

1. PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
--------------------------------------	-------------------------------------------------------------------------------------------------	------------------------------------------------

1.0	PHA Information PHA Name: <u>JEFFERSON COUNTY HOUSING</u> PHA Code: PA061 PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 04-2009 __						
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 287 Number of HCV units: 263						
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only						
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)						
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		
					PH HCV		
	PHA 1:						
	PHA 2:						
	PHA 3:						
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.						
5.1	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 for the next five years: SEE ATTACHMENT A						
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. SEE ATTACHMENT B						
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Information regarding any activities outlined in this plan can be obtained by contacting: the main administrative office at 201 North Jefferson Street, Punxsutawney, Pa. 15767 (814-938-7140) and the Reynoldsville Management office, Post office box 236, 1039 Grant Street, Reynoldsville, Pa. 15767 (814-653-7804). PHA Plan Elements _ See ATTACHMENT ENCLOSED <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Attachment C- Eligibility, Selection & Admission Policies, Attachment D - Financial Resources Attachment E - Rent Determination Attachment F - Operation and Management Attachment G - Grievance Procedures Attachment H - Designated Housing for Elderly/family Attachment I - Community Service and Self-Sufficiency (VAWA) </td> <td style="width: 50%; border: none;"> Attachment J - Safety and Crime Prevention Attachment K - Pets Attachment L - Civil Rights Certification Attachment M - Fiscal Year Audit Attachment N - Asset Management Attachment O - Violence Against Women Act Attachment P - Homeownership Attachment R- Mission & Goals </td> </tr> </table>					Attachment C- Eligibility, Selection & Admission Policies, Attachment D - Financial Resources Attachment E - Rent Determination Attachment F - Operation and Management Attachment G - Grievance Procedures Attachment H - Designated Housing for Elderly/family Attachment I - Community Service and Self-Sufficiency (VAWA)	Attachment J - Safety and Crime Prevention Attachment K - Pets Attachment L - Civil Rights Certification Attachment M - Fiscal Year Audit Attachment N - Asset Management Attachment O - Violence Against Women Act Attachment P - Homeownership Attachment R- Mission & Goals
Attachment C- Eligibility, Selection & Admission Policies, Attachment D - Financial Resources Attachment E - Rent Determination Attachment F - Operation and Management Attachment G - Grievance Procedures Attachment H - Designated Housing for Elderly/family Attachment I - Community Service and Self-Sufficiency (VAWA)	Attachment J - Safety and Crime Prevention Attachment K - Pets Attachment L - Civil Rights Certification Attachment M - Fiscal Year Audit Attachment N - Asset Management Attachment O - Violence Against Women Act Attachment P - Homeownership Attachment R- Mission & Goals						

7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>The Housing Authority does not plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937) in the plan fiscal year.</p> <p>The Housing Authority does not have any of developments or portions of development identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD appropriations Act.</p> <p>The Housing Authority does not administer any homeownership programs in the Public Housing programs. See Attachment P for our Section 8 Homeownership Program.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. SEE ATTACHMENT EE Fiscal Year 2006, 2007, 2008 & 2009 (HUD Form 50075.1)</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>SEE ATTACHMENT DD (HUD Form 50075.2)</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p>
9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p style="text-align: center;">See Attachment Q</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"See Attachment S – Substantial Deviation & Significant Amendment</p> <p>Other Information: Attachment T – Resident Member of the Housing Authority Board Attachment U – Advisory Committee member List Attachment V – Smoking Policy Attachment W – Limited English Proficiency Policy Attachment X – Sensitive Information Policy & Program Attachment Y – Revision to Section 8 Administrative Plan Attachment Z – Revision to Dwelling Lease Attachment AA – Credit Card Policy Attachment BB – Minutes of Advisory Committee Meeting Attachment CC – Minutes of Public Hearing</p>

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>Certification mailed to area office.</p> <ul style="list-style-type: none">(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.(g) Challenged Elements(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
-------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

ATTACHMENT A

Mission

- The PHA’s mission is: (state mission here)

The Jefferson County Housing Authority is committed to building and maintaining affordable housing within our community. We seek to create safe neighborhoods by partnering with individuals and organizations to provide housing, education and employment opportunities for families of modest means to become self-sufficient and improve their quality of life. We shall serve clients and all citizens with the highest level of professionalism, compassion and respect.

ATTACHMENT B

Goals

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:

Apply for additional vouchers over 5 year period, based on demand and the Authority’s eligibility to apply.

- Reduce public housing vacancies:

The Housing Authority will continue to attempt to reduce vacancies within the constraints of the existing housing market and current limited interest in public housing.

- Leverage private or other public funds to create additional housing opportunities:

- Acquire or build units or developments

- Other (list below)

The Housing Authority will devote their energy to increase public housing and Section 8 occupancy rates by aggressively marketing the programs.

- PHA Goal: Improve the quality of assisted housing
Objectives:

- Improve public housing management: (PHAS score)

The Housing Authority’s PHAS score for fiscal year 2008 is 88 , standard performer.

Our 5 year goal is to achieve a high performer score and remain at that consistent high level.

- Improve voucher management: (SEMAP score)

The Housing Authority's SEMAP score for fiscal year 2008 Is 96 high performer.

We will continue to maintain our high performer status

- Increase customer satisfaction:

By increasing preventative and routine maintenance overall **livability will be positively impacted. Renewed emphasis will be placed on addressing safety and neighborhood appearance.**

- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:

In accordance with approved Capital Fund Program

- 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

The Housing Authority will continue to conduct at least annually meetings with potential landlords.

- Increase voucher payment standards
- Implement voucher homeownership program:

The Housing Authority will continue to initiate the Section 8 Homeownership Program starting with 5 homeownership opportunities. The Housing Authority has developed a program outline detailing the program participation and has partnered with

Rural Development to collaborate our efforts. Our first homeowner had closing on 8-30-04. Our second and third homeowner closed in 10-2005. We have one voucher holders who is interested in completing the requirements for the homeownership program.

- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:

The Housing Authority will continue to use 3 municipal waiting List: Punxsutawney, Reynoldsville and Sykesville, Pa.

- Convert public housing to vouchers:
- Other: (list below)

The Housing Authority continues to manages a 16 family unit development in Brookville and 40 elderly units in Brockway through USDA and properties of a non-profit in Brockway to provide assisted living for the elderly.

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:
Security improvement will be planned through the Capital Fund Program.
 - 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:

The Housing Authority's representative regularly participates in scheduled interagency social service meetings at which the full array of employment services are discussed. Conventional, new or innovative approaches to increase resident employment opportunities will be identified and disseminated to our residents. The Housing Authority continues to provide hands on employment/training through their Step-Up Program to public housing and Section 8 participants.

- 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:

The Housing Authority conducts regular monthly meetings with the entire staff to ensure sensitivity to all equal opportunity goals and objectives. Minutes of these meetings are kept and available in the Authority's main office. Current census data estimates a total county wide minority population of approx. 1.5%.

- 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)

The Housing Authority meets with our residents quarterly at each development. The Housing Authority request their comments, concerns and questions and ideas on how the Housing Authority can formulate policies and procedures that will benefit both the residents and Housing Authority.

SERVICE AND ACCOMMODATION PROCEDURE: This procedure is applicable to all situations described in the Admissions and Occupancy policy when a family initiates contact with the Housing Authority, when Housing Authority initiates contact with a

family including when a family applies, and when the Housing Authority schedules or reschedules appointments of any kind.

It is the procedure of this Housing Authority to be service-directed in the administration of our housing programs, and to exercise and demonstrate a high level of professionalism while providing housing services to the people within our jurisdiction.

It is the procedure of the Housing Authority to provide courteous and efficient service to all applicants for housing assistance. In that regard, the Housing Authority will endeavor to accommodate persons with disabilities, as well as those persons with language and literacy barriers.

The Housing Authority's procedures and practices will be designed to provide assurances that all persons with disabilities will be provided reasonable accommodation so that they may fully access and

utilize the housing programs and related services. The availability of specific accommodations will be made known by including notices on

Housing Authority forms and letters to all families, and all requests will be verified so that the Housing Authority can properly accommodate the need presented by the disability.

UNDUE HARDSHIP – Requests for reasonable accommodation from persons with disabilities will be granted upon verification that they do not create an “undue financial and administrative burden” for the Housing Authority, meaning an action requiring “significant difficulty or expense”.

Other PHA Goals and Objectives: (list below)

It is the policy of the Jefferson County Housing Authority to comply fully with all Federal, State and local nondiscrimination laws with rules and regulations governing Fair Housing and Equal Opportunity in housing and employment. The Housing Authority will comply with all laws relating to Civil Rights including:

Title VI of the Civil Rights Act of 1954

Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988)

Executive Order 11063

Section 505 of the Rehabilitation Act of 1973

**The Age Discrimination Act of 1975
Title II of the Americans with Disabilities Act
any applicable State Laws or local ordinances and any
legislation protecting individual rights of tenants, applicants
or staff that may subsequently be enacted.**

**Posters and housing information are displayed in locations
throughout the Housing Authority's office in such a manner as
to be easily readable from a wheelchair.**

**To operate a socially and financially sound public housing agency
that provides decent, safe, and sanitary housing within a drug free,
suitable living environment for residents and their families.**

**To lawfully deny admission of applicants, or the continued occupancy
of residents, whose habits and practices reasonably may be expected
to adversely affect the health, safety, and comfort or welfare of other
residents or the physical environment of the development, or create
a danger to Housing Authority employees.**

**To provide opportunities for upward mobility for families who desire
to achieve self-sufficiency.**

**To ensure compliance with Title VI of the Civil Rights Act of 1964
and all other applicable Federal laws and regulations so that the
admissions and continued occupancy are conducted without regard
to race, color, religion, creed, sex, national origin, handicap or
familial status**

**The Housing Authority has amended the Dwelling Lease, Admission
And Occupancy Policy, and the Section 8 Administration Plan to
Include reference and compliance with the Violence Against Women
Act of 2006.**

ATTACHMENT C

PHA Policies Governing Eligibility, Selection, and Admissions

[

A. Public Housing

(1) Eligibility

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

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

Eligibility is verified after the completed applications is received, following the criminal and landlord screening.

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 – **Landlord questionnaire**
- Housekeeping – **Landlord questionnaire**
- Other (describe)

Check to see if they own money to any other Housing Authority

- 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?

The Housing Authority has a contract with Intellicorp, a nationwide search for criminal plus sex offender, social security number verification and terrorist search, to act on our behalf to undertake the criminal record screening to determine if the applicant has a criminal record.

- 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

3 lists by municipality, Reynoldsville, Sykesville, and Punxsutawney, Pa.

- Site-based waiting lists
- Other (describe)

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

- PHA main administrative office

**201 North Jefferson Street
Punxsutawney, Pa. 15767
(814) 938-7140**

- PHA development site management office

**Reynoldsville Office
Post Office Box 236
1039 Grant Street
Reynoldsville, Pa. 15851
(814) 653-7804**

- Other (list below)

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

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

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

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

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
201 North Jefferson Street
Punxsutawney, Pa. 15767
(814) 938-7140**

- All PHA development management offices

Reynoldsville Office
Post Office Box 236
1039 Grant Street
Reynoldsville, Pa. 15851
(8140 653-7804

- 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)

Families of federally declared disasters who are Section 8 Voucher holders or Public Housing Residents in another jurisdiction will receive preference over other waiting list placeholders.

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” or more than once, “2” more than once, etc.

Date and Time # 2

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below) # 1

Families of federally declared disasters who are Section 8 Voucher holders or public housing residents in another jurisdiction will receive preference over other waiting list placeholder.

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)

Maintenance/Management Policies

Tenant Charge List

One Strike & You're Out Policy

Resident Handbook

Pet Policy

Fraud Policy

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

In the 3 above cases the residents must notify the Housing Authority within 10 days of the occurrence or change.

(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:

PA 61-4 - Breezeway Terrace, Reynoldsville Family

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

(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)

Check to see if they owe money to any other Housing Authority

- 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?

The Housing Authority has a contract with Intellicorp, a nationwide search for criminal plus sex offender, social security number verification and terrorist search, to act on our behalf to undertake the criminal record screening to determine if the applicant has a criminal record.

- 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)

The landlord is given the prospective tenant's previous address, Authorization to contact and determine previous tenancy.

(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

**201 North Jefferson Street
Punxsutawney, Pa. 15767
(814) 938-7140**

- 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 Authority receives documentation that the voucher holder needs more time Because they have not found a suitable unit or if there are circumstances which they feel justify their request for an extension.

(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)

Families of federally declared disasters who are Section 8 Voucher holders or public housing residents in another jurisdiction will receive preference over other waiting list placeholders.

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

Date and Time # 2

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

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

1 – Families of Federally declared disasters who are Section 8 or public housing residents in another jurisdiction

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)

ATTACHMENT D
Statement of Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2008 grants)	2,235,583	
a) Public Housing Operating Fund	798,463	
b) Public Housing Capital Fund2008	358,094	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,079,026	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
RECDS – Management Fee	55,240	Assisted Housing
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Public Housing (net)	115,079	P.H. Operations
Section 8 (assets)	524,654	Section 8 Assistance
3. Public Housing Dwelling Rental Income	597,345	
4. Other income (list below)		
Public Housing Investments	4,580	
Section 8 Investments	10,468	
4. Non-federal sources (list below)		
Total resources	3,542,949	Public Housing Section 8 Program Capital Fund Program

ATTACHMENT E

PHA Rent Determination Policies

A. Public Housing

(1) Income Based Rent Policies

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:

The Housing Authority has established the Section 8 standard payment as flat rents for public housing . When the flat rent is less than 30% of adjusted income the tenant has the option of choosing the rent structure.

0- Bedroom = \$408, 1-Bedroom = \$504, 2-Bedroom = \$601
3-Bedroom = \$796, 4-Bedroom = \$819

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)

20% exclusion of earned gross income

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)

The family is required to report any change in family composition or Income within 10 days of the occurrence.

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)

The Housing Authority has established the current Section 8 Standard payment as the public housing flat rent in effect at the beginning of each fiscal year. The above three sources are reviewed annually.

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

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)

The Housing Authority set rent for 0,1,2,3,& 4 bedroom units at 110% of the Fair Market Rents.

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

ATTACHMENT F

Operations and Management

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 fo

The Housing Authority is generally divided among four areas: **Public Housing Management, Public Housing Maintenance, Public Housing Accounting and Section 8 Housing Choice Voucher Program. These four divisions report directly to the Executive Director who is responsible to the appointed Board of Directors.**

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	284	75
Section 8 Vouchers	243	50
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)		
RECDs	56	15

C. Management and Maintenance Policies

- (1) Public Housing Maintenance and Management: (list below)

The following material is followed in the management and operation Of the public housing program.

**Admission and Occupancy Policy
Dwelling Lease
Fair Housing Policy
Community Service Policy
Grievance Procedure
One Strike & Your're Out
Personnel Policy**

**Disposition Policy
Maintenance program
Procurement Policy
Investment Policy
Pet Policy
504 Policy
Employee Handbook**

The Maintenance Department is directed by a maintenance Manager and is responsible for the supervision of employees in receiving and completing work orders, annual inspection of units, move-ins, move-outs, apartment refurbishing, lawn care, snow removal and preventive maintenance functions.

All rules, standards and policies are maintained at the Housing Authority's main office.

Pest Control is performed by a contractor, who inspects each development once a month and sprays or fumigates as necessary.

(2) Section 8 Management: (list below)

The Section 8 Department follows their Section 8 Administrative Plan in the management of the program.

The Housing Quality standards are applied to all housing inspections conducted annually and as requested.

An intensive briefing is conducted with applicants informing them of: HUD Directives and Regulations, Landlord and Tenant Responsibilities, Program Policies, Program Participants/Landlord Requirements, Program Information and materials.

The Housing Authority conducts annual meetings with landlords to inform them of the Section 8 Program and to seek their comments on the program.

ATTACHMENT G

PHA Grievance Procedures

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

**201 North Jefferson Street
Punxsutawney, Pa. 15767
(814) 938-7140**

- PHA development management offices

**Jefferson County Housing Authority – Reynoldsville Office
Post Office Box 236
1039 Grant Street
Reynoldsville, Pa. 15851**

- 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

**201 North Jefferson Street
Punxsutawney, Pa. 15767
(814) 938-7140**

- Other (list below)

**Jefferson County Housing Authority – Reynoldsville Office
Post Office Box 236
1039 Grant Street
Reynoldsville, Pa. 15851**

ATTACHMENT H

Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

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.)

ATTACHMENT I

PHA Community Service and Self-sufficiency Programs

(Explanation) The 1997 Personal Responsibility and Work Opportunity Reconciliation Act replaced Aid to Families with Dependent Children with new Temporary Assistance for Needy Families (TANF) . TANF financial assistance is provided by the PA. Dept. of Public Welfare.

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 06/17/03

The Housing Authority has established a good working relationship with the TANF Agency and regularly receives and provides information concerning residents which both agencies have dealings with.

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)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

		criteria/other)		
J.C.H.A. Step-Up Program	4	Application	PHA main office	Both
Jeff Co. New Choices	Varies	Self-directed	New Choices Office	All residents
Team PA – Employment Office	Varies	Self-directed	Local Office	All residents
Community Action Inc.	Varies	Self-directed	Community Action Office	Both
Area Transportation Authority	Varies	Self-directed	ATA Office	Both

- 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:

The Housing Authority does not have a Family Self-Sufficiency program.

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)

ATTACHMENT J

PHA Safety and Crime Prevention Measures

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

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

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

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

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

REAC Customers Satisfaction Survey

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

All sites indicated a reduction in criminal activities or police Reports.

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

Increase illumination and reduce trees and shrubbery in areas where unsafe conditions exist.

- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

Attend training and/or informational meetings. Meet with local Police from our three communities. Continue implementation of “One strike and you’re Out Policy”. Strict enforcement of “No Trespass Notice” (on all Authority property).

Partnering with other agencies to provide training and/or information meetings on crime and drug prevention to residents and staff.

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

All crime prevention measures and activities will be applied to all family and elderly developments.

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 (**When requested**)
- Police regularly meet with the PHA management and residents (**When requested**)
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

Signed Memorandum of Agreement with the three Community Police Departments to work together for the betterment of our Residents.

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

All crime prevention measures and activities will be applied to all **family and elderly developments.**

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 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

ATTACHMENT K

**Pet Policy was submitted with 2005 Agency Plan.
There has been no changes in the policy .**

ATTACHMENT L

Civil Rights Certifications

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

ATTACHMENT M

Fiscal Audit

- 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)?

ATTACHMENT N

PHA Asset Management

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)

The Housing Authority will manage their properties according to the provisions of 24 CFR 990.255. This requires the Authority to establish a management model consistent with the management norms in the broader private multi-family management industry. To accomplish this, the Housing Authority will implement project-based management, project-based budgeting, and project-based accounting. With the identification and grouping of developments, the Housing has met initial asset management targets. The Housing Authority has established an office at each AMP development.

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

ATTACHMENT O

VIOLENCE AGAINST WOMEN ACT (VAWA)

The Jefferson County Housing Authority will provide a brochure outlining Violence Against Women Act at the time of annual recertification and/or all initial leases. This brochure will be signed and copied for verification of receipt in each resident file.

Should the Housing Authority be made aware of a participant who is a victim of domestic violence, they will be given HUD Form 50066 Certification of Domestic Violence, Dating Violence or Stalking, to be completed by the participant. The Housing Authority may use documentation of police records, PFA documentation, doctors and/or attorney statements in lieu of the HUD form 50066.

The information received will be used in the determination of eviction or termination from housing assistance based on acts of such violence against the resident.

ATTACHMENT P

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.)

3. Program Description:

The Housing Authority Section 8 Homeownership Program has recently been rewritten into the new Housing Choice Voucher Homeownership Program. This new program, included in the Section 8 Administrative Plan, meets all HUD requirements. The Authority currently has 3 families enrolled in the Homeownership Program. Additional families are undergoing credit and homeownership counseling.

- a. Size of Program

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

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

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

- b. PHA-established eligibility criteria

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

- 1. The family must be eligible for the Housing Choice Voucher Program.**
- 2. The family must qualify as a first-time homeowner, or may be a Co-operative member.**
- 3. The family must meet the Federal minimum income requirement.**
- 4. The family must meet the Federal minimum employment requirement.**

5. Any family member who has previously defaulted on a mortgage obtained through the homeownership option is barred from receiving future homeownership assistance.
6. The family has had no family-caused violations of HUD’s Contract.
7. The family is not within the initial 1-year period of HAP Contract.
8. The family does not owe money to any other public housing authority.

ATTACHMENT Q

Statement of Housing Needs

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	198	60	N/A	14	10	29	35
Income >30% but <=50% of AMI	67	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	30	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	66	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	89	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- 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)

The Housing Authority has created a form to gather information from applicants regarding the above information. Hopefully this will help determined what the situation is in Jefferson County regarding the need for assisted housing.

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 (June 30, 2008)		
<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	131		72
Extremely low income <=30% AMI	96		
Very low income (>30% but <=50% AMI)	26		
Low income (>50% but <80% AMI)	9		
Families with children	55		
Elderly families	22		
Families with Disabilities	40		
Race/ethnicity 1	130		
Race/ethnicity 3-2	1		
Race/ethnicity			
Race/ethnicity			
Characteristics by			

Housing Needs of Families on the Waiting List			
Bedroom Size (Public Housing Only)			
1BR	61		
2 BR	52		
3 BR	10		
4 BR	8		
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. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance (June 30, 2008)			
<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	164		
Extremely low income <=30% AMI	102		
Very low income (>30% but <=50% AMI)	41		
Low income (>50% but <80% AMI)	21		
Families with Children	87		
Elderly families	44		

Housing Needs of Families on the Waiting List			
Families with Disabilities	49		
Race/ethnicity	161 White		
Race/ethnicity	3 Non-white		
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

(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

By giving a 20% exclusion on earned gross income

- 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

By giving a 20% exclusion on earned gross income

- 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 bel

The Housing Authority accommodate special needs requests from their residents on an individual basis.

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)

Conduct annual informational/training meetings for Landlords, participants, and the general public.

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)

ATTACHMENT R

MISSION & GOALS

The Annual Plan reflects the Jefferson County Housing Authority's official policies, procedures and activities that will be carried out during the Housing Authority's 2009 Fiscal Year.

The Housing Authority provides safe, decent, and affordable housing for lower income families, elderly, and persons with disabilities, along with encouraging families to become self-sufficient.

Our goal is to expand the supply of assisted housing by reducing public housing vacancies and developing an aggressive marketing plan.

We plan to improve the quality of assisted housing by increasing our PHAS score, increase customer satisfaction, and continue to modernize our public housing units through our Capital Fund Program.

All operations, management policies, and this Annual Plan will reflect the fact that the resident's needs are first and foremost. All individuals will be treated fairly and equally when seeking the Authority's assistance in improving their quality of living conditions.

During the upcoming 2009 Fiscal Year, three primary goals will drive the Housing Authority's operations (1) Completing and Improving handicapped accessibility (2) cost reductions, and (3) vacancy reduction.

The Housing Authority will begin implementation of its 504 Implementation and Transition Plan to bring the Housing Authority in full compliance with current federal guidelines for accessible housing. To complete these improvements the Housing Authority is committing their Capital Fund allocation over the next 5 years. The expenditure of Capital Funds for mobility improvements will have a significant impact on the other capital improvements and general repairs.

A projected annual reduction in the federal public housing operating fund allocation must be reflected in a corresponding reduction of operating costs and other savings. During the 2009 plan year costs saving opportunities must be identified and appropriate cost reduction actions taken.

ATTACHMENT S

SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT OR MODIFICATION DEFINITION

In the event that it becomes necessary for the Jefferson County Housing Authority to amend or modify its Agency Plan, the following definition will apply:

The Jefferson County Housing Authority has established the following definition for "Substantial Deviation and Significant Amendment or Modification". Changes other than those specified below will be undertaken by the Housing Authority staff at the direction of the board of Director and/or Executive Director.

1. Changes to rent or organization of the waiting list.
2. Any change in the Capital fund Program Annual Statement that is not in accordance with HUD's fungibility regulations.
3. Change in use of replacement reserve funds under the Capital Fund in an amount more than 25%.
4. Any change with regard to demolition, disposition, designation, homeownership programs or conversion activities.

NOTE; Any changes permitted under specific program instructions will not be considered substantial deviations or significant amendments.

ATTACHMENT T

RESIDENT MEMBER OF THE HOUSING AUTHORITY BOARD

The Housing Authority notified all public housing and Section 8 residents, of the QWHRA Act requirement and asked for their interest and participation in becoming a member of the Housing Authority Board of Directors or serving on the Resident Advisory Council.

During all community meetings and articles in the newsletter, residents are reminded that should they be interested in serving on the Board,
All they need to do is express their interest by completing an application of interest.

To date no resident has expressed an interest to serve on the Board.

LIST OF BOARD MEMBERS AND DATE OF EXPIRATION

John H Esposito, Chairman	12/2009
Thomas B. Barkley, Treasurer	12/2010
Richard Gordon, Member at large	12/2011
Alan Towns, Member at large	12/2012
William French , Vice-Chairman	12/2013

The reappointment of new terms of a board member will be done by the Jefferson County Commissioners

ATTACHMENT U

ADVISORY COMMITTEE MEMBER LIST

Robert Bochert
225 West Main Street
Sykesville, Pa. 15865
814-661-9718

Grace Rodgers
408 Beyer Avenue # 25
Punxsutawney, Pa. 15767
814-938-0198

John Boyer
243B West Liberty Street
Sykesville, Pa. 15865

Kevin Knarr
1005 Grant Street
Reynoldsville, Pa. 15851

814-894-

814-653-2649

Madeline Sawyer
201 North Jefferson St. # 610
Punxsutawney, Pa. 15767
814-938-9737

Wendy Veitz
408 Beyer Avenue # 20
Punxsutawney, Pa. 15767
814-938-9054

George Roy
201 North Jefferson St. # 310
Punxsutawney, Pa. 15767
814-938-0469

Loretta Shaver
201 North Jefferson St. # 713
Punxsutawney, Pa. 15767
814-938-1963

Carol Knarr
1118 Grant Street Ext.
Reynoldsville, Pa. 15851
814-653-2649

Kimberly Swarmer
755 Kachmar Road
Punxsutawney, Pa. 15767
814-938-9259

Thomas Clinger
721 Willow Street
Reynoldsville, Pa. 15851
814-653-2468

ATTACHMENT V

SMOKING POLICY

08-16
Resolution
OCTOBER 14, 2008
Date

Purpose:

The purpose of this policy is to comply with the Pennsylvania Clean Indoor Air Act CIAA (ACT 27 of 2008), effective September 11, 2008.

The CIAA regulates smoking in public places and workplaces across the Commonwealth of Pennsylvania with the exception of the city of Philadelphia.

Policy:

In order to protect the health and welfare of Housing Authority employees and the citizens who visit the Housing Authority, all indoor areas shall be smoke-free. Leased private residences are exempt from the law and excluded from this policy.

Smoking is not permitted anywhere in the workplace including all enclosed areas and Housing Authority vehicles. An enclosed area consists of four walls, a floor and a ceiling. This includes, but is not limited to, offices, workstations, meeting rooms, community rooms, lobbies, stairwells, hallways, elevators, restrooms, unoccupied apartments and shops.

Signs designating the property as smoke-free will be posted at all major entrances.

Smoking shall be permitted outside and away from entrances. Cigarette butts will be disposed of in the receptacles provided.

Violations & Penalties:

All employees share in the responsibility for adhering to and enforcing this policy.

Employees:

The Housing Authority shall enforce its smoking policy through the use of progressive discipline. This may include, but is not limited to, warnings, suspensions, and discharge.

Visitors:

All employees are authorized and encouraged to communicate this policy with courtesy and diplomacy with regard to visitors.

Fines:

In accordance with the CIAA, all employees and non-employees violating this policy are subject to fines ranging from \$250 to \$1,000.

ATTACHMENT W

08-17

Resolution

LIMITED ENGLISH PROFICIENCY (LEP) POI

OCTOBER 14, 2008
Date

Executive Order 13166 requires Federal agencies to develop and implement a policy to improve access to federally conducted programs by persons with limited English proficiency (LEP).

The Jefferson County Housing Authority has adopted this plan to communicate with people who need services or information in a language other than English. A person with limited English Proficiency is a person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English. This policy was developed to serve applicants, participants, and/or persons seeking housing assistance.

In order to determine the level of access needed by LEP persons, the Housing Authority will balance the following four factors:

- (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the Housing Authority;
- (2) the frequency with which LEP persons come into contact with the Housing Authority;
- (3) the nature and importance of the program, activity, or service provided by the Housing Authority to people's lives; and
- (4) the resources available to the Housing Authority and costs.

ORAL INTERPRETATION:

Interpreter services will be provided on an as-needed basis for clients who speak languages other than English.

Interpretation services are available under the Commonwealth of Pennsylvania's contract with Language Line Services.

In-person interpretation services are available from Indiana University of Pennsylvania Translation Services.

Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing in place of or as a supplement to the free language services offered by the Housing Authority. The interpreter may be a family member or friend.

WRITTEN TRANSLATION:

In determining whether it is feasible to translate documents into other languages, the PHA will consider the size of the language group. Census data for Jefferson County indicate that in 2000, only 1% of the population (or 439 in number) spoke English less than very well. HUD's Safe Harbor provision does not require written translations for the Jefferson County population as indicated in the census data.

If the need occur, translation is available through Language Line Services or Indiana University of Pennsylvania Translation Services.

MONITORING:

The Housing Authority will review this LEP Plan periodically. The review will evaluate population data and staff requests for interpretation services.

PROCEDURE FOR ASSISTING A LIMITED ENGLISH PROFICIENCY (LEP) PERSON

Language Line Services can be accessed by telephone.

Call 1-866-874-3972

Enter the Housing Authority's Client ID: 507451

Press 1 for Spanish or 2 for other languages and follow prompts

You will be connected to an interpreter

(You may press 0 for assistance)

Interpreters from the Indiana University of Pennsylvania can provide in-person interpretation for Spanish, Korean, Chinese Mandarin and Chinese Cantonese (additional languages may be available).

Contact Dr. Thornton, Director of IUP Translation Services at 724-357-7769.

If needed, language cards are available to assist in determining the language spoken.

ATTACHMENT X

Resolution # 08-18

Date Oct 14,2008

SENSITIVE INFORMATION POLICY AND PROGRAM

I. BACKGROUND

The risk to the Housing Authority, its employees and clients from data loss and identity theft is of significant concern and can only be reduced through the combined efforts of every employee and contractor.

II. PURPOSE

The Housing Authority adopts this sensitive information policy to help protect employees, clients, contractors and the Housing Authority from damages related to the loss or misuse of sensitive information. This policy will:

- Define sensitive information
- Describe the physical security of data when it is printed on paper
- Describe the electronic security of data when stored and distributed

Putting the Identity Theft Prevention Program in place enables the Housing Authority to protect existing clients, reducing risk from identity fraud and minimize potential damage to the Housing Authority from fraud. The program will help the Housing Authority:

- Identify risks that signify potentially fraudulent activity
 - Detect risks when they occur
- Respond to risks to determine if fraudulent activity has occurred and act if fraud has been attempted or committed
- Review and Update the program periodically

SCOPE

This policy and protection program applies to employees, contractors, consultants, temporary workers, and other workers at the Housing Authority, including all personnel affiliated with third parties.

POLICY

SENSITIVE INFORMATION POLICY

DEFINITION OF SENSITIVE INFORMATION:

Sensitive information includes the following items whether stored in electronic or printed format:

Personal Information – sensitive information consists of personal information including, but not limited to:

Housing Authority Credit Card Information, including any of the following:

- Credit Card Number (in part or whole)
- Credit Card Expiration Date

- Cardholder Name
- Cardholder Address

Tax Identification Numbers, including:

- Social Security Number
- Employer Identification Numbers

Payroll information, including, among other information:

- Paychecks
- Pay stubs
- Pay rates

Medical information for any employees or clients, including, but not limited to:

- Doctor names and claims
- Insurance claims
- Prescriptions
- Any related personal medical information

Other personal information belonging to the employees, clients or contractors, examples of which include:

- Date of birth
- Address
- Phone numbers
- Maiden name
- Names

Corporate Information – sensitive corporate information includes, but is not limited to:

Housing Authority, employee, customer, vendor, supplier confidential, proprietary information or trade secrets.

ii. Proprietary and/or confidential information, among other things, information, sales information, marketing and other company strategy, computer codes, screens, forms, information about, or received from, current, former and prospective customers, sales associates or suppliers or any other nonpublic information.

Any document marked “Confidential”, “Sensitive”, “Proprietary”, or any document similarly labeled.

The Housing Authority personnel are encouraged to use common sense judgment in securing the company confidential information to the proper extent. If an employee is uncertain of the sensitivity of a particular piece of information, he/she should contact their supervisor/manager.

HARD COPY DISTRIBUTION

Every employee and contractor performing work for the Housing Authority will comply with the following policies:

File cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use.

Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday.

Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.

Whiteboards, dry-erase boards, writing tablets, etc. in common shared work areas will be erased, removed, or shredded when not in use.

When documents containing sensitive information are discarded they will be immediately shredded.

ELECTRONIC DISTRIBUTION

Every employee and contractor performing work for the company will comply with the following policies:

Sensitive information should not be transferred via email.

Any sensitive information sent external must be encrypted and password protected and only to approved recipients.

ADDITIONAL IDENTITY THEFT PREVENTION

COVERED ACCOUNTS

Every account that meets the following criteria is covered by this program.

Business, personal and household accounts for which there is a reasonable foreseeable risk of identity theft

Business, personal and household accounts for which there is a reasonable foreseeable risk to the safety and/or soundness of the Housing Authority from identity theft, including financial, operational, compliance, reputation, or litigation risks.

RED FLAGS

The following “Red Flags” are potential indicators of fraud and any time when a Red Flag, or a situation closely resembling a Red Flag, is apparent, it should be investigated for verification.

Suspicious Documents

Documents provided for identification appear to have been altered or forged.

- ii. The photograph or physical description on the identification is not consistent with the appearance of the client presenting the identification.
- iii. Other information on the identification is not consistent with information provided by the person presenting the information.
- iv. Other information on the identification is not consistent with readily accessible information that is on file.
- v. A document appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information

i. Personal identifying information provided is inconsistent when compared against external information sources. For example:

- The address does not match any address in the screening report
- The Social Security Number (SSN) has not been issued, or is listed on the Social Security Administration's Death Master File

ii. Personal identifying information provided by the client is not consistent.

iii. Personal identifying information provided is of a type commonly associated with the fraudulent activity. For example:

- The address on an application is fictitious, a mail drop, or prison
- The phone number is invalid, or is associated with a pager or answering service

iv. The SSN provided is the same as that submitted by other persons.

v. The address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other persons.

vi. The person fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.

vii. Personal identifying information provided is not consistent with personal identifying information that is on file.

Unusual use of, or Suspicious Activity related to, the a Housing Authority account

i. A credit account is used in a manner commonly associated with known fraud patterns. For example:

- The majority of available credit is used for cash advances or merchandise that is easily convertible to cash (e.g., electronics equipment or jewelry)

ii. An account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:

- A material change in the purchasing or spending patterns
 - A material change in electronic fund transfer patterns in connection with a deposit account
 - A material change in telephone call patterns in connection with a cellular phone account
- An account that has been inactive for a reasonably lengthy period of time is used.

iv. Failure to receive paper account statements.

v. Unauthorized charges or transactions.

RESPONDING TO RED FLAGS

Once potentially fraudulent activity is detected, it is essential to act quickly as a rapid appropriate response can protect the Housing Authority from loss.

Once potentially fraudulent activity is detected, gather all related documentation and write a description of the situation. Present this information to the designated authority for determination.

The designated authority will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic.

If a transaction is determined to be fraudulent, appropriate actions must be taken immediately.

Actions may include:

- Cancel the transaction
- Notify and cooperate with the appropriate law enforcement
- Determine extent of liability to company

PERIODIC UPDATES TO PLAN

At periodic intervals established in the program, or as required, the program will be re-evaluated to determine whether all aspects of the program are up to date and applicable in the current business environment.

PROGRAM ADMINISTRATION

Involvement of Senior Management

The Identity Theft Prevention Program shall not be operated as an extension to existing fraud prevention programs and its importance warrants the highest level of attention.

ii. The Identity Theft Prevention Program is the responsibility of the Board of Directors.

Approval of the initial plan must be appropriately documented and maintained.

iii. Operational responsibility of the program can be delegated to a designated employee.

Staff Training

Staff training shall be conducted for all employees for whom it is reasonably foreseeable that they may come into contact with accounts or personally identifiable information which may constitute a risk to the company or its customers.

ii. Staff members shall continue to receive training as required as changes to the program are made to ensure maximum effectiveness of the program.

ROLES AND RESPONSIBILITIES

Management will have the responsibility to adopt, implement and enforce this policy and ensure that it is followed by employees and contractors.

ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

ATTACHMENT L

Resolution # 08-19

Date adopted: December 9, 2008

REVISION TO SECTION 8 ADMINISTRATIVE PLAN

(Resolution # 07-33, adopted 12-11-2007)

SECTION 1.0 - EQUAL OPPORTUNITY

SUB-SECTION 1.3 - COMMUNICATION

Anyone requesting an application will also receive a Request for Reasonable Accommodation form.

Notification of reexamination, inspection, appointment, or termination of assistance will include information about requesting a reasonable accommodation. Any notification requesting action by the participant will include information about requesting a reasonable accommodation.

All decisions granting or denying requests will be in writing.

Executive Order 13166 requires Federal Agencies to develop and implement a policy to improve access to federally conducted programs by persons with limited English proficiency (LEP).

The Jefferson County Housing Authority has adopted a Limited English Proficiency (LEP) Policy to communicate with people who need services or information in a language other than English. A person with limited English Proficiency is a person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English. This policy was developed to serve applicants, participants, and/or persons seeking housing assistance.

SECTION 4.0 - MANAGING THE WAITING LIST

SUB-SECTION 4.5 - PURGING THE WAITING LIST

The Housing Authority will update and purge its waiting list at least annually to ensure the pool of applicants reasonably represents interested families. Purging also enables the Housing Authority to update the information regarding address, family composition, income category, and preferences.

The Housing Authority will allow a 5 day grace period after the requested response date for any delay in the mail service. Any applicant's failure to respond by or after the grace period will be removed from the list and will need to reapply for the Housing Choice Voucher Program.

SECTION 20.0 - QUALITY CONTROL OF THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

In order to maintain the appropriate quality standards for the Section 8 Housing Choice Voucher Program the Housing Authority will review 25% of the universe amount at the end of each quarter for the current fiscal year. This shall be accomplished by a supervisor or another qualified person other than the one originally responsible for the work, or someone subordinate to that person.

The Housing Authority has established the following methodology for quality control of the Section 8 Management Assessment Program (SEMAP) to determine the universe amount for indicators 1,2,3,5 & 6.

QUALITY CONTROL CHART

Universe Number	Minimum number of files to be sampled
50	5
51-600	5 plus 1 for each 50 (or part of) over 50
ATTACHMENT L (cont.)	
601-2000	16 plus 1 for each 100 (or part of) over 600
Over – 2000	30 plus 1 for each 200 (or part of) over 2000

A. Indicator # 1 – Section from waiting list

This would be the number of admission in the last fiscal year for the Housing Authority, for each of the two quality control samples required under this SEMAP indicator. Two samples would be drawn, one for a applicant reaching the top of the list and one for new admissions.

Written Methodology - The Housing Authority will use the Quality Control Chart above to determine the universe number. The Housing Authority will select the first person each month from the waiting list log at the beginning of every quarter, and every 3rd person if needed. Example: If you had 50 people reach the top of the waiting list, your universe number would be 5. Then you would select 5 folders to be reviewed that were new admissions for the current fiscal year.

B. Indicator # 2 - Rent Reasonableness

The scope of the sample would be the number of families assisted for the last fiscal year. A quality control sample that the Housing Authority determined reasonable rent at these times: at initial leasing, if there is any increase in rent to owner, and at the HAP contract anniversary if there is a 5% decrease in the published FMR in effect 60 days before the HAP contract anniversary.

Written Methodology - The Housing Authority will use the quality control chart to determine the universe number. The Housing Authority will use the pre-initialization only tenant with changes report to select the first person each month from the beginning of every quarter to be reviewed, then every 3rd person if needed.

C. Indicator # 3 - Determination of Adjust Income

The number of units under HAP contract during the last fiscal year.
ATTACHMENT L (cont.)

Written Methodology - The Housing Authority will use the quality control chart to determine the universe number. The Housing Authority will select the first person each month from the beginning of every quarter to be reviewed, then every 3rd if needed, using the pre-initialization ORC tenant changes for the next month report.

D. Indicator # 5 - HQS Quality Control Inspections

This would be the number of units under HAP contract inspected for HQS during the last completed Housing Authority's fiscal year.

Written Methodology - The Housing Authority will use the quality control chart to determine the universe number. The Housing Authority has chosen to complete quality control every quarter and will use the Inspection log choosing the first person each month from the beginning of every quarter to be reviewed, then every 3rd if needed. At the beginning of the second month if the 1st person selected has the same unit type and town as the prior unit selected, the next unit on the inspection log will be chosen, in order to

achieve a cross section of unit types and locations that are required by this indicator.

E. Indicator # 6 - HQS Enforcement

This would be the number of the failed HQS and 24-hour emergency inspections in the last fiscal year.

Written Methodology - The Housing Authority will use the quality control chart above to determine the universe number. The Housing Authority will use the inspection log of failed units, and select the first person each month from the beginning of every quarter to be reviewed, than every 3rd if needed.

ATTACHMENT Z

Resolution # 08-19

Date Adopted: 12-09-2008

REVISION TO DWELLING LEASE (RESOLUTION # 07-30, DATED 12-11-2007)

ADDENDUM TO DWELLING LEASE:

SECTION B - RESIDENT AGREES:

PART 11 - HEALTH, SAFETY AND MAINTENANCE RULES

SUB. SECTION - HH

...Resident agrees to permit the Authority Staff, their representative or authorized contractor/vendor to enter their unit, with prior notice, to perform necessary services.

SUB.SECTION - II

...If it is discovered during any inspection that a resident has painted their apartment (without JCHA approval) any other color, the resident will have the option of repainting with Authority approved paint or pay a \$50.00 deposit per room. This deposit will be held until the resident vacate the unit and will be returned if the rooms have been restored back to the original condition.

ATTACHMENT AA

Resolution # 08-19

Date Adopted: 12-09-08

CREDIT CARD POLICY

Responsibility:

Only those who are authorized and who have signed the Credit Card User

Agreement may use the Housing Authority credit card. Credit card shall

only be used to purchased goods or services for the official business of the Housing Authority.

All authorized users of Housing Authority credit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase and the official business for which it was purchased.

Authorized employees and/or Board Member provided access to the Housing Authority credit card are responsible for its protection and custody and shall immediately notify the Executive Director if the credit card or credit card information is lost or stolen.

Employees/Board Member using the credit card information shall return number information (credit card) to the Executive Director for approval of payment.

User Agreement:

Requirements for use of credit card:

1. The credit card is to be used to make purchases for the legitimate business of the Housing Authority.
2. The credit card is to be used for services relating to official business of the Housing Authority.
3. The credit card must be used in accordance with the provisions of the credit card policy and procedures established by the Housing Authority.

Violation of these requirements will result in disciplinary measured up to and including dismissal, appropriate criminal and/or civil action.

ATTACHMENT BB

MINUTES OF ADVISORY COMMITTEE MEETING

DATE & TIME: July 10, 2008 - 10:30 A.M.

PLACE: Social Building
223 North Jefferson Street
Punxsutawney, Pa. 15767

MEMBERS PRESENT:

PUBLIC HOUSING PARTICIPANT:

Madaline Sawyer, Jefferson St. Hi-Rise
George Roy, Jefferson St. Hi-Rise
Loretta Shaver, Jefferson St. Hi-Rise
Wendy Veitz, Beyer Avenue Terrace
Kevin Knarr, Cares Terrace
Carol Knarr, Breezeway Terrace
John Boyer, Cascade Village

JEFFERSON COUNTY HOUSING AUTHORITY:

Mary Lou Burkett, Director of Housing Management

MEMBERS ABSENT:

Kimberly Swarmer, Section 8 participant
Irene Duda, Cascade Village
Mary Clark, Sunrise Terrace
Grace Rodgers, Beyer Avenue Terrace
Helen Simpson, Cascade Village

The Advisory Committee Meeting was called to order at 10:30 A.M.

Mary Lou Burkett thanked everyone for taking the time and having the interest to attend the meeting.

This meeting is held annually to provide you the opportunity to suggest improvements relevant to:

1. The quality of management and increase customer satisfaction.
2. Provide opportunities for upward mobility to achieve self-sufficiency.

3. Improve measures to provide a suitable living environment and increase housing choices through the Section 8 Housing Voucher Program.
4. Changes in the operations(s), policies, procedures, property betterments.

Work will soon begin on the 2009 Annual Agency Plan draft, to include your comments and suggestions. A draft copy will be sent to you and available to the general public.

The 2006 Capital Fund has been used to purchase ranges, range hoods, and furnaces.

The 2007 Capital Fund monies are available to be drawn down so the Authority can begin renovating accessible units at Beyer Avenue Terrace and Sunrise Terrace as well as all common areas of the Authority's developments.

The 2008 Capital Fund has been approved in the amount of \$358,094.00 but authorization has not been received to begin using it.

The Authority continues to solicit new members for the Advisory Committee as well as the Housing Authority's Board of Directors.

Each of you can help by suggesting names and/or speaking to residents to find out if they would be interested.

The members present were asked for suggestions for the future funding years.

A Beyer Avenue Terrace member was interested to know why the accessible renovations haven't been started and questioned whether or not it would be starting in the winter.

I stated that our Architect is working on the drawings and plans then they would need to be submitted to HUD for their approval and then we can advertise for a contractor.

A Breezeway Terrace member requested the bathtubs in the one-bedroom units be changed because the edge is really high when stepping from the tub to the floor. This member is fearful of falling when she gets out of the tub.

This request would be discussed with the Maintenance department. She will be informed of the possibilities of completing this request.

A Beyer Avenue Terrace member requested that larger hot water tanks be installed in the one and two bedroom units. This request will also be discussed with the Maintenance Department.

Two Jefferson Street Hi-Rise members requested vanities under the lavatories and extending the kitchen countertop.

A Beyer Avenue member suggested putting a concrete slab under the dumpster in the lower parking lot and what is the possibility of relocating it.

A Cascade Village member commented that garbage is picked up about 3:00 A.M. Monday morning, but some of the residents are setting their garbage out as early as Friday or Saturday. He requested a notice be given to all residents. The property manager will be instructed to prepare and deliver the notice.

Several members were upset because the One Strike and Your Out Policy is being mentioned to them when there is a conflict. I suggested they request a copy of the policy from their property manager and review it.

A Cares Terrace member suggested placing a dumpster near the garage on Grant Street. He stated that it would eliminate a lot of garbage being on the ground.

A Beyer Avenue Terrace member is concerned about the ceiling in the community room. It is cracking in the middle and along the edges. This will be reported to the Maintenance Department.

A Cascade Village member informed me that a couple of boys were riding their bikes on the picnic table and the benches causing them to be badly damaged and can not be used. He does know who the boys are. He has purchased sandpaper and when they return he is going to have them sand the table.

The matter of curfews was brought up. I explained it would be up to the Boro Police to enforce any curfew that is in effect.

The Committee enjoyed the luncheon and the meeting was adjourned.

ATTACHMENT CC

MINUTES OF PUBLIC HEARING

ANNUAL AGENCY PLAN

TIME; 10:30 A.M.

DATE; DECEMBER 2, 2008

PLACE; BOARD ROOM
JEFFERSON STREET HI-RISE
201 NORTH JEFFERSON STREET
PUNXSUTAWNEY, PA. 15767

PRESENT; SANDRA L. MCGUIRE, EXECUTIVE DIRECTOR
JEFFERSON COUNTY HOUSING AUTHORITY

THE MEETING WAS CALLED TO ORDER AT 10:30 A.M WITH NO ONE

PRESENT AND ADJOURNED AT 10:45 P.M.

ATTACHMENT DD

PART I: SUMMARY						
PHA Name/Number		Locality (City/County & State)			<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name PA061120000 Jefferson St. Hi-Rise	Work Statement for Year 1 FFY _2009__	Work Statement for Year 2 FFY 2010	Work Statement for Year 3 FFY 2011	Work Statement for Year 4 FFY 2012	Work Statement for Year 5 FFY 2013
B	Physical Improvements Subtotal	Annual Statement	75,000	952,500	0	387,000
C.	Management Improvements		15,000	190,500		77,400
D.	PHA-Wide Non-dwelling Structures and Equipment					
E	ADMINISTRATION		7,500	95,250		38,700
F.	Other – Fee & Cost		12,500	12,500		12,500
G.	Operations		7,500	95,250		38,700
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		117,500	1,346,000	0	554,300
L.	Total Non-CFP Funds					
M.	Grand Total		117,500	1,346,000	0	554,300

PART I: SUMMARY (CONTINUATION)

PHA Name/Number		Locality (City/county & State)			<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010	Work Statement for Year 3 FFY 2011	Work Statement for Year 4 FFY 2012	Work Statement for Year 5 FFY 2013
	PA061345789 CASCADE VILLAGE					
B	Physical Improvements Subtotal	Annual Statement	151,500	0	885,000	2,006,000
C.	Management Improvements		30,000		117,000	401,200
D.	PHA-Wide Non-dwelling Structures and Equipment					
E	ADMINISTRATION		15,000		88,500	200,600
F.	Other – Fee & Cost		12,500		12,500	12,500
G.	Operations		15,000		88,500	200,600
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		448,000	0	1,251,500	2,820,900
L.	Total Non-CFP Funds					
M.	Grand Total		448,000	0	1,251,500	2,820,900

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY	Work Statement for Year 2013			Work Statement for Year: 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
SEE						
ANNUAL	PA061345789 CASCADE VILLAGE			PA061345789 CASCADE VILLAGE		
Statement						
	Exterior building renovations	3	480,000	Exterior building renovations 61-7	4 bldg	255,000
	Community building renovations	1	75,000	Interior apt. upgrade	15 units	90,000
	Floor covering	42 units	30,000	Upgrade playground equipment & area	1	25,000
	Replace garbage containers/area		8,000	landscaping		10,000
	Landscaping		10,000	Exterior bldg upgrade 61-8	5	180,000
	Concrete replacement at 61-3		85,000	Concrete replacement 61-8		60,000
	Install exterior electrical disconnect boxes		32,000	Floor covering 61-8		25,000
	Replace furnaces at 61-5	42	40,000	Furnace replacement 61-8	20	20,000
	Floor covering at 61-5	46 units	30,000	Garbage enclosures		4,000
	Roof replacement	3 bldg	85,000	Interior apt. upgrade 61-15	16 units	80,000
	Community Bldg renovations at 61-5	1	25,000	Concrete replace 61-15		60,000
	Concrete replacement at 61-5		25,000	Window replacement		40,000
	Storm doors	46	16,000	Storm doors	16	6,000
	Landscaping 61-5		10,000	Roof replacement 61-15	4 bldg	60,000
	Roof replacement 61-7	4 bldg	40,000	Floor covering 61-15		20,000
	Concrete replacement 61-7		55,000	Seal coat parking lot		25,000
	Subtotal of Estimated Cost		\$ 1,046,000	Subtotal of Estimated Cost		\$ 960,000

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY	Work Statement for Year 2010		Work Statement for Year: 2011	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
SEE	PA06112000 JEFFERSON ST. HI-RISE	15,000		
ANNUAL			PA061120000 JEFFERSON ST. HI-RISE	190,500
Statement	Step Up Program (resident work training program)			
	Resident Training program			
	Professional Staff training			
	Upgrade computer system & training			
	Marketing Strategies			
	Resident Screening & selection			
	PA061345789 CASCADE VILLAGE	30,000		
	SAME AS ABOVE			
	Subtotal of Estimated Cost	\$ 45,000	Subtotal of Estimated Cost	\$ 190,500

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
-----------------------------------	-------------------------------------------------------------------------------------------------	------------------------------------------------

1.0	PHA Information PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY PHA Code: PAO61 PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 04-2010					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>287</u> Number of HCV units: <u>263</u>					
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
PHA 1:						
PHA 2:						
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	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 for the next five years: The Jefferson County Housing Authority is committed to building and maintaining affordable housing within our community. We seek to create safe neighborhoods by partnering with individuals and organizations to provide housing, education, and employment opportunities for families of modest means to become self-sufficient and improve their quality of life. We shall serve clients and all citizens with the highest level of professionalism, compassion and respect.					
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <p style="text-align: center;">See Exhibit E</p>					
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. <p style="text-align: center;">See Exhibit A</p>					
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> The Housing Authority is not involved in any of the above programs.					
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.					
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. <p style="text-align: center;">See Exhibit B</p>					
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. <p style="text-align: center;">See Exhibit C</p>					
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.					

9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p style="text-align: center;">See Exhibit D</p>
9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p style="text-align: center;">See Exhibit D</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p style="text-align: center;">See Exhibit D</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p style="text-align: center;">See Exhibit F</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

EXHIBIT A

The Annual Plan is available for review at the main office of the Authority at 201 North Jefferson Street, Punxsutawney, Pa. and also at the Reynoldsville Office at 1039 Grant Street, Reynoldsville, Pa.

6.0 Plan Elements:

Eligibility, Selection and Admission Policies

1. The Authority did amend Section 13.2, Annual re-examination of the Section 8 Administration Plan

The Authority amended the Authority's Procurement Policy to include the requirements relating . To the Capital Fund Stimulus Grant.

The Authority adopted the designation of building "E" of Skyview Terrace, Reynoldsville As a non-smoking building.

The Authority revised their Right to Know Policy.

Financial Resources

2.	Sources	
	Public Housing Operating Fund	\$ 820,539
	P.H. Capital Fund 2009	\$ 359,755
	Capital Fund Stimulus Grant (ARRA)	\$ 453,276
	Section 8 tenant –based assistance	\$ 1,108,117
	Total Federal Grants (FY 2009)	\$ 2,741,687
	Other Federal grant	
	RECDS – Management Fee	\$ 56,248
	Prior Year Federal Grants (unobligated)	
	Public Housing (net)	\$ 122,349
	Section 8 (assets)	\$ 563,214
	P.H. Dwelling Rental Income	\$ 608,049
	Other Income	
	P.H. Investments	\$ 4,299
	Section 8 Investments	\$ 10,745
	TOTAL RESOURCES	\$4,106,591

Rent Determination

3. Public Housing - Will consider revising rent calculation, in accordance with proposed federal regulations when finalized. Will look closely at how to determine the rent structure for someone who consistently report 0 income. May base rent on previous 12 month's income vs. projecting forward using actual income at time of evaluation/examination.

Section 8 - Will consider revising rent calculations, in accordance with proposed federal regulations, when finalized.

Operation and Management

4. Public Housing
The Authority designated a building at Skyview Terrace, Reynoldsville (PA 61-8) as a Non-smoking building.

Management continues to learn and take on additional responsibilities toward "asset management"

We expect to reduce vacancy days by having a closer working relationship between Management and maintenance.

We continue to work toward increasing our PHAS scores from substandard financial (2008) To high performer.

Section 8

We will look into initiating a direct deposit of HAP payment to landlords.
Continue to monitor our funding vs. lease ups.

We will continue to monitor our Section 8 funding with the number of units under lease.

Continue to maintain our high performer status with SEMAP (100% - 2009)

Grievance Procedures

5. No changes

Designated Housing for Elderly and Disabled

6. The Housing Authority has not designated or will apply for designation for occupancy by elderly and disabled families.

Community Service and Self-Sufficiency

7. The Community service requirement continue to be administered under the public housing program.

We will continue to administer our STEP-UP Program in the maintenance department with residents in our Public Housing Units and Section 8 participants

Safety and Crime Prevention

8. The Housing Authority has adopted a Crime Prevention policy and revised their Trespass and Bar Policy

The property managers at each amp have a good working relationship with local law enforcement Agencies. This cooperation has reduced the number of incidents that are reported.

Good strong lease enforcement prevents many nuisance calls to police.

Pets

9. The Authority revised the pet policy to add under Section C. Regulation Requirements Prior to Admission: "If it is determined that a resident has an unauthorized pet, they will be notified to Have it removed within five days. The pet cannot return to the apartment for 90 days, Prior To the return of the pet, the resident must have all the information completed and the deposit Paid. "

Civil Rights Certification

10. Civil rights certifications are included in the Authority's Plan Certifications of Compliance

Fiscal Year Audit

11. The most recent accepted audit for the Authority was for fiscal year 2008. The audit showed no material weakness on the Authority's part.

The component unit program of Rural Development under the ownership of the Jefferson County Non-profit Housing Cooperation did have 2 findings.

Based on these 2 findings the Housing Authority received the designation of a substandard financial Authority.

The Housing Authority is in the process of clearing these two findings and ending the Relationship with the Jefferson County Non-profit Housing Cooperation.

Asset Management

12. The Housing Authority has chosen to opt out of Asset Management since we only have 287 public housing units. However, we do like the concept of asset management and have put into effect a lot of the asset management initiatives.

Violence Against Women Act (VAWA)

13. There have been no changes to policies as they relate to Violence Against Women.

EXHIBIT D

9.0 Housing Needs

Public Housing Waiting List		Section 8 Waiting List	
Number on waiting list	144	Number on waiting list	112
Extremely low income	132	Extremely low income	49
Very low income	12	Very low income	42
Low income	0	low income	21
Families with children	105	Families with children	69
Elderly families	39	Elderly families	9
Families with disability	6	Single	34
Race/White	143	Families with disability	33
Race/Black	1	Race/white	107
		Race/black	1
		Race/other	4

Based on the Authority’s survey taken at application time:

- 41 stated affordability was an issue
- 21 stated quality of housing was an issue
- 3 stated their unit needed handicap features
- 45 stated unit size didn’t meet their needs
- 28 stated location didn’t meet their needs

9.1 Strategy for addressing Housing Needs

Maximize the number of affordable units available to the Authority within its current Resources by:

Public Housing

1. Develop a marketing strategy for all developments.
2. Pursue housing resources other than public housing or Section 8 tenant Based assistance.
3. Adopt rent policies to support and encourage work
4. Complete Capital improvements to existing public housing stock to insure viability of these developments. Said improvements shall be completed in a manner that is sensitive to the need for accessibility and visitability by persons with disabilities.
5. Encourage public/private partnership to develop or increase the availability of Affordable housing in locations and unit sizes, that are most in demand.

Section 8

1. Continue to schedule our annual public landlord meeting to explain the Section 8 Program and to review new regulations and/or changes.

2. Adopt rent policies to support and encourage work.
3. Maintain or increase, Section 8 lease-up rate by establishing payment standards that will enable families to rent throughout the County.
4. Increase the number of affordable housing units by applying for additional Section 8 units should they become available.
5. Counsel Section 8 tenants as to location of units outside of area and assist them to Lease up.

10. Additional Information

Progress in meeting Mission and Goals

1. The Housing Authority is addressing its goal by improving handicap accessibility by working in our time frame to complete all of our 504 requirements at each development. With our 2007 and 2008 Capital Funds we will complete phase 1 of 5 phases by end of 2009. Phase 2 will use our ARRA grant and will be advertised by January 2010. Phase 3 will use our 2009 Capital Fund Grant.
2. With our skilled maintenance staff we are performing a lot of work items in house out of our maintenance budget, thereby cutting cost by eliminating contracting out work.
3. With a better working relationship between property managers and maintenance department our vacancy loss is reduced and overall appearance has improved
4. Strong enforcement of the lease helps with rental income and unit turn overs.
5. Regularly scheduled community meetings are held to hear from residents regarding how we can work together to improve their quality of living conditions.
6. We continue to attend County Agencies meetings to help identify and address the housing needs of Jefferson County Residents.

Significant Amendment and Substantial Deviation/Modification

In the event that it becomes necessary for the Jefferson County Housing Authority to amend or modify its Agency Plan, the following definition will apply.

The Jefferson County Housing Authority has established the following definition for “Substantial Deviation and Significant Amendment or Modification”. Changes other than those specified below will be undertaken by the Housing Authority staff at the direction of the board of Director and/or Executive Director.

1. Changes to rent or organization of the waiting list.
 2. Any change in the Capital fund program annual statement.
 3. Change in use of replacement reserve funds under the Capital Fund
In an amount more than 25%.
 4. Any change with regard to demolition, disposition, designation, homeownership Programs or conversion activities.
- Note: Any changes permitted under specific program instruction will not be considered Substantial deviations or significant amendments.

EXHIBIT E

Goal & Objective	Expand supply of assisted housing by applying for additional vouchers over 5 year period, based on demand and the Authority's eligibility to apply.
Goal & Objective	Reduce public housing & section 8 vacancies. The Housing Authority Will devote their energy to increase public housing and section 8 occupancy rates by aggressively marketing the program.
Progress	The Housing Authority has adopted a marketing strategy to help attract new residents.
Goal & Objective	Improve the quality of assisted housing by improving our PHAS score.
Progress	Our Section 8 Program receive a 100% - High Performer status For FFY 2009. Our Public Housing Program is trying to improve their status from a standard performer to a high performer.
Goal & Objective	Increase customer satisfaction by increasing preventative and routine maintenance overall livability will be positively impacted. Renewed emphasis will be placed on addressing safety and neighborhood appearance. Renovate or modernize public housing units in accordance with our approved Capital Fund Program.
Progress	Our physical scores for PHAS have increased. We are on schedule with our transition plan regarding our 504 compliance.
Goal & Objective	Increase assisted housing choices by conducting at least annually outreach meetings with potential landlords. The Housing Authority will continue to initiate the Section 8 Homeownership Program starting with 5 homeownership opportunities.
Progress	The Housing Authority has developed a program outline detailing the program participation and has partnered with Rural Development to collaborate our efforts. We now have 3 homeowners in the program. The Housing Authority continues to manages a 16 family unit Development in Brookville and 40 elderly units in Brockway through USDA and properties of a non-profit in Brockway to provide assisted Living for the elderly.
Goal & Objective	Implement public housing security improvements by including building and development security improvements through our Capital Fund Program

Progress	Development lighting has been added to the site which is completing their 504 requirement work.
Goal & Objective	Promote self-sufficiency and asset development of families and individuals. The Housing Authority's representative regularly participates in scheduled interagency social service meetings at which the full array of employment services are discussed. Conventional, new or innovative approaches to increase resident employment opportunities will be identified and disseminated to our residents.
Progress	The Housing Authority continues to provide hands on employment and training through our Step-Up Program to public housing and Section 8 participants.
Goal & Objective	Ensure equal opportunity and affirmatively further fair housing. The Housing Authority conducts regular monthly meetings with the entire staff to ensure sensitivity to all equal opportunity goals and objectives. Minutes of these meetings are kept and available in the Authority's main office.
Progress	The Housing Authority meets with our residents quarterly at each development. The Housing Authority request their comments, concerns and questions and ideas on how the Housing Authority can formulate policies and procedures that will benefit both the residents and Housing Authority.
Goal & Objective	It is the policy of the Jefferson County Housing Authority to comply fully with all Federal, State and local nondiscrimination laws with rules and regulations governing Fair Housing and Equal Opportunity in housing and employment. The Housing Authority will comply with all laws relating to Civil Rights.

JEFFERSON COUNTY HOUSING AUTHORITY

AGENCY'S ANNUAL PLAN

PUBLIC MEETING

DATE: MONDAY, NOVEMBER 23, 2009

TIME: 10:00 A.M.

PLACE: BOARDROOM - JEFFERSON STREET HI-RISE
201 NORTH JEFFERSON STREET
PUNXSUTAWNEY, PA. 15767

STAFF

PRESENT: SANDRA L. MCGUIRE, EXECUTIVE DIRECTOR

OTHERS; NONE

The public meeting was opened at 10:00 a.m. There was no one in attendance and there was no written comments received for the Agency's Annual Plan.

The meeting was adjourned at 10:15 a.m.

JEFFERSON COUNTY HOUSING AUTHORITY
ADVISORY COMMITTEE MEETING

TIME & DATE October 8, 2009 10:30 A.M.
LOCATION SUNRISE TERRACE SOCIAL CENTER
 REYNOLDSVILLE, PA

STAFF PRESENT MARY LOU BURKETT
 WENDY BUSKIRK

RESIDENTS PRESENT SEE ATTACHED LISTING

Ms. Burkett called the meeting to order, welcomed everyone and thanked them for attending the meeting. Mary Lou explained to everyone in attendance what the purpose is for having Advisory meetings.

Mary Lou spoke to the committee concerning Management always looking for new members to serve on the board. Kevin Knarr requested an application for Melva McGranor and Mary Lou stated applications would be available at the upcoming Community Meetings.

Ms Burkett reviewed the Pet Policy changes and the Tenant Charges change. She stated that Management is considering changing the charge for missing smoke detectors from \$5.00 to \$25.00.

Mary Lou discussed all the current and upcoming 504 renovations being made to all sites. (see attached notes).

Mary Lou stated the left over monies from the Capital Fund program would be consolidated with the Phase II monies.

Wendy remarked that Phase II would be more organized. Instead of the contractors starting all jobs at the same time, Management is requesting the contractors begin with the Community Center Laundry area and have the laundry facilities completed first, as not to inconvenience the residents for a long period of time.

Mary Lou discussed the designation of a Non-smoking building in Reynoldsville. Management designated a non-smoking building at Skyview Terrace. Residents living in this building are non-smokers and anyone applying for Skyview must meet the requirements to qualify for this building.

Ms. Sawyer stated that there are some residents at the Hi-Rise who keep their apartment doors open all the time. Some of these residents smoke with their apartment door open. Ms. Sawyer wanted to know what could be done.

Again, the residents were asked if they had reported this to the Property Manager and the answer was no because they thought the office knew about this problem. Wendy suggested to report this to their Property manager so the appropriate action could be taken.

Ms. Burkett asked if there were any suggestions or comments.

John Boyer asked if there was a size and weight limit for dogs. Mary Lou referred the question to Wendy. Wendy stated dogs must be no larger than 18 inches from shoulder to floor and no larger than 25 pounds. Mr. Boyer stated that he was hoping to get a doberman. Wendy informed Mr. Boyer Dobermans were not permitted.

John Boyer suggested for the upcoming renovations to the family site, that sound proof flooring be considered due to having a family living above a disabled person.

Loretta Shaver and Marie Bowser were concerned their apartments would be affected when the Phase for the Hi-Rise begins. Wendy reassured the residents that this Phase was a few years away and the Housing Authority is making the transitions as comfortable and easy as possible. Ms. Buskirk stated the Executive Director, along with the Property Manager, will visit each resident who will be affected by the renovations, and explain the transition they will experience.

Mr. Boyer stated the Housing Authority worked very well to keep the stress of moving to a minimal and he appreciated all that was done for Mrs. Rimer.

Ms. Bowser made a suggestion for ceiling fans to be placed in the 1-bedroom apartments at the Hi-rise. Ms. Bowser stated if you have an air conditioner in your 1 bedroom apartment there is no circulation and the bedrooms get very warm in the wintertime without a fan.

Ms. Buskirk stated she would be giving the suggestions to the Executive Director and Maintenance supervisor for review.

Ms. Shaver stated that a gentleman in the Hi-Rise carries his dog in the Hi-Rise and is found with the dog in the common areas. Ms. Buskirk asked if she told her Property Manager and Ms. Shaver stated he had the dog at the recent Disaster Meeting held at the Hi-Rise and thought everyone saw him.

Ms. Sawyer, Ms. Bowser and Ms. Shaver all made statements concerning a female resident using extreme foul language during the Hi-Rise Bingo evening and regularly during the day when they see her. The residents stated they quit going to bingo because of the language. Wendy asked if they had reported it to their property manager and they had not. Wendy stated that residents have to communicate with their property manager.

Ms. Bowser also stated residents are letting strangers in the front door at the Hi-Rise and at times they do not feel safe. Ms. Bowser then stated the Punxsutawney police patrol the Hi-Rise on a daily basis.

Wendy stated to bring this topic up at the upcoming Community Meeting so their Property Manager is aware of their concerns.

It was suggested to begin a neighborhood watch. The suggestion was to put a group together, visit the local police station and make them aware of what the residents would like to do and ask for suggestions.

A suggestion was to have a meeting with all the residents who are interested in putting a neighborhood watch into action.

Kevin Knarr stated Reynoldsville problems are getting much better since Management has placed an office within the development. There is more action taken with residents who cause problems and the police are visible on a daily basis.

Mary Lou asked the residents if they thought Maintenance and Office Staff did a good job.

All residents attending the meeting gave high compliments to both Maintenance and Office personnel.

Mary Lou asked residents if they liked the separation of the offices.

Kevin Knarr stated the residents in Reynoldsville appreciate having the office closer due to convenience and Mr. Boyer agreed with his statement.

Ms. Shaver stated she feels residents at the Hi-Rise have a good relationship with the Punxsutawney Office.

Mary Lou asked what the resident's thought of the work order procedures.

The resident's response was very positive. They like the fact Maintenance asks for ID.

John Boyer stated that when there is a resident emergency in Sykesville, he was not sure if he should call 911, the police or the 800 number.

Wendy suggested attending the upcoming Disaster Plan meeting to go over this problem.

Mary Lou asked what their thoughts were in regards to lease enforcement.

Hi-Rise resident's think Carol does a wonderful job enforcing the lease.

John Boyer said things are getting taken care of but some residents are afraid to come into the office to make a complaint. Mary Lou asked John if it was because they were afraid Wendy would bite their head off. John stated that was not the case, they are afraid of repercussions from the person they are complaining against. Kevin Knarr stated the Office in Reynoldsville handles all complaints immediately.

Ms. Shaver suggested putting in the lease that visitors are to park in visitor parking, not residents.

Wendy asked Ms. Shaver to put this suggestion in writing and give it to the Property Manager.

Marie Bowser stated people using Social Center at Hi-Rise leave it a mess and park vehicles to unload their things right in front of the Social Center Door. This should be addressed in the lease.

Ms. Buskirk stated the people using Social Center are given rules and she would let Carol know of the problem.

Mary Lou asked if there were any more suggestions.

Ms. Shaver requested more colorful flowers be planted and possible more annuals to make things brighter at the Hi-Rise.

Kevin Knarr suggested to plant annuals around all development signs.

Wendy stated she would give this suggestion to the Maintenance Supervisor.

Another suggestion made was to place the phone back into the front door system and remove the intercom. Residents state it's too hard to hear people calling in.

The suggestion was noted for the Executive Director and will be reviewed.

Ms. Bowser suggested the Hi-Rise residents would like more washers and dryers. They would like them on each floor.

Mary Lou stated that request was not realistic with laundry facilities on the first floor for all residents.

Kevin Knarr suggested Housing build an internet website.

Wendy said this would be a wonderful discussion for the community meeting.

Mary Lou asked if there were any further comments or suggestions.

There were no more suggestions or comments and the meeting was adjourned.

Part I: Summary	
PHA Name: Jefferson County Housing Authority	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:
EXHIBIT B	FFY of Grant: 2010 FFY of Grant Approval:

Type of Grant
 Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (revision no: _____)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	35,000			
3	1408 Management Improvements	50,000			
4	1410 Administration (may not exceed 10% of line 21)	35,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	41,192			
10	1460 Dwelling Structures	455,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	10,000			
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part I: Summary					
PHA Name: JEFFERSON STREET HI-RISE	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant:2010 FFY of Grant Approval:			
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	661,192			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	441,192			
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2010		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PA06112000	SOCIAL BLDG. FURNACE	1460	1	5,000				
JEFFERSON STREET	REPLACEMENT							
HI-RISE	LOBBY HEATER VENTILATOR	1460	6	50,000				
	REPLACEMENT							
	RENOVATION TO ALL COMMON	1460		200,000				
	AREAS TO MEET 504							
	REQUIREMENTS							
	RENOVATE 4 EXISTING ONE BR.	1460		200,000				
	UNITS TO MEET 504							
	REQUIREMENTS							
	ALSO INCLUDES ACCESSIBLE	1450		41,192				
	PATH & PARKING AREA							
PHA WIDE	OPERATING FUND	1406		35,000				
	MANAGEMENT IMPROVEMENT	1408		50,000				
	ADMINISTRATIVE FEES	1410		35,000				
	FEES & COST	1430		35,000				
	RELOCATION COST	1495.1		10,000				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY				Federal FFY of Grant: 2010	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PA28PO6112000	9-2012		3-20-2013		
JEFFERSON STREET					
HI-RISE					

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary EXHIBIT C						
PHA Name/Number		Locality (City/County & State)			<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
B.	Physical Improvements Subtotal	Annual Statement	801,495	1,707,995	1,057,000	1,250,000
C.	Management Improvements		100,000	100,000	100,000	100,000
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		50,000	50,000	50,000	50,000
F.	Other Fee & Cost		50,000	50,000	50,000	50,000
G.	Operations		50,000	50,000	50,000	50,000
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		1,051,495	1,957,995	1,307,000	1,500,000
L.	Total Non-CFP Funds					
M.	Grand Total		1,051,495	1,957,995	1,307,000	1,500,000

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY2010	Work Statement for Year 2011 FFY 2011			Work Statement for Year: 2012 FFY 2012		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	PA061120000 - 61-1 Jefferson St. Hi-Rise			PA061120000 - 61-2 Beyer Avenue		
Annual Statement	Recaulk & weather seal Bldg.	1	25,000	Exterior Bldg Renovations		410,000
	Upgrade bathrooms	78	160,000	Replace furnaces	40	140,000
	Replace front & back Entrance door with Automatic handicap Accessible door	2	35,000	Upgrade Interior	40	280,000
				Resurface parking area	3	40,000
				Replace appliances	40 apts.	27,500
	Replace domestic hot Water tank	1	20,000	Repair/replace concrete Walks, steps, railing		85,000
	Replace outside pole Lights	8	8,000	Upgrade underground Electrical feedline		80,000
	Renovations to meet UFAS requirements	4	553,495	Install exterior Disconnect boxes		32,000
				Upgrade sewage system		10,000
				Upgrade playground Equipment & area		20,000
				Install exterior water Shut offs		20,000
				Landscaping		10,000
				504 renovations		553,495
	Subtotal of Estimated Cost		\$ 801,495	Subtotal of Estimated Cost		\$ 1,707,995

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY _____	Work Statement for Year 2013 FFY 2013			Work Statement for Year: 2014 FFY ____2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	PA061345789	Furnace replacement	90,000	PA061345789		
Annual Statement	SUNRISE TERRACE	Exterior bldg & Community bldg Renovations	75,000	BREEZWAY TERR.	Ext. Bldg renovation	315,000
		Concrete replacement	85,000		Concrete replacement	100,000
		Install electrical	32,000		Kitchen upgrade	150,000
		Disconnect boxes			Bathroom upgrade	150,000
		Upgrade underground	80,000		Build tenant storage	40,000
		Electrical feedline			Construct playground	30,000
					For older children	
	CASCADE VILLAGE	Replace furnaces	40,000	FORESTVIEW TERR.	Concrete replacement	55,000
		Roof replacement	85,000		Ext. Bldg renovations	255,000
		Upgrade bathrooms	100,000		Interior upgrade	90,000
	SKYVIEW TERRACE	Exterior building	180,000		Roof replacement	40,000
		Renovations			Upgrade playground	25,000
		Replace concrete walks	60,000		Equipment & area	
		Steps, stoops.				
	CARES TERRACE	Repave parking lot	25,000			
		Replace/repair concrete	60,000			
		Walks , steps, stoops				
		Upgrade interior apt.	80,000			
		Window replacement	25,000			
		Roof replacement	40,000			
		Subtotal of Estimated Cost	\$ 1,057,000		Subtotal of Estimated Cost	\$ 1,250,000

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____			Work Statement for Year: _____ FFY _____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See						
Annual						
Statement						
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY _____	Work Statement for Year 2013 FFY __2013		Work Statement for Year: 2014 FFY 2014_	
	Development Number/Name General Description of Major Work Categories	Estimated Cost		Estimated Cost
See	PA061345789 - SUNRISE TERRACE		PA061345789 BREEZEWAY TERRACE	
Annual	CASCADE VILLAGE, SKYVIEW TERRACE		FORESTVIEW TERRACE	
Statement	CARES TERRACE		MANAGEMENT	100,000
	MANAGEMENT	100,00	Step-up Program	
	Step –Up program		Resident Training program	
	Resident Training program		Professional Staff training	
	Professional Staff training		Upgrade computer system & training	
	Upgrade computer system & training		Marketing strategies	
	Marketing strategies		Resident Screening & selection	
	Resident Screening & selection			
			ADMINISTRATIVE	50,000
	ADMINISTRATIVE	50,000	Salary & Benefits	
	Salary & Benefits			
			FEES & COSTS	50,000
	FEES & COSTS	50,000	Architectural Services	
	Architectural Services			
			OPERATIONS	50,000
	OPERATIONS	50,000		
	Subtotal of Estimated Cost	\$ 250,000	Subtotal of Estimated Cost	\$ 250,000

Part I: Summary									
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Grant Type and Number</td> <td>FFY of Grant: 2007</td> </tr> <tr> <td>Capital Fund Program Grant No: PA28PO6150107</td> <td>FFY of Grant Approval: 2007</td> </tr> <tr> <td>Replacement Housing Factor Grant No:</td> <td></td> </tr> <tr> <td>Date of CFFP:</td> <td></td> </tr> </table>	Grant Type and Number	FFY of Grant: 2007	Capital Fund Program Grant No: PA28PO6150107	FFY of Grant Approval: 2007	Replacement Housing Factor Grant No:		Date of CFFP:	
Grant Type and Number	FFY of Grant: 2007								
Capital Fund Program Grant No: PA28PO6150107	FFY of Grant Approval: 2007								
Replacement Housing Factor Grant No:									
Date of CFFP:									

Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11-20-2009 <input type="checkbox"/> Final Performance and Evaluation Report	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	20,000	20,000	20,000	
3	1408 Management Improvements	40,000	40,000	40,000	30,008
4	1410 Administration (may not exceed 10% of line 21)	20,000	20,000	20,000	3,504
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000	25,000	25,000	25,000
8	1440 Site Acquisition				
9	1450 Site Improvement		20,000	20,000	
10	1460 Dwelling Structures	239,128	234,765	234,765	197,874
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: PA28PO6150107 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant:2007 FFY of Grant Approval: 2007			
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11-20-2009			<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	344,128	359,765	359,765	256,386
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities		254,765	254,765	197,864
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director			Signature of Public Housing Director		
Date			Date		

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: PA28PO6150107 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2007		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PA061345789	Renovation to all common area, (comm. bldg., laundry restrooms, & kitchens) to meet UFAS requirements.	1460		80,000	95,637	95,637	95,637	
PA 61-5 - CASCADE VILLAGE	Convert one existing one bedroom unit into a 2 bedroom ground floor accessible unit by an addition with a bedroom, laundry & bathroom.	1460			75,000	75,000	75,000	
	Renovate existing two bedroom handicap unit to meet all UFAS requirements.	1460			64,128	64,128	27,237	
	Provide accessible parking with walks & ramps	1450			20,000	20,000		
PA061120000	Convert 2 sets of a 3br & 4 br unit into a 3 br handicap unit. Second floor a 3 br regular unit. and parking.	1460		159,128	0			

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: PA28PO6150107 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2007		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA WIDE	OPERATIONS	1406		20,000	20,000	20,000		
	MANAGEMENT IMPROVEMENT	1408		40,000	40,000	40,000	30,008	
	Provide resident training programs							
	Provide professional staff training							
	Upgrade computer system							
	Marketing strategies							
	Resident screening & selection							
	ADMINISTRATIVE	1410		20,000	20,000	20,000	3,504	
	Salaries & Benefits							
	A & E SERVICES	1430		25,000	25,000	25,000	25,000	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY				Federal FFY of Grant: 2007	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PA061345789	9-2009	9-2009	3-2011	3-2011	
PA 61-5 CASCADE VILLAGE					

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary			
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY EXHIBIT B	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;"> Grant Type and Number Capital Fund Program Grant No: PA28PO6150108 Replacement Housing Factor Grant No: Date of CFFP: </td> <td style="width:30%; vertical-align: top;"> FFY of Grant: 2008 FFY of Grant Approval: 2008 </td> </tr> </table>	Grant Type and Number Capital Fund Program Grant No: PA28PO6150108 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2008 FFY of Grant Approval: 2008
Grant Type and Number Capital Fund Program Grant No: PA28PO6150108 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2008 FFY of Grant Approval: 2008		

Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:1NNNNN) <input type="checkbox"/> Final Performance and Evaluation Report <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11-20-2009	
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	20,000	20,000	20,000	
3	1408 Management Improvements	40,000	40,000	40,000	19,545
4	1410 Administration (may not exceed 10% of line 21)	20,000	20,000	20,000	667
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000	25,000	25,000	12,347
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	239,125	253,094	90,396	64,256
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: PA28PO6150108 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant:2008 FFY of Grant Approval: 2008			
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11-20-2009		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	344,125	358,094	195,396	96,815
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	239,125	253,094	90,396	64,256
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: PA28PO6150108 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2008		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PAO61345789	COMPLETE 504 RENOVATIONS	1460		0	253,094	90,396	64,256	
PA 61-5 - CASCADE VILLAGE	FOR CASCADE VILLAGE FROM 2007 CAPITAL FUND PROGRAM.							
PHA-WIDE	OPERATING FUND	1406		20,000	20,000	20,000		
	MANAGEMENT IMPROVEMENTS	1408		40,000	40,000	40,000	19,545	
	STEP-UP TRAINING							
	PROVIDE STAFF TRAINING							
	PROVIDE RESIDENT TRAINING							
	UPGRADE COMPUTER SYSTEM							
	MARKET STRATEGIES							
	RESIDENT SCREENING & SELECTIONS							
	ADMINISTRATIVE	1410		20,000	20,000	20,000	667	
	A & E SERVICES	1430		25,000	25,000	25,000	12,347	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part I: Summary	
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: PA28PO6150109 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2009 FFY of Grant Approval: 2009	

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:1)
 Performance and Evaluation Report for Period Ending: 11-20-2009 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	20,000	20,000		
3	1408 Management Improvements	40,000	24,755		
4	1410 Administration (may not exceed 10% of line 21)	20,000	20,000		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000	25,000		
8	1440 Site Acquisition				
9	1450 Site Improvement		65,000		
10	1460 Dwelling Structures	250,000	185,000		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	20,000	20,000		
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: PA28PO6150109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant:2009 FFY of Grant Approval: 2009			
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11-20-2009		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	375,000	359,755		
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	270,000	270,000		
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: PA28PO6150109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PA061345789	RENOVATE EXISTING ONE 2 BED	1460			75,000			
PA 61-7	ROOM HANDICAP UNIT TO MEET							
FORESTVIEW	URAS REQUIREMENTS, INCLUDES							
TERRACE	ACCESSIBLE PARKING WALKS, CURB CUTS	1450			25,000			
PA 61-15, CARES	Renovate existing one 2 br. handicap	1460			35,000			
TERRACE	unit to meet UFAS requirements. Includes accessible parking, walks, ramps and curb cuts.	1450			15,000			
PA 61-4, BREEZEWAY	Convert two sets of adjacent 2 story units consisting of a pair of 2 br. and 3 br unit	1460			75,000			
TERRACE	into one 3 br handicap unit and one 4 br handicap unit. Both second floor units will be regular 3 br units., includes accessible parking, walks, ramps, curb cut	1450			25,000			

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: JEFERSON COUNTY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: PA28PO6150109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PA061120000	Redesign 4 one br units to meet 504	1460		150,000	0			
Jefferson St. Hi-Rise	requirements							
PA061345789								
Cascade Village	Convert 1 existing 1 br unit into 2 Br handicap accessible unit & parking	1460		100,00	0			
PHA -WIDE	Operating fund	1406		20,000	20,000			
	Management Improvement	1408		40,000	40,000			
	Adminisetrative	1410		20,000	20,000			
	Fee & Coset	1430		25,000	25,000			
	Relocation Cost	1495.1		20,000	20,000			

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY				Federal FFY of Grant: 2009	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PA28PO61345789					
FORESTVIEW TERRACE	9-2011		3-2012		
CARES TERRACE	9-2011		3-2012		
BREEZEWAY TERRACE	9-2011		3-1012		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary	
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: PA28S0615009 Replacement Housing Factor Grant No: Date of CFFP:
EXHIBIT B	FFY of Grant: 2009 FFY of Grant Approval: 2009

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 11-20-2009 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements	45,000			
4	1410 Administration (may not exceed 10% of line 21)	23,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	82,800			
10	1460 Dwelling Structures	272,476			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	20,000			
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	10,000			
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part I: Summary					
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: PA28S0615009 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant:2009 FFY of Grant Approval: 2009			
Type of Grant					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11-20-2009		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	453,276			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	385,276			
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director			Signature of Public Housing Director		
Date			Date		

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: PA28SO6150109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PA061345789	Creation of addition 1 br accessible unit	1460		122,476				
SUNRISE TERRACE	(2 eff combined into a 1 br 504 accessible unit							
	Create accessible parking, walks, curb cut	1450		31,400				
	Renovate 2 existing 1 br units to meet UFAS requirements	1460		75,000				
	Create accessible parking, walks, curb cut	1450		10,000				
	Renovate community center to meet UFAS requirements	1470		20,000				
SKYVIEW TERRACE	Renovate 2 existing 1 br. unit to meet UFAS requirements	1460		75,000				
	Create accessible parking, walks, curb cut	1450		41,400				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: JEFFERSON COUNTY HOUSING AUTHORITY				Federal FFY of Grant: 2009	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PA061345789	03-2010		03-2011		
SUNRISE TERRACE					
SKYVIEW TERRACE	03-2010		03-2011		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

