one waiting list for all of its public housing developments. These included seven projects (OH014-001, 002, 003, 004, 010, 011, 012) in the City of Steubenville, one project (OH014-005) in the City of Toronto, approximately ten miles north of Steubenville, and one project (OH014-006) in the Villages of Yorkville and Tiltonsville, about seventeen miles south of Steubenville. These three areas do not comprise a contiguously populated area, and have always been geographically separate and distinct. The populations of these distinct areas have remained fairly stable, in as far as residents generally do not move from one area to the other, except for a specific reason, such as employment.

This very condition has always made for a difficult and cumbersome process when leasing apartments from what was actually one central waiting list for all of Jefferson County. Applicants who are long-time residents of Yorkville, for example, really aren't interested in housing in Steubenville, and vice versa. With one waiting list, applicants routinely refused offers of units in other towns, waiting for a unit in their own area. The Housing Authority felt it would be much more efficient, and would enable us to compete much more effectively with other rental housing, to establish a waiting list for each of these traditionally distinct localities.

Separate waiting lists were actually established in November of 2000. One waiting list was established for all developments in Steubenville. This waiting list includes our older downtown developments, as well as newer developments in the City's West End, and all single-family scattered site housing. A second waiting list was established for our single development in Toronto. A third waiting list was established for the two former elderly buildings and six family units in Yorkville and Tiltonsville. Testing of these community based waiting lists was last conducted in 2004-2005.

With the implementation of asset management, we have grouped our housing projects into three AMP's, with a waiting list for each AMP. Since site-based waiting lists are inherent to project-based management, we have submitted a request for a waiver of the requirement to conduct waiting list testing.

JMHA's Admissions and Continued Occupancy Policy, Section 4.0 Family Outreach, assures that the Housing Authority "will publicize the availability and nature of the Public Housing Program for extremely low-income, very low, and low-income families in a newspaper of general circulation, minority media, and by other suitable means" . . . "will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel" . . . "will communicate the status of housing availability to the other service providers in the community and inform them of housing eligibility factors and guidelines . . ."

Attachment: Progress on 5-Year Plan Goals

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Reduce public housing vacancies: to at least 7% per cent actual over 5 yrs

Vacant Unit Reports for October 1999 show 85 units vacant, that is, 10.8% of our public housing inventory. The same reports for September 2002 show 66 units, or 8.45 % vacant. Reports for July 2003 show 8.4% of units vacant. July 2004 shows 9.1% vacant, and July 2005 shows 8.3% vacant. July 2006 showed a jump to 9.3%, which has come down one full percentage point to 8.3 in July 2007. This is actually comparable with vacancy rates for all rental housing in central Ohio, including unsubsidized housing. We have pursued several strategies to reduce vacancies over the years.

Decreased demand for public housing units is attributable to several factors. There is an increasing availability of assisted housing in the area. JMHA itself has nearly doubled the number of Housing Choice Vouchers over the past several years. The decline of neighborhoods where most of our 65 scattered units are located is making some of these units difficult to rent. We should also point out that we have had to reduce staff due to decreased funding. This can translate into longer turn around times. Still we continue to pursue strategies that have proven effective for us. One of these was targeted marketing.

Chester J. Simeral Courts (OH014-001), better known as Parkview Circle, consisting of 124 units built in 1959, had one of our worst vacancy problems. The site had a history of serious drug problems for several years. The Housing Authority took aggressive steps to eliminate the problem, and was reasonably successful in its effort. One unit has been dedicated to use as a police/security substation. This project is geographically isolated from other neighborhoods, due, in great part, to the growth of the Franciscan University of Steubenville, which now surrounds the project, except for a boundary with the municipal golf course. This isolation, with the accompanying transportation and shopping problems, have made the project less attractive to many applicants for public housing. The project today remains nearly fully occupied, however, due to the proximity of the college campus. The University requires students to live on campus if they are less than Junior Class rank or under age 24. Students outside that requirement, however, have created a renewed demand for housing at Parkview. HUD has recently issued specific eligibility requirements regarding full-time college students. We do not, at this point, feel that these will have a significant impact on students residing at Parkview, since most of them would meet the definition of "independent" due to the University's existing residency requirements.

By working with local health and social service agencies, we provide housing opportunities for the disabled and homeless populations that they serve. In October 1999, the Elmer M. White and John F. Kennedy high rise buildings located adjacent to each other in Steubenville's North End, had a combined 28 vacant units out of a total 238, or 11.8% vacant. In September 2002, there were 14 units vacant, or 5.9%. Our Service Coordinator and Drug Elimination Programs play a key role in the success of this strategy. In July 2000, JMHA received a NAHRO National Merit Award for this strategy.

In 2002, the Housing Authority applied to HUD for elderly designation for the John F. Kennedy hi-rise. HUD approved this request in October 2002. In 2004, we have begun admitting near-elderly occupants to the Kennedy, as provided for in the designation plan. This has facilitated the process of consolidating the population of the Kennedy Building with the elderly and near-elderly population of the Elmer White hi-rise, which was demolished in 2006. We feel this strategy will make us more competitive in the local senior housing market.

The Authority has had recurrent talks with the Franciscan University of Steubenville regarding possible purchase of Chester Simeral Courts (Parkview Circle) by the University. The proposed plan would convert the current public housing units to vouchers, with the Authority continuing as the management entity for a three year transition period. No existing tenants would be displaced. As units become vacant, the University would have the option of converting them to campus housing. An application for disposition was submitted to HUD in October 2006, and approved in July 2007.

Disposition of Chester Simeral Courts through sale to the University would generate new capital for the Authority to put toward acquisition or development of new units that would better serve current low-income housing needs in Jefferson County.

In order to expedite the processing of applications and placement of eligible applicants, we had relocated the leasing office from within a high rise to a free-standing office on the same site. Computer network problems have forced us to return the leasing office to the JFK Building. The central leasing office has now closed as part of our conversion to asset management. Applications are now taken at all development offices, including the site that includes the central offices.

JMHA is now a Housing Television Network (HTVN) training site. We are making extensive use of this training availability. We are also continuing to send staff to outside training when beneficial. We are continuing to update procedures.

Finally, we are continuing improved quality control efforts in vacant unit turnaround time. We have introduced improvements to maintenance task assignment and monitoring.

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score) 90.0 by 12/31/2007
 - Improve voucher management: (SEMAP score) 90.0 by 12/31/2007
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:

We are working to improve overall operations efficiency at the Housing Authority through staff reorganization and training. The property management staff meets as a group at least twice a month. The position of Director of Housing Programs was established in January 2001 and oversees Public Housing and Section 8 property and program management. The Executive Director, the Director of Housing Programs, and the Facilities Manager have recently begun monthly visits to each development to review the overall condition of the property, procedural compliance, and progress on vacant unit turnaround. We have created three Asset Management Program (AMP) Groups. Two are made up of properties in the City of Steubenville, and the other includes properties outside Steubenville.

Maintenance personnel have attended Lead-Based Paint training for both public housing and Section 8. We are continuing our modernization efforts in public housing. We have undertaken major modernization of the JFK hi-rise and the JFK and Elmer White rowhouses. We will, in turn, extend major modernization work to all public housing sites.

In 2001, we undertook extensive renovation projects at Chester Simeral Courts (OH014-001), Earl Rodgers Plaza (OH014-004), and Merkel/Schlernitzauer Apartments (OH014-006). This work included new roofs, sidewalks and steps, HVAC systems, and renovations to community buildings, including handicapped accessibility.

In 2002, we performed extensive renovation work at Merkel/Schlernitzauer Apartments (OH14-6), including installing air conditioning in all low-rise apartments, expanding parking areas, roof and soffit & fascia (Merkel Building), and electrical upgrades. We repaved parking lots at the Hamann Apartments (OH14-10) and the basketball court at Earl Rodgers Plaza (OH14-4), made corrections to the sewer system at Parkview Circle (OH14-1), replaced exterior doors on several buildings, and started site renovation work at the John F. Kennedy hi-rise.

In 2003, we continued extensive site work at the John F. Kennedy Apartments (OH14-3) and the Elmer M. White Apartments (OH14-2). This work included extensive site work on the John F. Kennedy high rise, such as new sidewalks and resurfaced parking lot, new exterior lighting, and new interior corridor lighting and carpeting in the corridors of both high rises. A new security access system was also installed in all mid and high rise buildings.

In 2004, we installed new furnaces and water heaters in all units at Parkview Circle. In 2005, we installed new water heaters and furnace/heat pumps in the John F. Kennedy and Elmer White row-house family units. This work also provides air conditioning for those units. We also replaced the roof on the Schlernitzauer Building in Yorkville, Ohio (OH14-6).

In December 2004, we received HUD approval for the demolition of the Elmer M. White Apartments high rise building. The building had structural problems that were beyond reasonable repair. The demolition was accomplished in 2006. The demolition involved the high rise only, not the 28 rowhouse units included in the project.

As noted above, we are continuing discussions for the possible negotiated sale of Chester J. Simeral Courts, our oldest project, and the development or acquisition of new replacement units in a new location. We expect to reach an initial agreement in 2007.

Our PHAS composite scores for FY 2002 is 89, and 88 for FY 2003. Our SEMAP for FY 2002 is 83, and 77 for FY 2003. Scores for FY 2004 are 86 for PHAS, and 100 for SEMAP. FY 2005 scores are 86 for PHAS, and 100 for SEMAP.

- PHA Goal: Increase assisted housing choices
- Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Implement public housing site-based waiting lists:

The Housing Authority provides voucher mobility counseling as part of the Section 8 briefing for new program participants. Written information on portability is also included in the briefing packet. The Section 8 office has instituted a landlord newsletter, and holds landlord meetings on at least an annual basis. The Section 8 staff scans local rental ads for potential additional units and owners of rental property.

The Housing Authority implemented three site-based waiting lists in December 2000. There is one list for all developments in the City of Steubenville, one for the City of Toronto, and one for the Villages of Yorkville and Tiltonsville.

Attachment: Management Fee Schedule

The Central Office Administrative Fees for the present year (2007) are sufficient to cover costs at the following current rates:

Public Housing (HUD Approved Rate)		46.55 PUM
Section 8 Vouchers	12.00	
	7.50	

		19.00 PUM
CFP	10% x 2007 Total	\$114,749 Total
	(2007 CFP Total \$1,147,485)	

However, the following changes at JMHA (mostly unrelated to the issue of asset management) will leave us with inadequate Central Office funding in the future:

- Demolition of the Elmer White Apartments high rise in 2006 means that funding from those demolished units will drop to 25% for 2008 and disappear in 2009.
- Employee Benefits are rising at a rate higher than the increase HUD will allow for inflation in their annual increase to Administration Fees.
- The number of occupied units, thus the fees allowed, will drop due to the impending sale of the Chester Simeral Courts public housing project with 124 units.
- The dollar amount we receive for CFP Grants may be reduced in the future due to the number and type of units we will lose from the sale of Simeral Courts.
- Cost of new software associated rising monthly service costs (mostly considered Central Office costs).
- The Tenant Accounts Receivable Clerk is now a full-time position and will increase costs slightly.

Due to the volatility of the changes described above, we propose a \$10 per unit increase in our property management fee for 2009. As the asset management model becomes more stable and cost-efficient, we anticipate realizing revenue from the \$10 per unit permissible asset management fee. This would enable us to reach a reasonable fee level for the property management in 2011.



PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

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

**Annual Statement of Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFPICFPRHF) Part I: Summary**

City Name: **Jefferson Metropolitan Housing Authority** Grant Type and Number: **OHM2001450108** Federal FY of Grant: **2006**
 Grant Title: **Program Grant No** Project Start Date: **01/01/06** Project End Date: **12/31/06**

Overall Financial Status: Financially Sound Financially Unsound Financially In Question
 Administrative Status: Administrative Sound Administrative Unsound Administrative In Question

Line No.	Summary by Development Account	Total Estimated Total			Total Actual Cost	
		Original	Revised	Delivered	Expended	
1	Total Available Funds					
2	1400 Operations					
3	1400 Management Improvement	203,320.00				
4	1410 Community Work	114,748.00				
5	1411 Grant					
6	1415 Financial Director					
7	1420 Fees and Costs	100,000.00				
8	1420 Site Acquisition					
9	1420 Site Development					
10	1420 Building Site Prep	1,237,000.00				
11	1460.1 Dwelling Expenses - 1: Nonoperable					
12	1470 Vehicle Reg Expense					
13	1470 Vehicle Reg Expense					
14	1480 Insurance					
15	1480 Vehicle Reg Expense					
16	1480 Vehicle Reg Expense					
17	1480 Vehicle Reg Expense					
18	1480 Vehicle Reg Expense					
19	1480 Vehicle Reg Expense					
20	1480 Vehicle Reg Expense					
21	Amount of Annual Fund (5.00 of 466,800)	5		1,674,748.00	5	\$
22	Amount of 1st 20% Fund (10.00 of 466,800)					
23	Amount of 1st 20% Fund (10.00 of 466,800)					
24	Amount of 1st 20% Fund (10.00 of 466,800)					
25	Amount of 1st 20% Fund (10.00 of 466,800)					
26	Amount of 1st 20% Fund (10.00 of 466,800)					
27	Amount of 1st 20% Fund (10.00 of 466,800)					
28	Amount of 1st 20% Fund (10.00 of 466,800)					
29	Amount of 1st 20% Fund (10.00 of 466,800)					
30	Amount of 1st 20% Fund (10.00 of 466,800)					

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

POC Name: Jefferson Metropolitan Housing Authority
 Grant Type and Number: Capital Fund Program Grant No. DH12P01450108
 Federal FY of Grant: 2008
 Replacement Housing Factor: 0.50
 Replication Factor: 0.411

Line Item	Description of Activity/Work	Dwg. No.	Act. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
14-101	security supervisor		408.00			38,000.00			
14-102	admission (rebo)		413.00			114,745.00			
14-103	MC assets		430.00			100,000.00			
14-104	security guards		408.00			160,000.00			
14-105	illumination (house #1)		460.00	60		770,000.00			
14-106	repairs - janitor		460.00	92		109,200.00			
14-107	replace water heaters		480.00	94		32,800.00			
14-108	Verdecks doors & replace		460.00			48,200.00			
14-109	Verdecks ADA signage		400.00			5,000.00			
14-110	laundry room fan user		1360.00			15,000.00			
14-111	Merle's exterior doors & locks		1400.00			8,400.00			
14-112	Merle's steam room		1460.00			4,200.00			
14-113	Merle's ADA public restrooms		1460.00			2,800.00			
14-114	Merle's accessible community room		1460.00			27,500.00			
14-115	Stable and trailers		1460.00	8		160,000.00			

Annual Statement of Performance and Evaluation Report		Grant Type and Number		Federal FY of Client
Capital Fund Program and Capital Fund Program Reassignment Housing Factor (CFAC/FPR/HF) Part I Summary		OH12PO1400106		2006
PHA Name:		Capital Fund Program Grant No:		
Jeherson Metropolitan Housing Authority		Replacement Housing Factor Grant No:		
CFAC/FPR/HF No:		Total Estimated Cost		
80302007		Total Actual Cost		
Summary by Development Account		Original	Revised	Expended
Line No.				
1	Total Non-CGP Funds:			
2	1435 Specifications	47,735.25	47,735.25	0.00
3	1438 Management Improvements	345,405.65	345,405.65	293,201.68
4	1410 Administration	100,034.00	100,034.00	87,288.00
5	1411 Audit			
6	1415 Leased Damages			
7	1430 Fees and Costs	100,000.00	100,000.00	72,388.75
8	1430 Site Acquisition			
9	1430 Site Improvement			
10	1450 Dwelling Structures	738,588.72	738,588.72	467,199.92
11	1435.1 Dwelling Equipment Nonexpendable			
12	1470 Non Dwelling Structures			
13	1475 Non Dwelling Equipment	20,134.87	20,134.87	18,285.77
14	1485 Demolition			
15	1480 Replacement Reserve			
16	1482 Moving to Work Demonstration			
17	1485.1 Relocation Costs			
18	1488 Development Activities			
19	1501 Collateralization or Debt Service			
20	1502 Contingency			
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 1,245,779.00	\$ 1,245,779.00	\$ 571,814.52
22	Amount of line 21 Related to LBS Activities			
23	Amount of line 21 Related to Section 504 Compliance			
24	Amount of line 21 Related to Security - Soft Costs	260,000.00	260,000.00	250,871.04
25	Amount of line 21 Related to Security - Hard Costs	80,178.57	80,178.57	80,178.57
26	Amount of line 21 Related to Energy Conservation			

Annual Statement of Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factors (CFPIC/RRHF)
 Part II: Supporting Pages

Development Number	Project Description of Major Work	Dev. Acct. No.	Quantity	Original	Revised	Federal FY of Grant:		Status of Work
						2005		
						Funds Obligated	Funds Expended	
PHA Name: Jefferson Metropolitan Housing Authority OH12P01450105 Grant Type and Number: Capital Fund Program Grant No. Development Program Name: Replacement Housing Factors								
Development Number	Project Description of Major Work	Dev. Acct. No.	Quantity	Original	Revised	Funds Obligated	Funds Expended	Status of Work
HA-WIDE	Operations	1428		42,735.28	42,735.28	42,735.28	0.00	In Process
HA-WIDE	Security Service & systems	1428		220,000.00	220,000.00	220,000.00	220,000.00	In Process
HA-WIDE	Security Supervisor	1428		40,000.00	40,000.00	40,000.00	30,971.04	In Process
HA-WIDE	Computer Soft Costs	1428		95,405.05	95,405.05	95,405.05	5,515.05	In Process
HA-WIDE	Administration	1410		130,834.00	100,584.00	130,584.00	87,289.00	In Process
HA-WIDE	A/E Costs	1430		130,000.00	100,000.00	130,000.00	72,388.75	In Process
HA-WIDE	Computer Hardware	1475		20,134.37	20,134.37	20,134.37	18,785.77	In Process
14-021	Miscellaneous Utilities-JFK Hi-Rise	1480		249,727.90	249,727.90	249,727.90	225,681.50	
14-021	Security Camera-Hi-Rise	1480		37,004.89	37,004.89	37,004.89	37,004.89	Completed
14-021	Security Camera-JFK&EV Row	1480		14,549.53	14,549.53	14,549.53	14,549.53	Completed
14-021	Storage Unit - EV	1480		3,127.50	3,127.50	3,127.50	3,127.50	Completed
14-021	Mechanical Relay-EV Row	1480		6,644.77	6,644.77	6,644.77	6,644.77	Completed
14-021	Mechanical Relay-JFK Row	1480		6,644.77	6,644.77	6,644.77	6,644.77	Completed
14-021	Electrical Upgrade-JFK Hi-Rise	1480		323,481.31	323,481.31	323,481.31	124,082.81	In Process
14-021	Masonry Restoration-JFK Hi-Rise	1480		67,875.00	67,875.00	67,875.00	0.00	Work Started
14-024 ERP	Security Camera-ERP	1480		28,824.15	28,824.15	28,824.15	28,824.15	Completion
				1,545,778.00	1,345,776.00	1,345,776.00	871,874.53	

Annual Statement/ Performance and Evaluation Report		Capital Fund Program and Capital Fund Program Replacements Housing Factor (CFR/CFRRH) Part I: Summary		Federal FY of Grant:
PHA Name:		Grant Type and Number	Capital Fund Program Grant No	2006
Jefferson Metropolitan Housing Authority			OH12P01480106	
<input type="checkbox"/> 01000 Level of Service <input type="checkbox"/> Access to Existing Grants <input type="checkbox"/> Performance by Administrator: Program Number <input type="checkbox"/> Performance by Development Account		<input type="checkbox"/> Overall Management (previous)) <input type="checkbox"/> Pre-Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
		Original	Revised	Original Expended
1	Total Non-CGF Funds			
2	1406 Operations	236,000.00	236,000.00	236,000.00 0.00
3	1408 Management Improvements	228,000.00	228,000.00	228,000.00 102,142.08
4	1410 Administration	80,000.00	80,000.00	80,000.00 0.00
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs	100,000.00	100,000.00	80,000.00 0.00
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures	606,016.00	606,016.00	0.00 0.00
11	1465.1 Dwelling Equipment - Non-expendable			
12	1470 Non Dwelling Structures			
13	1475 Non Dwelling Equipment	50,000.00	50,000.00	0.00 0.00
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1498 Development Activities			
19	1501 Capitalization of Debt Service			
20	1502 Contingency	37,817.00	37,817.00	0.00 0.00
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 1,317,833.00	\$ 1,317,833.00	\$ 588,000.00 \$ 102,142.08
22	Amount of line 21 Related to LBP Activities			
23	Amount of line 21 Related to Section 504 Compliance			
24	Amount of line 21 Related to Security - Soft Costs	220,000.00	220,000.00	220,000.00 102,142.08
25	Amount of line 21 Related to Security - Hard Costs			
26	Amount of line 21 Related to Energy Conservation			

Annual Statement of Performance and Evaluation Report										
Capital Fund Programs and Capital Fund Program Replacement Housing Factor (C) (ACFPRR-F)										
Part II. Supporting Program										
FHA Miami										
Funding Source: HUD										
Grant Type and Number: CH120M100106										
Capital Fund Program Code No: 2008										
Fiscal Year: 2008										
Awarded Number	Award Year	Award Description/ Major Work Category	Dev. Acct No.	Quantity	Total Estimated Cost			Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended		
HA WIDE	1406	Operations			230,000.00		230,000.00	0.00	0.00	In Progress
HA WIDE	1408	Staff Training			8,000.00		8,000.00	0.00	0.00	In Progress
HA WIDE	1408	Facility Service & systems			220,000.00		220,000.00	142,142.06	142,142.06	In Progress
HA WIDE	1413	Administration			80,000.00		80,000.00	0.00	0.00	In Progress
HA WIDE	1430	AVE Cook			100,000.00		100,000.00	0.00	0.00	In Progress
HA WIDE	1475	Trucks, Tractors			30,000.00		30,000.00	0.00	0.00	In Progress
14-021	1490	Storm Doors -JFK/LEW Rise			30,000.00		30,000.00	0.00	0.00	In Progress
14-021	1490	Security Cameras-ENW			8,000.00		8,000.00	0.00	0.00	In Progress
14-021	5490	Security Cameras-AFK			5,000.00		5,000.00	0.00	0.00	In Progress
14-021	5490	Masonry Retention-JFK			348,000.00		348,000.00	0.00	0.00	In Progress
14-024	1490	Security Cameras-ERP			15,000.00		15,000.00	0.00	0.00	In Progress
14-024	1490	Stencils-63			62,816.00		62,816.00	0.00	0.00	In Progress
14-025	1480	New Corridor Carpet-Yorkville			8,800.00		8,800.00	0.00	0.00	In Progress
14-025	1480	New Corridor Carpet-Triumph			8,800.00		8,800.00	0.00	0.00	In Progress
14-025	1480	New Box (New) Boxes(York)			1,400.00		1,400.00	0.00	0.00	In Progress
14-025	1480	Fluoresc. Lights(York/YN)			10,800.00		10,800.00	0.00	0.00	In Progress
14-025	1480	Water heaters, Bathrooms, YK			2,500.00		2,500.00	0.00	0.00	In Progress
14-025	1480	Kitchens, Bathrooms, YK			15,000.00		15,000.00	0.00	0.00	In Progress
14-025	1480	Bathrooms, Bathrooms(YK)			24,000.00		24,000.00	0.00	0.00	In Progress
14-025	1480	Kitchens, Bathrooms(YK)			49,000.00		49,000.00	0.00	0.00	In Progress
HA WIDE	1602	Contingency			37,817.00		37,817.00	0.00	0.00	In Progress
					1,317,283.00		1,317,283.00	102,142.06	102,142.06	In Progress

