PHA Annual Plan *Version 2*	**U.S. Department of Housing and Urban Development** **Office of Public and Indian Housing**	**OMB No. 2577-0226** **Expires 4/30/2013**

1.0 PHA Information

PHA Name: **Jacksonville Housing Authority** PHA Code: **FL001**

PHA Type: ☐ Small **X** High Performing ☐ Standard ☐ HCV (Section 8)

PHA Fiscal Year Beginning: (MM/YYYY): **10/2012**

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)

Number of PH units: **2,790** Number of HCV units: **7,130**

3.0 Submission Type

☐ 5-Year and Annual Plan **X** Annual Plan Only ☐ 5-Year Plan Only

4.0 PHA Consortia ☐ 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: **N / A**					
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:

N/A for this submission

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.

N/A for this submission

6.0 PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

Complete updated versions of the Public Housing Lease w/attachments, Public Housing and Section 8 Admission & Occupancy Plans are attached.

(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.

Residents and public may view a copy of JHA's Annual Plan and its 5 Year Plan submissions by visiting the Administration Offices, 1300 Broad Street, Jacksonville FL 32202. A copy can be obtained by making a verbal or written request to the Sr. Vice President's Office at this same address. Our PHA plan elements are covered in our Admission & Occupancy Plans and are recapped in an attachment.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.

Carrington Place Apartments was approved for purchased in April 2011 with unrestricted funds as an affordable housing property. On October 1, 2011, we began the process of converting these 142 units to public housing and received notification on May 31, 2012 that the project information had been submitted to REAC to get the PEL setup for the fiscal year 2013 operating funding cycle. JHA has been notified we will be able to receive funding for the last quarter of the 2012 funding year which ends on December 31, 2012 but will have to wait for the 2013 funding cycle.

8.0 Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.

See attachment

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 *Capital Fund Program Annual Statement/Performance and Evaluation Report,* form HUD-50075.1, for each current and open CFP grant and CFFP financing. **See attachment**
8.2	**Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan,* 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. **See attachment**
8.3	**Capital Fund Financing Program (CFFP).** ☐ - 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. **N/A for this submission**
9.0	**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. **N/A for this submission**

9.1	**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. **N/A for this submission**
10.0	**Additional Information.** Describe the following, as well as any additional information HUD has requested. (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. **N/A for this submission** (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" **N/A for this submission**

11.0	**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. (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (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, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only) **Information attached**

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

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Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information
Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory
Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type
Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia
Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan
Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

(a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.

(b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central off ice of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents;

(ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

(a) **Hope VI or Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm

(b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm

Note: This statement must be submitted to the extent **that approved and/or pending** demolition and/or disposition has changed.

(c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/conversion.cfm

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

(a) To submit the initial budget for a new grant or CFFP;

(b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and

(c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;

2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and

3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

9.1 Strategy for Addressing Housing Needs. Provide a 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:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

(a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

(b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

(c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*

(b) Form HUD-50070, *Certification for a Drug-Free Workplace* **(PHAs receiving CFP grants only)**

(c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* **(PHAs receiving CFP grants only)**

(d) Form SF-LLL, *Disclosure of Lobbying Activities* **(PHAs receiving CFP grants only)**

(e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* **(PHAs receiving CFP grants only)**

(f) Resident Advisory Board (RAB) comments.

(g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.

(h) Form HUD-50075.1, ***Capital Fund Program Annual Statement/Performance and Evaluation Report*** **(Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.1.

(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* **(Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.2.

11.0 Required Submissions for HUD Field Office Review

(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)

(b) Form HUD-50070, *Certification for a Drug-Free Workplace* (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)

(d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)

(e) Other certifications and resolutions

(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. (complete list of RAB leaders also included)

(g) Challenged Elements – JHA response for in legal counsel to Jax Area Legal Aid.

PHA Certifications of Compliance with PHA Plans and Related Regulations

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2013

PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA Annual Plan Resolution No.: 2012-JHA-07

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the___ 5-Year and/or_X__ Annual PHA Plan for the PHA fiscal year beginning_10/01/2012_ hereinafter referred to as " the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
   - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
   - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
   - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
   - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
   - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
    (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
    (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
    (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Jacksonville Housing Authority
PHA Name

FK001
PHA Number/HA Code

_____ 5-Year PHA Plan for Fiscal Years 20 - 20

_____X Annual PHA Plan for Fiscal Years 2012- 2013

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Valerie C. Chritton	Chair, Board of Directors
Signature: Valerie C. Chritton	Date: June 18, 2012

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

cksonville Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees 1. drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Please see attached list

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
..onnie A. Ferguson	President & CEO
Signature X	Date 6-26-12

form **HUD-50070** (3/98)

1300 Broad Street: Jacksonville, FL 32202

Ronnie A. Ferguson, President and CEO; *Fred McKinnie* *Vice-President; Jayne Hoover, Sr. Director of Property Management*

PH (Public Hou. g) AH (Affordable Housing) (904) 630- Fax (904) 630-4688 .vised: 6/21/12

Property Name (code)	Address	Phone Number(s)	Units	Year Built	Manager / Assistant	Foreman / Sr CSA/HA	Resident President	Notes
Anders Park (015)	10770 Anders Blvd. Jacksonville, FL 32246	727-7691 (Fax) 723-6151	84	1977	Seqoiya Swain	Ben Frazier / Deshe Isreal-Gordon		
Baldwin (008)	Center, Rosewood, May, and MLK Baldwin, FL 32234	771-4321 (Fax) 772-1352	18	1961	Joyce Burton	N/A / Phyllis Bess		
*community room Blodgett Villas (032)	1301 Davis St. Jacksonville, FL 32209	630-0350 (Fax) 630-0845	158		Anthony Jackson	Ray Green / Betty Hines		
ommunity room rentwood Lake (005, 048)	761 Village Center Drive Jacksonville, FL 32206	353-1338 (Fax) 353-8963	226 PH 102 AH	2006	Kim Green / Latarsa Boggan	Danny Paraday / LaShawnda Blackshear		
arrington Place (050)	11815 Alden Rd Jacksonville, FL 32246	232-8313 / 8314 (fax) 232-8315	141	1986	Rita Tsegai	N/A / Lisa Torres (Lisa)		*Purchased 4/22/11 eftv 11/1/11 JHA took over mgmt and transitioning to PH-apvd 2/1/12
entennial East (017)	900-1000 Liberty St. 32206	630-0589 (Fax) 630-4678	40	1977	Stephanie Andujar / Holly Grant	Gary Taylor / Latesha Washington		
entennial West (018)	1261-1 Broad St. 32202		50					
*community room entennial Tower (016)	230 E. 1st St. Jacksonville, FL 32206	630-0342 (Fax) 630-4680	208	1976	Marcie Kiss Montes	Robert Weaver / Brittany Bennefield		
*community room olonial Village (046)	9500 103rd St Jacksonville, FL 32210	771-4321 (Fax) 772-1352	101	1985	Joyce Burton	N/A / Phyllis Bess		
*community room The Oaks at Durkeeville (036)	1605 N. Myrtle Ave., #10 Jacksonville, FL 32209	632-4532 (Fax) 632-4534	200	1999	Markita Clemons	Tony Snow / Mary Holton		
orest Meadows East (021)	1935 Forest Blvd. Jacksonville, FL 32246	727-7691 (Fax) 723-6151	63	1981	Seqoiya Swain	Ben Frazier / Deshe Isreal-Gordon		
orest Meadows West (020)	4890 Richard St. Jacksonville, FL 32207	727-7691 (Fax) 723-6151	30	1981	Seqoiya Swain	Ben Frazier / Deshe Isreal-Gordon		
*community room Fairway Oaks (012)	5570 Golfbrook Dr. Jacksonville, FL 32208	713-0116 (Fax) 713-0117	69	2000	Marie Harris / Dorian Wilkes	Bruce Simonds / Alyce Gresham-Bacon		
Gregory West	7844 Gregory Drive Jacksonville, Fl 32210	777-5581	162 AH		DEMCO Mgmt Barbara Nicholas	Non-Subsidized		
*community room Hogan Creek (019)	1320 Broad St. Jacksonville, FL 32202	366-3437 (Fax) 630-3831	193	1975	Stephanie Andujar	Gary Taylor / Brittany Gardiner		
*community room Jax Beach (007)	123 S. 8th St. Jacksonville Beach, FL 32250	249-4444 (Fax) 247-6335	152	1962	Patty Gavin	Bob McMeekin / Vacant		
*community room uthwind Villas (013)	8711 Newton Rd. Jacksonville, FL 32216	641-4533 (Fax) 565-2653	247	1972	David Perry	Scott Jones / Joyce Phillips		
*community room Victory Pointe (014)	6750 Ramona Blvd. Jacksonville, FL 32205	786-6633 (Fax) 693-4907	200	1973	Elaine Johnson	Anthony Graham (act) / Clary Cancel		
cattered Sites (027, 028, 029, 030, 031)	1085 Golfair Blvd Jacksonville, FL 32206	366-3422 (Fax) 766-4417	256	1983	Jackie Hodge / Phyllis Clayton	James Brown / Trina Wilkes		
ndsey Terrace (045)	6455 Argyle Forest Blvd. Jacksonville, FL 32244	777-1918 (Fax) 777-6474	84 PH	2000	Gina Lee / Pat Taylor			
*community room Twin Towers (010)	617-621 W. 44th St. Jacksonville, FL 32208	768-3515 (Fax) 766-4417	201	1970	Marie Harris	Bruce Simonds / Eveada Ansley		
Riviera Apts. (026)	1700 Blanding Blvd. Jacksonville, Fl 32205	387-2933 (Fax) 387-6566	139	1968	Ana Guzman	N/A / Lois Drake		

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:
[b] a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action:
[b] a. bid/offer/application
b. initial award
c. post-award

3. Report Type:
[b] a. initial filing
b. material change
For Material Change Only:
year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity:
☐ Prime ☐ Subawardee
Tier _____, *if known*:

Congressional District, *if known*: 4c

5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:

N/A

Congressional District, *if known*:

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, *if applicable*: _____

8. Federal Action Number, *if known*:

9. Award Amount, *if known*:
$

10. a. Name and Address of Lobbying Registrant
(*if individual, last name, first name, MI*):

N/A

b. Individuals Performing Services (*including address if different from No. 10a*)
(*last name, first name, MI*):

N/A

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: _____
Print Name: Ronnie A. Ferguson
Title: President & CEO, Jacksonville Housing Authority
Telephone No.: 904-630-3869 Date: 6-28-12

Federal Use Only:

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Standard Form LLL (Rev. 7-97)

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Jacksonville Housing Authority

Program/Activity Receiving Federal Grant Funding

FL001

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Ronnie A. Ferguson	President & CEO
Signature	Date (mm/dd/yyyy)
	6-26-12

Civil Rights Certification	**U.S. Department of Housing and Urban Development** Office of Public and Indian Housing **Expires 4/30/2014**

Civil Rights Certification

Annual Certification and Board Resolution Number: 2012-JHA-08

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Jacksonville Housing Authority	FL001
PHA Name	PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Valerie C. Chritton	Chair, Board of Directors
Signature Valerie C. Chritton	Date June 18, 2012

RESOLUTION NO: 2012-JHA-09

RESOLUTION APPROVING THE REVISION
TO THE ADMISSIONS AND OCCUPANCY POLICY FOR
THE JACKSONVILLE HOUSING AUTHORITY

WHEREAS, the Jacksonville Housing Authority has solicited public comments On proposed changes to the Admissions and Occupancy Policy;

WHEREAS, a public meeting was held on May 17, 2012 in the Community Center for Brentwood Lake Apartments, 3465 Village Center Dr., Jacksonville FL 32206, at which time said comments were received from resident association leaders, Jacksonville Area Legal Aid representatives, and public housing residents;

WHEREAS, the Jacksonville Housing Authority has revised its Admissions and Occupancy Policy;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Jacksonville Housing Authority that said Admissions and Occupancy Policy; be formally revised and accepted. This revised Policy shall be effective on October 1, 2012.

Adopted:

Valerie C. Chritton

Valerie C. Chritton, Chair

June 18, 2012

Date

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan

I, Alvin Brown the Mayor of the City of Jacksonville certify that the Five Year and Annual PHA Plan of the Jacksonville Housing Authority is consistent with the Consolidated Plan of Jacksonville, Florida prepared pursuant to 24 CFR Part 91.

Karen Bowling 6/26/12

Deputy Chief Administrator to the Mayor

Signed / Dated by Appropriate State or Local Official

RESIDENT MEMBERSHIP OF THE JACKSONVILLE HOUSING AUTHORITY GOVERNING BOARD

Resident Member: Ms. Lieu Rhodes
Method of Selection: APPOINTMENT
Term: 4 years
Date of next term expiration: December 2013

2012 Resident Advisory Board Officers:

1. President — Johnny Watkins
2. Vice President — Darrell Thomas
3. Secretary — Zuleca Johnson
4. Treasurer — Shirley Kohn

2012 Resident Council Presidents and Addresses

Anders Park.....Tanieka Harmon
10770 Anders Blvd # 404
Jacksonville, FL 32216

Baldwin..... Phyllis Riggins
300 Martin Luther King Dr.
Baldwin, FL 32234

Blodgett Villas..... Fredricka Cato
1250 North Jefferson Street # 7902
Jacksonville, FL 32209

Brentwood Lakes..... Geraldine Lyons
761 Village Center Dr. # 203
Jacksonville, FL 32206

Colonial Village.....Michaela Williams
9500 103rd St. # 23
Jacksonville Fl 32210

Centennial Townhouse East..... VMarquetta Barnes
1009 N. Liberty Street
Jacksonville, FL 32206

Centennial Townhouse West..... ...Frances Surrency
1213 Broad St.
Jacksonville, Fl 32202

Centennial Towers..... Lelia Vann
230 E. 1st # 1103
Jacksonville Fl 32206

Durkeeville..... Ruth Brown
1605 N. Myrtle Avenue # 37
Jacksonville, FL 32209

Fairway Oaks..... . Open

Hogan Creek..... Erma Hodge
1320 Broad St # 401
Jacksonville Fl 32202

Jax Beach..... Booz Paul
618 5th Avenue South
Jacksonville Beach, Fl 32250

Lindsey Terrace..... Lynette Berry Haywood
6455 Argyle Forest Blvd. #1317
Jacksonville, Fl 32244

Riviera..... Open

Scattered Sites.....Betty Savage
520 E. 1st Street
Jacksonville Fl 32206

Southwind Villas..... Drucilla Smith
8711 Newton Rd # 30
Jacksonville Fl 32216

Twin Towers..... Michael Smith
617 W. 44th Street #116
Jacksonville FL 32208

Victory Pointe..... Patrice McIntosh
6750 Ramona Blvd. #224
Jacksonville, Fl 32205

Updated: May 29, 2012

Jacksonville Area Legal Aid, Inc.

A Wealth of Justice for Those Who Have Neither

222 San Marco Avenue
Augustine, FL. 32084
4) 827-9921
FAX: (904) 827-9978

126 West Adams Street
Jacksonville, FL. 32202
(904) 356-8371
FAX: (904) 356-8285

P.O. Box 1999
Green Cove Springs, FL 32043
(904) 284-8410
FAX: (904) 284-8485

June 15, 2012

Valerie C. Chritton, Chairperson
Jacksonville Housing Authority
1300 Broad Street
Jacksonville, Fl 32202

RE: Comments to 2012 Annual Plan Submission to U.S. HUD

Dear Ms. Chritton:

The Resident Advisory Board (RAB) of Jacksonville, Florida, by and through its legal counsel, hereby supplies its comments to the Jacksonville Housing Authority's (JHA's) proposed 2012 Annual PHA Plan as well as the proposed changes to the public housing lease, public housing Admission and Occupancy Policy (AOP) and Section 8 Administrative Plan, which are attachments thereto. While most of these comments were previously offered and discussed with JHA staff and counsel at prior meetings, one of the comments is new, coming as it does in response to a change in JHA's final version of the lease that was made without prior notice, warning, or comment to the public or the RAB. We request that the JHA Board review these issues and forward these comments to HUD along with JHA's Annual Plan submission.

Issue # 1 – Public Housing Lease / Lease Addendum #15 / Housekeeping Standards

In its final submission, JHA has added a new housekeeping standard to the public housing lease which was not presented in any of the earlier written drafts, nor was it the subject of any discussion at the JHA/RAB meetings or the May 17, 2012 public hearing. Specifically, JHA has added the following to its housekeeping standards for residents:

> (12) Odors: Indoor spaces must be free from high levels of sewer gas, fuel gas, mold, mildew, other harmful pollutants, or unpleasant odors.

The RAB would suggest that this addition, without prior notice, without prior drafts being circulated, and without any discussion of an odor standard being added at the May 17, 2012 public hearing is an illegal addition and modification of the lease. The residents were never notified of such an addition, and the residents had no opportunity to argue against same. This "odor standard" was added by JHA <u>after</u> all meetings and drafts on the housekeeping subject had been submitted, and after the public hearing during which there was <u>no discussion</u> of adding such a standard to the lease. JHA's addition of the housekeeping standard violates the rules relative to the Annual Plan meetings and the public notice requirements.

The PHA Plan regulations require JHA to allow the RAB to review and comment on proposals. When a change such as this is made after the public process has ended, and is not in

The Florida Bar Foundation
United Way
Jacksonville Where Florida Begins.

response to public comments or concerns raised by residents, its inclusion into the lease is a subversion of the PHA Plan process and due process of law. JHA should delete this addition and seek to re-submit it next year when it can be subject to debate and comment as required by law.

In addition to the major procedural flaw of a lack of any notice or discussion during the Annual Plan process, the RAB suggests that the new housekeeping standard is also substantively flawed. On most occasions, the presence of "sewer gas," "fuel gas," and "harmful pollutants" in a unit would reflect major systems failures at the complex, rather than tenant negligence. And the extreme vagueness and subjectivity of an "unpleasant odors" standard are illustrated by a recent complaint we received from a resident who was charged with a housekeeping violation because her property manager believed her apartment smelled too strongly of Pine Sol after her floors were mopped. Since even the odor of *cleaning products* is apparently "unpleasant" to some property managers, the RAB believes the proposed standard is impossibly subjective. The RAB suggests that this proposed changed should never be approved, but if JHA insists on pursuing it, it must first be the subject of notice and discussion during next year's Annual Plan process.

Issue # 2 – Public Housing Lease / Lease Addendum #15 / Housekeeping Standards

In five places in the proposed lease addendum containing housekeeping standards, JHA has mandated that kitchen cabinets, food storage areas, bathroom linen closets, and other storage areas or cabinets must be kept "neat" by the resident. The RAB submits that JHA may require such areas to be kept clean, free of roaches or vermin, free of hazards, and other standards relevant to maintaining sanitary conditions. However, a standard of "neatness" is overly subjective, as well as being beyond the bounds of JHA's authority. How neatly folded or stacked one's towels are, or how neatly one's cupboard is organized is not something JHA staff should be concerned about, nor should it be something for which JHA's residents are subjected to eviction. If a lack of "neatness" actually renders a unit unsanitary, leads to roach or rodent harborage, etc., then there is a legitimate problem, but that is already covered by the existing language in the lease.

Issue # 3 – Public Housing Lease, AOP, and Admin Plan / Live-in Aide Qualifications

JHA has proposed numerous changes to its policies regarding live-in aides which are contained in the public housing lease, the AOP, and the Section 8 Administrative Plan. Though some of the proposed changes are acceptable and are not being challenged, there remain several others for which the RAB wishes to make its concerns noted. In general, the RAB would suggest that JHA has gone far beyond the applicable statutes and HUD regulations in adding additional criteria needed to be met before JHA will approve a live-in aide. We believe these additional criteria are both unwise from a policy standpoint and illegal in that they go beyond the express regulatory language which HUD has set out to define the criteria to be utilized for live-in aides. By doing this, JHA has set itself up to be in violation of the Federal Fair Housing Act for unfairly limiting the rights of the disabled. Such violations could make JHA potentially liable for damages under the Fair Housing Act.

The two specific areas of concern in this matter are as follows:

- Public Housing Lease / Lease Addendum #13 / Live-in Aides

JHA proposes to now require all live-in aides to be age 18 or emancipated by the courts. Nowhere in statute, HUD regulations, or guidances are there any requirements that live-in aides be adults. Frequently, live-in aides might be extended family members (nieces, cousins, etc.) who move in to assist an elderly or disabled relative with activities of daily living such as bathing, dressing, cooking, etc. These services are vital to these residents, but denying them the use of family members would often leave them with no other options beyond paid help, something virtually no public housing resident can afford. This proposal makes no sense from the public housing perspective, and its inclusion, without any support or guidance from HUD suggesting that such a criterion is needed or required, would put JHA squarely at odds with the Federal Fair Housing Act. There is simply no justification for, or requirement of, such an age standard as high as 18 years old. Depending upon the needs of the elderly or disabled resident, individuals younger than 18 are certainly able to provide the services and assistance needed. So long as the live-in aide can handle the tasks needed by the elderly/disabled resident, their age should not be a relevant factor.

- Screening Live-in Aides for Previous Financial dealings with Landlords

This proposed provision, found in both the AOP (Section I, (11)(A)(c)) and the Section 8 Administrative Plan (Section V at page 23) requires that someone must have "left previous residence meeting all financial obligations" in order to be eligible to be a live-in-aide. While JHA clearly has the right to screen a prospective live-in aide for compliance with resident admission standards on such things as criminal records, sex offender status, and prior evictions from JHA properties, there is no reason that a live-in aide's financial history should be included at all. The live-in aide does not pay rent or have any financial obligation to JHA. The live-in aide's income does not affect the resident's rent obligation. A live-in aide's ability or inability to properly manage their previous rent-paying history is of no importance or consequence to JHA. JHA does have a right to make sure that the aide would not be living there "but for" the need to provide the required services, but that qualification is already in JHA's policy. Requiring a live-in aide to have a sterling financial or rental history elsewhere is an illegal and impermissible burden upon a resident's right to have the assistance of someone otherwise meets HUD's criteria to be a live-in aide.

Issue # 4 – Public Housing Lease and AOP / Security Deposit Forfeiture

JHA is proposing to change its public housing lease and AOP so as to provide that a family in public housing automatically forfeits its security deposit if the family does not live in the unit for a full year. Specifically, JHA is proposing to insert into section 9 of the lease a new condition that must be met in order for a family to be eligible for a refund of its security deposit: "A. Your first full year of tenancy has been completed." The companion change is found in subsection 1.D. of section IX of the AOP. JHA proposes to change that subsection so that it will read, "Each resident shall be required to live at the JHA Public Housing for at least one (1) year or will be subject to the security deposit forfeiture policy." The RAB suggests that this pair of changes would be inconsistent with the goals of public housing, would be unduly burdensome to families leaving public housing, and would, therefore, make bad policy.

A financial penalty for doing something the lease itself allows a family to do – terminating the lease with a 30-day notice at some time before the expiration of a full year – is inconsistent with the

goals of public housing. It is not HUD's goal, and it should not be JHA's goal, to keep people in federally subsidized housing for any certain period of time. In fact, a primary goal of federally subsidized housing is just the opposite: to foster self-sufficiency, and to be just one step along the way for families who are becoming financially stable and independent. Families should be *encouraged* to move out before a full year if the reason for doing so is to take another step towards self-sufficiency. But under JHA's proposed forfeiture policy, the family is, as JHA puts it, "required to live at the JHA Public Housing for at least one (1) year."

As stated above, if a family is ready to move out of public housing to take a new step towards self-sufficiency, the move should be encouraged; it should not be *dis*couraged by an automatic forfeiture of the security deposit. And if a family needs to move out of public housing before a full year for some reason other than a positive move towards self-sufficiency, then the family is probably under some kind of stress that will only be exacerbated by the automatic forfeiture of the security deposit. The family may be moving to escape domestic violence, to get closer to friends or relatives who need support or who can provide support the family needs, or for a number of other good reasons. Families in those situations need every penny they can get, and they have every incentive to leave their units in good condition so that they will be eligible to get their security deposits back. An automatic forfeiture of security deposits is unfair to them, and it is an undue burden that should not be added to their circumstances.

In addition to further straining a family financially, an automatic forfeiture of the security deposit works against JHA by taking away the family's incentive to leave the unit as clean as they found it. Assuming JHA wants to minimize the expenses it incurs to turn a unit over, JHA should foster a cooperative relationship and incentivize families to clean their units before moving out. A policy of automatic forfeiture of the security deposit would inevitably destroy any such incentive. The RAB is concerned that in the big picture, the proposed "security deposit forfeiture policy" is another unwise step towards making JHA indistinguishable from private, unsubsidized, unregulated landlords that nickel-and-dime their tenants at every turn.

On behalf of the RAB, we urge the Board of Directors to carefully consider these matters before approving and finalizing changes to JHA's public housing lease, AOP and Section 8 administrative plan. Thank you for your consideration.

Very truly yours,

Donald B. Freeman Jeffrey G. Haynie

Copies emailed to:

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Jacksonville, FL 32202

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JASON R. TEAL
ADINA TEODORESCU
MICHAEL B. WEDNER
GABY YOUNG

July 26, 2012

Donald B. Freeman
Jeffrey G. Haynie
Jacksonville Area Legal Aid, Inc.
222 San Marco Avenue
St. Augustine, Florida 32084

Re: Comments by Jacksonville Area Legal Aid, Inc. Regarding 2012 Annual Plan

Dear Mr. Freeman and Mr. Haynie:

I have been asked to respond to the comments submitted by Jacksonville Legal Aid regarding the 2012 Annual Plan Submission to the United States Department of Housing and Urban Development. On behalf of JHA, I would like to make the following response:

1) Lease Addendum #15, Housekeeping Standards

It is somewhat ironic that Jacksonville Area Legal Aid, which has been arguing for years that section 13 (g) of the JHA lease, which requires residents to maintain their units, in a clean, decent, safe and sanitary condition, is not specific enough to put residents on notice as to what is required of them, is now objecting to an interpretive addendum that does exactly that.

Without belaboring the point, bad odors do not exist in a vacuum. Something causes the bad odors, and that something, if it is caused by the resident's action or inaction, is a violation of section 13 (g) of the lease whether there is a provision in the lease addendum addressing odors or not, and can be corrected by the resident. The addition of the language proposed language constitutes no new responsibilities imposed on the residents - it merely clarifies what was there already.

Jacksonville Area Legal Aid raises the point that the presence of sewer gas, fuel gas, and harmful pollutants would reflect a problem with the unit rather than the result of action or inaction

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on the part of the resident. This is correct. Unless such a condition is detected by a housing manager during an inspection or entry into the resident's unit for maintenance or repairs, JHA has no way of knowing that such a condition exists. According to section 13 (r) of the lease, a resident is required to notify management if the premises are damaged to the extent that conditions are created which are hazardous to life, health, or safety of the occupants. Again, the proposed language imposes no new duties on residents, but merely provides more detail as to what is required.

The final point raised by Jacksonville Area Legal Aid is that the term "unpleasant odors" is a term that is "impossibly subjective". JHA submits that this is simply not so, and that any five-year old child, if asked whether a room smells good or if it smells bad, will give the correct answer one hundred percent of the time. Everybody with normal olfactory nerves can tell whether something smells bad. The example of a manager citing a resident for having a unit that smells too strongly of cleaning products is not to be taken seriously. The Office of General Counsel of the City of Jacksonville will not be filing any cases trying to convince a judge that a resident should be evicted because her unit smells too strongly of Pine Sol.

2) Lease Addendum #15/Housekeeping Standards

JHA appreciates Jacksonville Area Legal Aid's concern that how neatly closets and cabinets are kept are none of its business, but attorneys employed by Jacksonville Area Legal Aid do not manage public housing complexes - housing managers do, and they thought that a statement regarding maintenance of storage areas such as closets and cabinets would be helpful in letting residents know what is expected of them. To put it bluntly, residents are not going to avoid being cautioned about their housekeeping by shoving things in closets and cabinets and thinking that because they have hidden the problem out of sight, they are in compliance. Again, this imposes no new standard on residents - it merely provides more detail and guidance as to what is expected of them.

Jacksonville Area Legal Aid contends that the term "neatness" is overly subjective. JHA responds that this is not so, and that if it became necessary to litigate the question, it has no doubt that if it were to show a judge or jury photographs of a closet or cabinet that it has determined is not being maintained in a neat condition, the trier of fact would have no difficulty making a decision. As far as it being "beyond the bounds of JHA's authority" goes, 24 C. F. R. §966.4 (f) (6) requires JHA to have a provision in its lease stating that residents must keep their units and other areas as may be assigned to them for their exclusive use in a clean and safe condition. The regulation leaves it up to the public housing authority to determine what conditions should be addressed by management. If Jacksonville Area Legal Aid has any legal authority for its contention that requiring residents to keep closets and cabinets neat, JHA would be happy to review it.

3) Live-in Aide Qualifications

Jacksonville Area Legal Aid has objected to JHA's proposal to require that live-in aides be at least 18 years of age or emancipated by the courts. Leaving aside the issue that someone below the age of 18 should be in school and would therefore be unavailable to assist a disabled resident during school hours, JHA has two major concerns in allowing minors to be live-in aides:

a) Because of the laws prohibiting release of juvenile arrest information, JHA would be unable to conduct a thorough background check of the minor. The minor live-in aide might have a string of misdemeanor drug possession and petty theft charges that would not be discoverable by JHA. By allowing this person to be a live-in aide, JHA would be putting other residents at risk.

b) If the parent or guardian of the proposed live-in aide is a resident of public housing or receiving section 8 benefits, they might be receiving child support or social security for that child. The custodial parent or guardian might report that the child is no longer a member of their household and have the income from those benefits excluded from their household income, consequently reducing their rent. Since the child support or social security benefits would not be reported as household income of the resident asking for the live-in aide, that income would not be included in either household's income. By limiting live-in aides to persons over the age of 18, JHA would be preventing residents from "gaming the system" in that regard.

4) Screening Live-in Aides for Previous Financial Dealings with Landlords

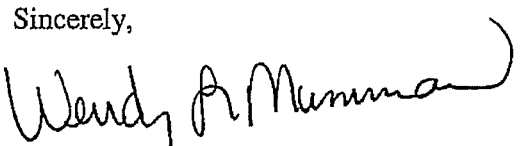
JHA agrees that Jacksonville Area Legal Aid has a valid point, and will not pursue this issue.

5) Public Housing Lease and AOP/Security Deposit Forfeiture

JHA does not intend to get into a point-by-point discussion of the matters raised in Jacksonville Area's Legal Aid's response, but would like to point out that JHA incurs substantial costs every time a unit is turned over - preparing the unit for the next tenant, administrative time in preparing the lease and paperwork for the new resident, manager's time in inspecting the unit and explaining the lease and rules to the subsequent occupant, etc. This is no more than JHA has to do any time a unit is vacated, but by retaining the security deposit in the event that a resident spends less than one year in public housing, it would not have to incur those expenses as frequently, or at least recoup some of the costs when it does have to turn a unit after a resident has been in it less than one year.

Thank you for your consideration.

Sincerely,



Wendy L. Mummaw
Assistant General Counsel

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cc: Ronnie Ferguson
President and CEO
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PHA Plan Elements
PHA Fiscal Year Beginning 10/1/2012

1.0 - 6.0 (a), (b): See PHA Annual Plan form

PHA Plan Elements: Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures; Financial Resources, Rent Determination, Operation and Management; Grievance Procedures; Designated Housing for elderly/disabled families; Community Service/self-sufficiency; Safety/Crime Prevention; Pet Policy; Civil Rights Certification; Fiscal Year Audit; Asset Management ;and Violence Against Women Act procedure follow:

ELIGIBILITY FOR ADMISSION:

A. **Eligibility Requirements:** Applicants falling into the categories listed below will be determined ineligible for admission. This is in accordance with (CFR 960/204-205)
   1. Applicants or any adult family member who has committed fraud in connection with any federal assistance program. The incident of fraud is limited to within five (5) years of the date of application. The specific violation must be documented in writing by the affected agency. The family nonetheless must pay all monies owed to the agency in question prior to final eligibility determination.
   2. Applicants who owe outstanding monies to JHA or another housing authority. Debts older than *five (5)* years should not be used to disqualify an applicant unless they are still lawfully collectible due to interim payments or the existences of a valid judgment lien, which is still in effect. Judgment liens are lawfully collectible for *seven (7)* years.
   3. All applicants under the age of 18 who have not been emancipated by the courts or married.
   4. Applicants whose annual income at the time of admission exceeds the maximum income limits for admission as established by the U.S. Department of Housing and Urban Development.
   5. Applicants who have not provided either verification of social security numbers of all household members.
   6. Applicants or other family members who misrepresent any information related to eligibility, award of preference for admission, income allowances, family composition or any other information requested on the Pre-Application in the application will be determined ineligible for another twelve (12) months after the misrepresentation occurs or the misrepresentation is discovered by the JHA.
   7. Applicants or other family members who use abusive or violent behavior toward any personnel of the Jacksonville Housing Authority will be grounds for your application to be closed. These persons will be determined ineligible for another twelve (12) months after the most recent incident.
   8. An applicant who has been a victim of domestic violence, dating violence, or
      stalking will not be denied admission solely because of that applicant's status as a victim of such violence. In order to qualify for a preference on the waitlist for Domestic Violence, applicants should provide documentation that incidents of domestic violence have occurred within

the past year. Example of required documentation should be in the form of police report, incident report, restraining order, referral from domestic violence shelter, etc.

RESIDENT SELECTION POLICY

Conditions Governing Selection:

1. JHA will give full consideration to its public responsibility for re-housing persons displaced by urban renewal or other government action, or whose homes are made uninhabitable by a natural disaster as determined by JHA.
2. JHA will not, on account of race, color, familial status, religion, sex or National origin, deny to any eligible applicant the opportunity to lease a dwelling suitable to their need in any community of JHA. Additionally, in accordance with Section 504 of the Rehabilitation Act of 1973 and The Age Discrimination Act of 1975, respectively, JHA will not discriminate on account of disability or age.
3. In the selection of residents, there will be no discrimination against Families otherwise eligible for admission because their income is derived in whole or in part from public assistance.
4. In selecting residents from among eligible applicant families of the size and composition appropriate to available dwelling units, JHA will take into consideration the needs of individual families for housing in order to provide a decent home and suitable living environment.
5. Near elderly applicants will be selected for occupancy in the high rises once the elderly and people with disability lists are exhausted.

ADMISSION POLICIES INCLUDING DECONCENTRATION

Occupancy Guidelines: To avoid overcrowding and underhousing, dwelling units are to be leased in a manner in which not more than two persons will be required to occupy a bedroom. In the event, however, there should be units which cannot be filled with families of appropriate size, after all possible efforts have been made to stimulate applications, eligible families of the most nearly appropriate size will be assigned them, with the understanding that the families will be transferred to units of the proper size at the earliest date possible.

The guidelines for range of bedrooms per person, shall be:

	NUMBER OF PERSONS	
NUMBER OF BEDROOMS	MINIMUM	MAXIMUM
0	1	1
1	1	2
2	2	4
3	3	4
4	5	8
5	7	10

1. Every member of the household, regardless of age, is to be counted as a person.
2. The maximum number of persons may be exceeded by one to permit an infant, less than two years of age, to share the parent's bedroom.
3. Dwelling units shall be initially assigned so that persons of opposite sex, other than husband and wife, will not occupy the same bedroom, except for minors under the age of two. The family may choose to initially mix family

members of the opposite sex; however, it would not be eligible for transfer due to underhousing unless its family composition changed.

4. Dwelling units shall be so assigned as not to permit the use of the living room for sleeping purposes.
5. Person of different generations, persons of the opposite sex, and unrelated adults, will not share a bedroom.

6. If a larger unit is required beyond the above noted guidelines, because of a disability of a family member or person associated with the household JHA will accommodate the need with proper documentation.
7. All children anticipated to reside in the dwelling unit, including children expected to be born to pregnant women and children who are temporarily absent from the home due to placement in foster care, military school, or college will be considered in determining bedroom sizes.
8. A live-in care attendant who is not a family member will not be required to share a bedroom with another family member.

When it is found that the size of the unit is no longer suitable for the family in accordance with these guidelines, the family will be required to move as soon as a dwelling of appropriate size becomes available unless policy has temporarily limited relocations.

Needed transfers will take precedence over new admissions unless JHA has temporarily determined that transfers are limiting the ability to provide decent, safe, and sanitary housing. The Resident Advisory Board (RAB) will be given notice of all decisions with regard to changes in policy of transfers.

Income Mix and De-concentration Provisions

Description: The JHA serves families whose income is at or below 80% of the areas median income. This policy is designed to ensure that very low and low-income households are not concentrated in certain developments or in buildings within a development. The JHA will make 40 percent of its public housing units available to families earning at or below, 30 percent of area median income (AMI). This requirement applies to new admissions on an annual basis.

1. **Incentives-** The JHA may offer incentives to encourage eligible higher income families to occupy dwelling units in developments predominantly occupied by very low-income (30% or less than AMI) families and vice versa. The Director of Operations must approve the implementation of these incentives, as necessary.
2. **Mix-income/Site based waiting list** – The JHA will purchase existing apartment complexes to develop mix-income communities. These communities will have a mix income stratification that will ensure dispersion of very low-income families. Very low-income families will make up no more than 25% of the residents living in these communities.
3. **Working Family Preference** – JHA will give a 2 to 1 selection preference to working families on the waiting list, unless the selection of new families earning more than 30% of AMI has exceeded 60% for the current year.

Wait List Procedures

General Procedures:

1. An automated central application pool will be maintained in a manner wherein residents will be selected for appropriate size units in accordance with the preferences set forth in the adopted regulations governing admission, and according to the date and time the application was filed.
2. "Blocks" of applicants will be selected by bedroom size, local preference, and date and time of application.

3. The "block" will be moved to a "ready pool" and checked for compliance with required criteria for admission:
   (a) done by Agency:
      (1) criminal background check
      (2) credit bureau check (for eviction)
   (b) letter sent to applicant requesting:
      (1)landlord reference
   © current income documentation
   (d) submission of all required documents (eg: birth certificate)
   (e) Applicants returning all required information first will be housed first
4. The applicant at the top of the community-wide list will be offered a vacant unit at
   the location containing the largest number of vacancies and/or units ready for occupancy.
   If such offer is refused without cause, the applicant's ranking is changed to reflect date and time of refusal and returned to the bottom of the ready pool list. Upon applicant being given a second choice and refusing without just cause, the file will be closed and the applicant must reapply.
5. If the applicant presents satisfactory evidence that acceptance of any offered unit will result in undue hardship, the refusal shall count as an allowable refusal. Documentation will be maintained in the application file as to the vacancy offered, including location, date and circumstances of the offer and the rejection or acceptance.
6. Under the following circumstance, an applicant would not be considered to have been offered a unit if:
   (a) The unit is not of the proper size and type and the applicant would be able to reside there only temporarily (e.g., a specially designed unit that is awaiting an applicant needing such a unit.)
   (b) The unit contains lead-based paint, and accepting the offer could result In subjecting the applicant's children under seven years of age to lead-based paint poisoning.
   (c) The applicant is unable to move at the time of the offer and presents clear evidence, which substantiates this to JHA satisfaction.
      Examples:
      (1) a doctor verifies that the applicant has just undergone major surgery and needs a period to recuperate;
      (1) a court verifies that the applicant is serving on a jury which has been sequestered.
7. Documentation will be maintained in the application file as to the vacancy offered, including location, date and circumstances of the offer and the reason for the rejection.

2. **Financial Resources** – see June 2011 financial statement

3. **Rent Determination**
   JHA follows current CFR's and procedures for the 50058 in calculation rents and additional procedures follow and are a part of our A&O policy:
   Flat Rent: Rent which is based on the market value of the unit as determined by the JHA. The market rent is the rent charged for comparable units in the private, unassisted rental market at which the JHA could lease the public housing unit after preparation for occupancy. Families choosing flat rents generally will be recertified once every three years, but the JHA reserves the right to conduct such recertification

more frequently. Family composition will be verified annually.
Income-Based Rent: Rent which is based on the family's income as determined by the JHA based on the JHA's rent policies, which may specify a percentage of income, include a schedule of rents, involving depositing a portion of the resident rent to an escrow account, imposing a ceiling on Resident Rents, adopting permissive income deductions, etc. The income-based rent plus any applicable utility allowance will not exceed the total tenant payment (TTP) as determined by the statutory formula. The resident may elect to pay either the flat rent or income-based rent. If flat rent has been selected and there is a loss of family income the resident may elect to revert back to income-based rent. The JHA will provide, through its orientations, individual counseling and written notice, sufficient information to allow families to make an informed choice of rent payment options. The JHA's policies on switching the type of rent in circumstances of financial hardship: If the JHA determines that the family is unable to pay the flat rent because of financial hardship, the JHA will immediately switch the family's rent from flat to income based rent. Once a family switches from flat rent to income-based rent due to financial hardship, and/or when initially selecting income based rent the family must wait until its next annual option to select the type of rent they choose to pay.

4. **Operations and Management**
Each property manager meets with new residents upon signing the lease and at the time of the annual or interim recertification and goes over procedures for making work orders (repairs, etc) during and after normal working hours. Work orders are handled at the site for routine items and plumbing, electrical and hvac repairs are handled by the central office. The annual PHAS process allows JHA track our efficiency and JHA is proud that we continue to maintain a "High Performer" status.

5. **Grievance Procedures**
JHA has a grievance and hearing process in place for all public housing and Section 8 residents. This process is included in our A&O policies and is detailed as follows:
Right to a Hearing: All disputes concerning the obligations of the resident or JHA shall (except as provided in 24 CFR 966.51(a)(2) be resolved in accordance with JHA grievance procedures.
Definitions: Complainant is defined as any resident whose rights, duties welfare or status are or may be adversely affected by JHA action or failure to act, and who files a grievance or complaint with JHA with respect to such action or failure to act. Grievance or complaint is defined as any dispute with respect to JHA action or failure to act in accordance with lease requirements, or any JHA action or failure to act involving interpretation or application of the JHA's regulations, policies or procedures which affects the rights, duties, welfare or status of the complainant.
Exclusions of Certain Evictions from the Grievance Procedure: When JHA seeks to terminate the lease of a resident, JHA may exclude from the administrative grievance procedure any termination of tenancy that involves:
Any criminal activity which threatens the health, safety, or peaceful enjoyment of the premises by other residents or employees of the public housing agency; or any violent or drug related criminal activity on or off the public housing premises; or knowingly harbor fugitives from the law.
Or;

Drug related criminal activity. In such cases JHA may file an eviction action after terminating the tenancy by giving the resident a seven (7) day notice of termination specifying the non-compliance and advising the tenant that a judicial action for eviction will be commenced by JHA at the expiration of the seven (7) day period.

6. **Designated Housing for Elderly and Disabled Families.**
JHA provides a preference during the application process for the elderly and disabled household(s). JHA has six (6) high rise communities (Brentwood Lakes, Centennial Tower, Oaks at Durkeeville, Hogan Creek and Twin Towers, which is approximately 780 units) that house the majority of our elderly and disabled residents. A dedicated Service Coordinator with the Resident Services Department is available to assist these residents with any social services the may need or want. In addition to these communities, 504/ADA accommodations have been provided at all of our communities and an existing resident will be transferred to a 504 unit or their unit will be modified as we are able.

7. **Community Service and Self-Sufficiency**

JHA is proud to have several communities that have been redeveloped with HOPE VI grants. These communities are: Fairway Oaks, Oaks at Durkeeville and Brentwood Lakes. All of these communities provide early learning facilities for residents and the surrounding neighborhood, computer labs and other training opportunities including homeownership educations that is provided by our Resident Services Department. Section 8 residents also have access to these resident initiatives. Our Resident Services Department continues to seek out additional grants to enhance their services to our residents in both of our programs.

8. **Safety and Crime Prevention**
JHA has a full-time Crime Prevention Coordinator with the Resident Services Department. This employee is also the liaison with a special police division that is dedicated to our communities. In addition to this staff member, several of our senior and other staff are active in the Police Athletic League. JHA is also partnering with the Jacksonville Sheriffs office Crime Free Housing Initiative and the first phase of training has been completed. Phase two is scheduled for August 2009 and the program will be fully operational before the current fiscal year ends. This initiative is also available to apartment complexes in the private section that are available to our housing choice voucher participants.

9. **Pet Policy**

JHA has a pet policy which is part of the A&O policies and our PHA lease. A portion of this policy follows and the complete policy can be found the above-mentioned documents that are also included with the Annual Plan Submission.

1. A pet application must be obtained from the rental office and approved by the rental office before the pet is obtained.

*2. A pet security deposit of $200.00 (refundable, less pet damages) is required for Pet ownership in all residence other than the Oaks of Durkeeville. There will be a $300.00 pet security deposit for carpeted units and a $200.00 pet security deposit for non-carpeted units at the Oaks of Durkeeville to thoroughly clean floors and/or replace carpeted areas when a dog or cat owner moves out. All pet rules must be complied with prior to pet move-in. There is a limit of one dog or cat per household and the pet security deposit only applies to dogs and cats.

3. All dog or cat owners must submit to the property manager an up-to-date

Immunization record from a qualified veterinarian and must display a current license tag and pet ID tag for said pet(s). Immunization records and pet license tags are to be re-certified at the time of the pet owners application and re-certification. Pet owners must submit a photograph of the pet to the property manager within seven (7) days of the pet's arrival on the premises.

4. All other pets are prohibited from Public Housing. Prohibited pets include but are not limited to: snakes, pigs, spiders, lizards, iguanas, pit bulls, dogs and cats exceeding 20 pounds at maturity, and farm, wild, or exotic animals.

***Does not apply to animals that are authorized to assist persons with disabilities.**

10. Civil Rights Certification

JHA is proud to make this annual certification that this agency confirms with title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and the title II of the Americans with Disabilities Act of 1990, and will continue affirmatively further fair housing in the Jacksonville area of northeast Florida. A copy of the Civil Rights Certification form HUD-50077-CR is included with the Certification documents. As our resolution #2012-JHA-08.

11. Fiscal Year Audit

A copy of JHA's most recently complete audit is made a part of this submission.

12. Asset Management

JHA has implemented this program and has taken all steps necessary to be in full compliance with this U.S. HUD mandated program in the time frame established for full implementation. JHA has also assisted the local Jacksonville Field Office in their preparation for the necessary audit phase of the process.

13. Violence Against Women Act (VAWA)
DOMESTIC VIOLENCE POLICY

The Jacksonville Housing Authority is committed to ensuring that residents are safe in public housing communities. It is the intent of JHA to assist families who are victims of domestic violence to maintain their safety while residing in public housing.
Any resident who believes that he or she is a victim of victim of domestic violence, dating violence or stalking is seriously encouraged to report any incidents of such violence or stalking to his or her respective management office, and submit a confidential form describing such violence. In accordance with the Violence Against Women Act, JHA will not mail such forms in order to protect the privacy of the victim.

Pursuant to the violence Against Women Act, recently made applicable to JHS housing, JHA agrees that the following policy's will guide its actions.
The JHA will not deny admission to a person, or terminate benefits to a participant, based solely upon a person's status as a victim of domestic violence, dating violence or stalking.
Victim's of victim of domestic violence, dating violence or stalking are entitled to an exemption from the "one strike" criminal eviction rule in that an incident of actual or threatened victim of domestic violence, dating violence or stalking does not qualify as a "serious or repeated lease violation", or a "good cause" for terminating the housing rights of the victim and non-offending family members.

Additionally, JHA may bifurcate the lease and terminate the rights of the perpetrator, while allowing the victim and non-offending family members to remain in the unit. JHA will also continue to consider victim of domestic violence, dating violence or stalking as a basis of for seeking a transfer to another public housing community.
JHA will comply with VAWA by providing notice to tenants advising them that: Criminal activity directly relating to victim of domestic violence, dating violence or stalking engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be cause for termination of the tenancy or occupancy rights, it the tenant or an immediate member of the tenant's family is the victim or threatened victim of that victim of domestic violence, dating violence or stalking ; an incident or incidents of actual or threatened victim of domestic violence, dating violence or stalking will not be construed as a serious or repeated violation of this lease by the victim or threatened victim of that violence and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence; and that a new confidentiality rules govern the disclosure of information under the law.
If a resident raises the status of being a victim of victim of domestic violence, dating violence or stalking, or JHA has cause to believe that an incident in question may be a cause of domestic violence, JHA may request in writing that the individual certify via the Certification of Domestic Violence, Dating Violence, or Stalking Form that the incident or incidents are bona fide incidents which meet the requirements for VAWA protections. JHA staff may confer VAWA benefits without requiring the filling out of the Certification of Domestic Violence, Dating Violence, or Stalking Form.

JHA will also honor court orders that address the rights of, access to, or control the property.

7. HOPE VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs and Project-based Vouchers.

See Form

8. Capital Improvements
The required forms are attached with this submission.

9. Housing Needs
See form

10. See form

11. Required Submission documents
These forms and documents are attached with this submission

Jacksonville Housing Authority
Public Housing Dwelling Lease
Effective 10/01/2012

Jacksonville Housing Authority
Dwelling Lease

Client No. _____

Section 1. Parties

The Jacksonville Housing Authority (hereinafter sometimes referred as "us," "we," or "JHA") does hereby lease _____ (hereinafter referred to as "you" or "yours"), Unit Number _____ located at _____ and consisting of ____ bedrooms.

Section 2. Term

The initial term of this agreement shall begin on _____and end at midnight on _____. Upon expiration of the term, this lease shall be automatically renewed for successive terms of one year unless terminated by JHA or you in accordance with Section 22.

Section 3. Household Members

You may only permit the following persons to occupy this unit:

Name	Sex	SSN	Birth Date	Relationship to Head of Household

Section 4. Rent

You agree to pay _____ per month as the beginning rental amount. Included in your rent is a utility allowance of _____. You understand that the unit is subsidized and rents are based upon HUD regulations. You agree that rent may be changed during the term of this lease in accordance with Section 10.

Rent will remain in effect unless adjusted in accordance with Section 6 and 10 herein. If your lease was effective after the first day of the month, we have prorated the rent for the first month. If the final period of your tenancy is less than a full month, and you have given us proper notice of your intent to vacate as described in Section 22(A), you shall only be responsible for a prorated share of the rent for that month.

Rent is due and payable on the first (1st) day of each month and shall be considered delinquent after the fifth (5th) business day of the month. Any payment received after 5:00 pm shall be considered to have been made on the following day. If you have not paid rent by the fifth (5th) business day of the month, you will be sent a delinquent rent notice, and you will be charged a late fee of twenty dollars ($20.00). If rent is not paid by the expiration date on the delinquent rent notice, your file will be referred to legal counsel for the purpose of filing an eviction complaint with the courts.

All payments must be made at the Manager's Office in the community you live in; payments in the form of personal check or money order payable to "Jacksonville Housing Authority" will be accepted. Payments made by a third party in the form of a personal check will not be accepted unless from a payee agency. No cash is accepted at any location.

Section 5. Appliances

A stove and refrigerator will be furnished by us without additional cost. You agree to clean and maintain the appliances and to use them in your unit for the purpose intended.

Section 6. Utilities

Residents of some public housing communities are responsible to arrange for and maintain utility service(s) in their unit. If you are responsible for any utilities, you must make contact with the appropriate utility company for utility service(s) and maintain such service(s) during the term of your occupancy. Failure to maintain utility service(s) shall be considered a violation of this lease. Such contract(s) is solely between you and the utility company. If you are responsible to arrange for and maintain utilities for your unit, you are required to sign Addendum #14 of this Lease.

Section 7. Keys and Locks

We agree to provide two (2) keys to you for your unit upon execution of this Lease. You agree to return these keys when you vacate the unit. If you fail to do so, your account will be charged for either an additional key copy or a new lock in accordance with the Resident Charge List. If you fail to return one key, you will be charged for a new key plus labor for changing the lock. Due to health and safety issues, you agree not to install additional or different locks, bars, or gates on any door or window in the unit.

The Jacksonville Housing Authority must perform all lock services and must maintain a master key to all units.

Section 8. Condition of Dwelling Unit at Initial Occupancy

At the time of initial occupancy or when transferring into a new unit, you agree that you have inspected the unit and find the unit is safe, clean, and in good condition except as indicated on the Unit Inspection Report attached to and made part of the Lease. You also agree that all appliances and equipment are in good working condition and there is no requirement for JHA to decorate, improve, alter, or repair the unit or any of its contents except as noted on the Unit Inspection Report. This Unit Inspection Report will be signed by you and a JHA representative. A copy will be given to you immediately after the signing and an additional copy shall be retained in your resident folder. JHA will also inspect the unit when you vacate and will furnish you with a statement of any charges

for maintenance and repair beyond normal wear and tear. JHA shall provide you with the opportunity to participate in this inspection, unless you have vacated without proper notice to JHA.

ection 9. Security Deposit

You agree to pay a security deposit of $100 upon the signing of this lease unless this lease is for a unit in Brentwood, in which case you agree to pay a security deposit of $200. (This will not apply to relocated residents initially returning to Brentwood who will pay the original $100 security deposit.) We agree to accept, retain, and return this security deposit in a manner consistent with HUD regulations and state laws. You agree and understand that this security deposit will not be applied toward rent or other amounts due under this lease during your tenancy.

At the termination of this lease, we may use the security deposit to pay unpaid rent, the cost of repairs due to intentional or negligent acts by you or your guest, any collection fees, attorney's fees and court costs caused by your failure to pay rent, make repairs, or any other charges due from you, your household, or guests. A written statement of charges to be deducted, if any, will be given to you.

The Security Deposit will be returned, after adjustments have been made, including consideration of the following:

A. Your first full year of tenancy has been completed;
B. At least 30 days written notice, but no more than 60 days as specified in Section 22'
C. All rent and payments due for excess electric or repair charges are paid;
D. The dwelling and equipment are left in clean condition; and
E. The keys to the unit are received by JHA.

ection 10. Redetermination of Rent, Eligibility, and Unit size

Redetermination of your rent, eligibility and unit size shall be made at least once a year in accordance with federal regulations. You agree to provide, by the date specified, a signed statement giving accurate information as to household composition, ages, income, employment, assets of members of the household and any other information necessary for us to determine whether the rent should be changed, the dwelling size is still appropriate, and you are still eligible. This determination will be in accordance with the approved Admission and Occupancy Policy (A.O.P.), Schedule of Rents, and Income and Occupancy Limits, which shall be furnished to you upon request.

A. Rent as stated in Section 4 hereof shall remain in effect until revised through annual reexamination or unless:
    1. Your family composition changes or you have a change in income which would justify a reduction or increase in rent pursuant to the Schedule of Rents. A change in family composition or increase or decrease in income or financial condition (i.e., change in job status, increase or decrease in child support, child care expense, medical expenses, etc.) must be reported to your community manager in writing ten (10) days of its occurrence.
    2. If it is found that you have misrepresented the facts upon which rent is based, so that the rent you are paying is less than what should have been charged, we will increase the rent retroactively and may terminate the lease. Such increase shall be due and payable when billed.
    3. Directives are issued by the Federal Government that the Admissions & Occupancy Policy or method of computing rent must be changed.

B. If any rent adjustment is required, a written notice will be provided to you by JHA pursuant to Section 18. The notice shall become an attachment to the Lease and shall amend Section 4. With rent decreases, the adjustment shall become effective the first day of the month following the day which you notified us to the change in your situation which would justify a rent decrease. With rent increases, the adjustment shall become effective the first day of the second month following receipt of information, unless the rent increase results from resident's failure to provide necessary documentation in a timely manner or from a finding of intentional misrepresentation under Section 10A (2).
C. If we determine that the size of the dwelling unit is no longer appropriate, you agree to transfer to an appropriate size unit upon notice by us that such a dwelling unit is available. You shall be responsible for all expenses incurred in the move. A new lease shall be executed (see Section 16). You will remain eligible for continued assistance unless we terminate or do not renew your lease as set forth in Section 22.

Section 11. Obligation to Repay

If you submit false or incomplete information on any application, annual, interim reexamination, or if you fail to abide by the interim reporting requirements contained in Section 10A (1) and, as a result, are charged rent less than the amount required by HUD, you agree to pay the difference between what you are charged and the current rent. This amount is due upon receipt of written notification sent to you by JHA which details the retroactive charge. You are not required to pay undercharges in rent due solely to our failure to calculate your rent properly. If you are found to have intentionally submitted false information, you may be subjected to eviction proceedings.

If for any reason, JHA turns your debt over to a collection agency, the additional cost of the collection agency will be passed on to the resident. Thirty (30) days after your move-out JHA reserves the right to send unpaid debts or debts without current repayment agreements to a collection agency. The resident will incur an additional cost not to exceed 50% of the entire or remaining debt.

Section 12. Resident's Rights to Use and Occupy Premises

A. You shall have the right to exclusive use and occupancy of the leased premises which shall include reasonable accommodations of your guest or visitors and, with the consent of us, may include care of foster children, foster adults, or live-in care for a member of your family.
B. JHA residents shall not engage in a business or profit making activities within their unit or on JHA property.

Section 13. Resident and Member(s) of the Household Obligations

You agree:

A. Not to assign, sublet, or transfer possession of the unit nor provide accommodation to boarders or lodgers.
B. Not to use or permit the use of the dwelling unit for any purpose other than as a private dwelling unit solely for yourself and members of the household as named in Section 3. This does not prohibit you from providing reasonable accommodations for guests or visitors. We reserve the right to exclude certain guests and visitors who will not be conducive to maintaining the complex in a decent, safe, and sanitary condition. As used herein, the term "guest" shall mean a person temporarily staying in the unit with the consent of a resident or

other member of the household who has expressed or implied authority to do so on behalf of the resident. The dwelling unit must be the family's primary residence. No guest may spend more than fourteen (14) days in the dwelling unit within a six (6)-month period without written consent of JHA. A resident cannot leave their unit vacant for a period in excess of three (3) months. A resident who is absent from the unit for a period of more than thirty (30) days may be considered to have vacated the unit under Florida Law. Extenuating circumstances will be considered with the proper documentation. If you must be absent from your unit for a period of more than thirty (30) days, you must notify your housing manager of such absence and remain current with your rent in addition to maintaining utility service(s), if you are required to maintain such service(s). If you have no rental obligation, you must still notify your manager and maintain utility service(s). If you are absent from your unit for a period in excess of three (3) months, your lease will be subject to termination after written notice from the manager.

C. Not to make repairs or alterations to the dwelling; not install or store any appliance such as air conditioners, refrigerator, freezers, dryers, television aerials, etc. without prior written consent of JHA.

D. Not to keep animals or pets in family developments other than caged birds or fish except in accordance with the Pet Policy attached hereto.

E. To abide by necessary and reasonable regulations as may be set forth by us for the benefit and well being of the housing complex and its residents which shall be posted in the manager's office and which are, by this reference, incorporated in this lease. Any proposed modifications to these rules will be posted 30 days prior to their effective date.

F. To comply with all obligations imposed upon residents by applicable provisions of building and housing codes materially affecting health and safety.

G. To keep the premises in a clean, decent, safe, and sanitary condition and maintain electric, water, gas, and sewer service, if it is your responsibility to maintain such utilities. Residents of Scattered Site Public Housing shall be responsible for maintaining their lawns; this includes mowing, trimming, and removing all debris. Also maintain the common areas in a clean, safe, and sanitary condition. The Resident Council at each JHA development reserves the right to impose a charge of $25.00 if residents do not adequately dispose of liter and garbage. Before the implementation of this litter/garbage charge, residents will be given a 30 (thirty) day notice and an opportunity to comment and will sign an addenda to their lease agreement.

H. For Scattered Sites residents only, to dispose of all ashes, garbage, rubbish, and other waste from the premises in a sanitary and safe manner. Ashes, garbage, waste, or other rubbish must be kept in a tight-fitting container and set out only on garbage pick-up days.

I. To use electrical, plumbing, sanitary, heating, ventilating, air conditioning, other facilities and appurtenances including elevators, in a reasonable manner.

J. To use reasonable care in the operation and maintenance of the smoke alarm and be responsible for reporting any problems with the smoke alarm.

K. To refrain from and to cause your household members and guests to refrain from destroying, defacing, damaging, or removing any part of the premises or community.

L. To pay reasonable charges (other than normal wear and tear) for damages caused by you, your household, or guests. Charges shall become due and collectible two (2) weeks after the JHA gives written notice of the charges.

M. To conduct yourself and to cause members of your household and guests to conduct themselves in such a manner as: (1) not to disturb other residents' peaceful enjoyment of their accommodations, community facilities, and other areas of JHA's property; (2) to refrain from and not permit illegal or other activity which would impair the physical or social environment of your complex, community facilities, and other areas of JHA's property (3) to refrain from the illegal use or illegal possession of firearms and/or other offensive weapons, as defined by the

laws and courts of the State of Florida, anywhere on JHA's property; and (4) to act in such a way as to be conducive to maintaining the complex, community facilities, and other areas of JHA's property in a decent, safe, and sanitary condition.

N. To assure that you, members of your household, and guests shall not: (1) engage in any criminal activity that threatens the health, safety, or peaceful enjoyment of the premises by other residents of JHA or employees of JHA or (2) engage in any violent or drug-related criminal activity on or off the premises or (3) knowingly harbor fugitives from the law.

O. To assure that no other person under the tenant's control engages in: (1) any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other resident; (2) any drug-related criminal activity on the premises. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered as a serious or repeated violation of the lease by the victim of that violence.

P. To assure that neither you nor any member of your household engages in an abuse or pattern of abuse of alcohol that affects the health, safety, or right to peaceful enjoyment of the premises by other residents of JHA or employees of JHA.

Q. To refrain from and cause members of your household and guests (as defined herein), to refrain from acting or speaking in an abusive or threatening manner to other residents of JHA or employees of JHA.

R. To notify us immediately if the premises are damaged to the extent that conditions are created which are hazardous to life, health, or safety of the occupants.

S. To permit us entry to your unit to perform repairs and make inspection in accordance with Section 17.

T. To park vehicles in authorized parking areas only. Vehicles must be operable and have current tags. If a vehicle is inoperable or does not have current tags, the owner or head of household will be given a written notice giving ten (10) days to either have such condition corrected or have the vehicle moved from the premises. Should the owner or head of household fail to either correct such condition or move the vehicle from the premises within ten (10) days, we may have the vehicle towed off the premises at your expense. We shall notify you in writing of the location to which the vehicle has been towed by the end of the business day on which it has been removed.

U. Upon vacating the unit, you are responsible for the unit and equipment therein until the keys are received by staff of JHA.

V. If there are minor children who are members of the household, they must comply with the JHA Truancy and Curfew Policy attached to and made a part of this lease.

W. The use of B-B guns or pellet guns on JHA property, or the possession of such guns in any common area of JHA property by anyone less than 18 years of age, is prohibited. The head of household of any minor found in violation of this provision will receive a seven (7)-day notice to cure. If the minor or any other minor in the household is found in violation of this provision during the twelve (12) months following a notice to cure, the resident's lease will be terminated.

X. If you would like to have a satellite dish or cable installed for use in your unit, you must make a written request to your community manager. Installation and location of satellite dish and cable lines must be approved by community manager prior to installation. NO SATELLITE DISHES will be permitted to be attached to JHA buildings.

Y. No outdoor cooking within ten (10) feet of the building, under any coverings (i.e., balconies, hallways, breezeways, or patios) due to health, safety, and fire hazards. See your community manager for designated areas at your community.

Z. No open containers or drinking of alcoholic beverages in the common areas of any JHA property.

AA. To assure that you, members of your household, and your guests shall not unreasonably obstruct, or otherwise hinder other residents or JHA staff from using the common areas of ingress and egress, such as parking lots, sidewalks, stairways, breezeways, lobbies, hallways, etc.

BB. All children must play in designated areas only. See your community manager for specific locations. No child age 12 or under shall be left without supervision or arrangement appropriate for the child's age or mental condition.

CC. All pool and playground areas are play at your own risk.

DD. No garbage bags or trashcans are to be stored on the patios, porches, beside the unit, etc. All trash must be inside the dumpsters located on all sites, except Scattered Sites.

EE. The legal or illegal possession of firearms and/or other offensive weapons, as defined by the laws and courts of the State of Florida, in any common areas of JHA property or in the office is prohibited.

FF. Vehicles with an excessive fluid leak (oil, transmission fluid, radiator, etc.) will not be parked within the physical boundaries of the property at any time. Any vehicle with an excessive fluid leak will be removed from the property within 48 hours upon written notification from management. The resident(s) in the Lease will be responsible for any cleaning and/or damages to the parking lot surface. Residents will be responsible for the costs incurred in cleaning or repairing any damage caused by leaking vehicle, including vehicles belonging to their guests and visitors. Residents held responsible under this section shall reimburse JHA for costs incurred within two weeks of receipt of notice of such costs.

GG. All guests in the following communities are required to present a federal or state issued, non-expired picture identification card to sign in and out with each visit at the security guard station: Brentwood Faith Building, Centennial Towers, Hogan Creek Towers, Oaks at Durkeeville Hope Building, and Twin Towers.

Section 14. Management Obligations

We Agree:

A. To maintain the premises, buildings, facilities, and common areas (except for the common areas of Scattered Site Public Housing as provided in Section 13 (G)) in a clean, decent, safe, and sanitary condition.

B. To supply running water, reasonable amounts of hot water, and reasonable amounts of heat at appropriate times of the year, except where heat or hot water is generated by an installation within the exclusive control of you and supplied by a direct utility connection.

C. To maintain in good, safe, working order and condition electrical, plumbing, sanitary, heating, ventilating, and other facilities and appurtenances, including elevators, supplied by JHA.

D. To provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of an individual resident family) for the deposit of garbage, rubbish, and other waste removed from the premises by you.

E. To make necessary repairs to the premises in a prompt, efficient, and workmanlike manner.

F. To comply with requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety.

G. If repairs of a defect that is hazardous to life, health, and safety are not made, and JHA does not offer a temporary alternative accommodation to you within five (5) days of your reporting to JHA, except in circumstances beyond our control, then your rent shall abate proportionately to the degree of damage during the entire period of the existence of such defect while you are

residing in the unrepaired dwelling. Rent shall not abate if you reject reasonable, alternative, temporary accommodations, or if damages are caused by you, your household, or guest(s).

H. To notify you of the specific grounds for any proposed adverse action by JHA. (Such adverse action includes, but is not limited to, proposed lease termination, transfer to another unit, or imposition of charges for maintenance and repair or for excess consumption of utilities).

I. JHA management and staff will refrain from acting or speaking in an abusive or threatening manner to JHA residents.

Section 15. Restrictions on Alterations

After the execution of this Lease, you agree not to do any of the following without our written permission:

A. Change or remove any part of the appliances, fixtures, or equipment that belongs to JHA;
B. Paint, install wallpaper, contact paper, or floor covering anywhere in the unit; (This shall include but not limited to decorative wall paintings, such as feather painting and sponging);
C. Attach awnings, window guards, or burglar bars in the unit;
D. Attach or place any fixtures, signs, or fences on the building, common areas, or grounds;
E. Install any additional shelving, fixtures, doors or make any other permanent improvements to the property;
F. Install or store washing machines, clothes dryers, dishwashers, freezers, air conditioners, or any other major appliances in the unit without prior written consent of JHA. (Residents should discuss the purchase of major appliances with their manager prior to buying or renting these items, as many of them will not be able to operate properly on the utility service provided);
G. Place any aerials, antennas, cable, or other electrical connections on the unit or building without an approved written request in advance of installation. NO satellite dish(s) will be attached to the building or unit in any way.
H. Fire burning heaters are strictly forbidden;
I. Place water beds in upstairs bedrooms.
J. No wading, kiddie, or inflatable pools with or without water in them are allowed to be left out over night or after use due to health and safety precautions.

Section 16. Size of Dwelling Unit

You understand that federal regulations permit us to assign units according to the size of the household and the age, sex, and relationship of household members. You agree to transfer to an appropriate size dwelling unit if we determine at an annual or interim re-examination that such a transfer is necessary to correct an overcrowded or over-housed situation and a unit is currently available. We will notify you in writing when an appropriate unit becomes available and inform you of the location and size of the unit. You must decide whether to accept the unit within five (5) days, unless you can demonstrate, to our satisfaction, that you have good cause for refusing that offer. You will have five (5) days to complete the move. Upon your transfer, you agree to execute a new lease and all corresponding Lease Addendums.

Section 17. Inspections

A. JHA and you, or your representative, shall inspect the premises prior to occupancy by you. JHA shall furnish you with a written statement of the condition of the premises, the dwelling unit, and equipment provided with the unit. This statement shall be signed by JHA and you and another copy retained in your resident's folder.
B. When you vacate the unit, JHA shall inspect the unit and furnish you with a written statement of any charges for which you are responsible. You and/or your representative may join in such inspection.
C. You agree that, upon reasonable notification, a duly authorized agent or representative of JHA shall be permitted to enter the dwelling unit during reasonable hours to perform routine inspections, maintenance, improvements, repairs, or to show the dwelling unit. A written statement delivered to the premises at least two (2) days before such entry shall be considered

reasonable advance notification. The written statement shall state the date when the entry to the dwelling unit will occur. However, JHA shall have the right to enter Resident's dwelling without prior notice to you if we believe that an emergency exists, which requires such entrance. If you and all adult members of your household are absent from the premises at time of entry, we shall leave a written statement specifying the date, time, and purpose of entry.

Section 18. Legal Notices

Any notice required hereunder shall be sufficient if delivered in writing to you personally, to an adult member of your household residing in the dwelling unit, or if sent by prepaid First Class Mail properly addressed. Notice to JHA must be in writing, either delivered to a JHA employee at the management office of the complex in which you reside or at the Central Office of JHA by prepaid First Class Mail properly addressed to Housing Management Division at 1300 North Broad Street, Jacksonville, Florida 32202.

Section 19. Posted Notices

Schedules of special charges for services, repairs, utilities, rules, and regulations shall be publicly posted in the complex office and shall be furnished to you on request. Schedules, rules, and regulation may be modified by JHA provided that sixty (60) days written notice is given to each affected resident setting forth the proposed modification, the reasons therefore, and providing you an opportunity to present written comments which shall be taken into consideration by JHA prior to the proposed modification becoming effective. Such notice shall be posted in three (3) conspicuous places within each complex.

Section 20. Community and Social Service Involvement

The resident(s) shall be subject to the requirements of the "Community Service and Self-Sufficiency Requirements for Public Housing" contained in the Community Service Lease Addendum, which is attached to and made part of this lease agreement.

The JHA requires that the non-exempt family members complete and submit a monthly report of their community service to the rental office no later than the fifth (5th) working day of each month (see Community Service Addendum).

Section 21. Transfers

In addition to transfers under Section 16, JHA shall have the right to transfer you to another unit of equivalent size, either in the same complex or another complex owned by JHA, in the event that you are involved in a situation in which a resident's peaceful enjoyment of his or her accommodations has been disrupted and has not responded to intervention by management.

Upon your acceptance of a transfer offer you have five (5) days in which to complete your transfer move. When you are transferred or move into another JHA unit, you hereby acknowledge that the execution of a new lease is a result of either modernization or another authorized transfer purpose. In consideration of your being relocated, you and JHA agree that all obligations, causes of action claims, and defenses existing under the previous lease are hereby preserved and incorporated into this Lease.

Family members age 18 and older who move from the dwelling unit to establish new households shall be removed from the lease. The tenant must notify JHA of the move-out within ten (10) days of this occurrence. These individuals may not be readmitted to the unit if an additional bedroom will be needed. JHA will encourage this relative to apply as a new applicant for placement on the waiting list. Medical hardship or other extenuating circumstances will be considered by JHA in making exceptions under this paragraph.

You agree that if it is determined by the JHA you were in default under the prior lease, we shall have the right to seek your eviction from the present leased unit and to obtain possession thereof.

A transfer fee of $200 ($50 which is non-refundable) for administration fees for approved optional transfers plus any damages beyond normal wear and tear may be assessed.

Section 22. Termination of Lease

A. The Lease may be terminated by you at any time by giving thirty (30) days written notice as specified in Section 18. You agree to leave the unit in a clean and good condition, normal wear and tear expected, to return all keys to the management office, and to provide us with a forwarding address.
B. We will not terminate or refuse to renew this Lease other than for violation of the terms of this Lease which include but are not limited to:
    1. Discovery after admission of facts that made you ineligible for Admission;
    2. Discovery of material false statements or fraud by you in connection with an application for assistance or with reexamination of income or household composition;
    3. Failure to accept JHA's offer of a lease revision to an existing Lease in accordance with 24 CFR 966.4(1);
    4. JHA may terminate your tenancy if you are fleeing to avoid prosecution or custody or confinement after conviction of a crime, or attempt to commit a crime that is a felony under the laws of the place from which you are fleeing, or in the case of the State of New Jersey, is a high misdemeanor, or violating a condition of probation or parole under Federal or state law. JHA may terminate your lease if it determines that a household member is illegally using a drug or if it determines that a pattern of illegal use of a drug interferes with health, safety, or right to peaceful enjoyment of the premises by other residents (24 CFR 966.4).
C. Lease Termination Notice – If we elect to terminate this Lease, we will do so only in accordance with HUD regulations and state laws. We may evict you from your unit only by bringing an action before a court of law. You will be notified in writing of the reason(s) for hearing or trial. You may review any of our documents, records, or regulations that are directly relevant to the termination. You have the right to have copies of documents made at your expense and the right to request a grievance hearing in accordance with the Grievance Procedure, if applicable.
D. If you are entitled to a grievance hearing, this lease will not terminate (even if the notice to terminate under state law has expired) until the grievance process has been completed.
E. Termination of the lease shall be as follows:
    1. We shall give fourteen (14) days written notice of termination if said termination is caused by your failure to pay rent.
    2. We shall give (7) days written notice of termination, if there is (1) criminal activity which threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of JHA; or (2) any drug-related activity occurring on or off the premises by you, members of your household, or guests or on the premises by other

persons under your control; or (3) if you or any member or your household has been convicted of a felony.

3. We shall give (10) day written notice in all other cases.

F. Such notice of termination may be given on any day of the month.

G. You and JHA have the right to represent their respective interests in court in connection with eviction actions. If our action to evict you is upheld, we have the right to recover possession of the unit in the manner prescribed by state law.

H. Residents affected by mandatory relocation or displacement as identified in the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Program (49 CFR Part 24), must comply with a ninety (90) day written notice to vacate the premises or be subject to eviction per the Uniform Relocation Assistance & Real Property Acquisition Act.

I. JHA may terminate the tenancy of a lawful occupant or tenant who engages in criminal acts of violence to a family member or others without evicting victimized lawful occupants.

Section 23. Grievance Procedure

All disputes concerning the obligations of you or JHA shall be processed and resolved pursuant to the Grievance Procedure in effect. The Grievance Procedure will be given to each resident, as well as posted in the complex office.

Except if terminated under Section 13(n), all grievances or appeals arising from this Lease concerning obligations of either party shall be processed and resolved in accordance with the Grievance Procedure in effect at the time of the grievance or appeal arises. You will be provided with appropriate notice of an opportunity for a hearing in accordance with the Grievance Procedure. If you re entitled to a grievance hearing pursuant to the Grievance Procedure, JHA will not take any action against you until the time for you to request a grievance hearing has expired and (if a hearing was timely requested by you) the grievance process has been completed. Changes in the Grievance Procedure may be made from time to time provided that we give you and resident organizations at least thirty (30) days notice and an opportunity to provide written comments. All written comments received shall be considered.

Section 24. Accommodations of Persons with Disabilities

If you have a disability or any member of your household listed on this Lease has a disability, JHA shall provide reasonable accommodation to the extent necessary to provide this individual with an opportunity to use and occupy the unit in a manner equal to all other residents. You may request, at any time during your residency, that JHA provide reasonable accommodation, so that you can meet lease requirements or other requirements of tenancy.

Section 25. Remedies are Cumulative

All remedies afforded to us under this Lease shall be deemed cumulative as provided under state law.

Section 26. Attachments to and Documents which are part of this Lease Agreement

Lease Addendum No. 1: Drug and Crime Free Public Housing
.ease Addendum No. 2a: Agreement of Community Service & Economic Self Sufficiency
Lease Addendum No. 2b: Community Service & Economic Self Sufficiency Exemptions
Lease Addendum No. 3: Pet Policy
Lease Addendum No. 4: Trespass Policy
Lease Addendum No. 5: Self-Sufficiency (for Oaks of Durkeeville and Brentwood Park residents)
Lease Addendum No. 6: Truancy and Curfew Policy
Lease Addendum No. 7: Personal Property Disposition
Lease Addendum No. 8: Appliance Safety
Lease Addendum No. 9: Housing Quality Unit Inspection Report
Lease Addendum No. 10: Mold and Mildew Information
Lease Addendum No. 11: Radon Gas
Lease Addendum No. 12: Tax Credit Properties
Lease Addendum No. 13: Live-in Aide
Lease Addendum No. 14: Responsibility to Maintain Utility Service
Lease Addendum No. 15: Housekeeping

Although the Rent Collection Policy, Transfer Policy, Resident Charge List, and Grievance Procedure are not physically attached to this Lease, the provisions contained therein are incorporated herein by reference and you agree by the signing of this Lease, to be bound by the provisions contained in these documents. Copies of the Rent Collection Policy, Transfer Policy, Resident Charge List, and Grievance Procedure are available for your review at each Management Office of JHA. Each Resident and Resident Organization shall receive a copy of the Grievance Procedure. You may btain copies of other policies upon request.

Section 27. Changes

This Lease, together with any addenda, referenced attachments, or documents now in effect and from time to time amended are evidence of the entire agreement between you and us. No change to this Lease shall be made except in writing, as an addendum to this Lease, dated and signed by you and our authorized representative, except that changes may be made to rent, household composition, Rules and Regulations, and JHA policies and procedures, as specified here in.

Changes in the form of lease may be made from time to time provided that we shall give to all Residents and Resident Organizations at lease thirty (30) days notice of proposed change(s) and an opportunity for presentation of written comments. All written comments made by the residents and Resident Organizations regarding the proposed changes shall be taken into consideration by JHA before they become effective.

In the event that any changes are made to this lease pursuant to this section, all residents shall be required to execute a copy of this lease as revised or amended within thirty (30) days of being presented with the revised or amended lease.

IN WITNESS WHEREOF, the parties have executed this Lease Agreement this ___ day of _____, at Jacksonville, Florida, upon receipt of the agreed initial payment.

By: _____
Head of Household's signature

By: _____
Head of Household's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Spouse/Co-Tenant's name

By: _____
Household Member over 18 yrs. old signature

By: _____
Household Member over 18 yrs. old name

By: _____
JHA Representative's signature

By: _____
JHA Representative's name

By: _____
Household Member over 18 yrs. old signature

By: _____
Household Member over 18 yrs. old name

By: _____
Household Member over 18 yrs .old signature

By: _____
Household Member over 18 yrs. old name

Lease Addendum #1: Drug and Crime Free Public Housing

In consideration of the execution of renewal of the lease for the dwelling unit identified in the Dwelling ease, JHA and resident agree as follows:

1. The resident, any member of the resident's household, a guest, a visitor, or other persons under your control shall not engage in criminal activity in common areas or on the grounds that threaten the health, safety, or right to peaceful enjoyment of other tenants or employees of JHA or any drug-related criminal activity on or off the premises.
2. The resident, any member of the resident's household, a guest, a visitor, or other persons under your control shall not engage in any act intended to facilitate criminal activity which threatens the health, safety, or right to peaceful enjoyment of other tenants or employees of JHA or any drug-related criminal activity on or off the premises.
3. The resident, or any member of the resident's household, will not permit the dwelling unit to be used for or to facilitate criminal activity which threatens the health, safety, or right to peaceful enjoyment of the residents or employees of JHA or drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest or visitor.
4. The resident or any of the resident's household will not engage in the illegal manufacture, sales, distribution, use, or possession of illegal drugs at any location, whether on or off the premises.
5. The resident, any member of the resident's household, a guest, a visitor, or other persons under your control shall not engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms on or near the premises and developments.
6. Violation of any of the above provisions shall be a material violation of the Lease and good cause for termination of residency. A single violation of any of the provisions of this addendum shall be deemed a serious violation and material noncompliance with the Lease.
7. It is understood and agreed that a single violation shall be good cause for termination of this Lease and that proof of any of the violations named above shall not require an arrest or criminal conviction, but shall be by a preponderance of the evidence.
8. This Lease Addendum is incorporated into the Dwelling Lease executed or renewed this day between JHA and resident.

By: _____
Head of Household's signature

By: _____
JHA Representative's signature

By: _____
Head of Household's name

By: _____
JHA Representative's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Household Member over 18 yrs. old signature

By: _____
Spouse/Co-Tenant's name

By: _____
Household Member over 18 yrs. old name

By: _____
Household Member over 18 yrs. old signature

By: _____
Household Member over 18 yrs .old signature

By: _____
Household Member over 18 yrs. old name

By: _____
Household Member over 18 yrs. old name

Lease Addendum #2a: Agreement of Community Service & Economic Self Sufficiency

Beginning October 2000, Public Housing residents were required to comply with Section 12 of the Quality Housing and Work Responsibility Act of 1998. Regulations for this provision are provided in 24 CFR Subpart F 960.600-609. This act was enforced for 2001, suspended for 2002, and has now been reinstated for the 2003 fiscal year.

Beginning October 1, 2003, each Public Housing adult family member, unless exempt (see attached list of exemptions) must contribute 8 hours per month of community service, participate in an economic self-sufficiency program for 8 hours a month, or 8 hours a month of combined contribution. Political activity is not considered community service.

Community service must be verifiable, non paid volunteer service to the community. A list of suggested activities may be obtained from the community staff or Resident Services. Each non-exempt adult family member is required to provide the Manager's Office written and verifiable proof that they have fulfilled their community service or economic self-sufficiency requirement by the fifth (5th) working day of each month for the service they completed the proceeding month.

Any adult member who has not fulfilled their obligation of community service or who has not provided written third (3rd) party verification that such service was provided, will be issued a letter of non-compliance. This letter will briefly describe the non-compliance and notify the resident that the lease will not be renewed at the end of the twelve (12)-month term unless the family member enters into a written agreement to make up the additional missed hours over the next twelve (12) months. All other members of the family who are subject to the service requirement must be currently complying with the service requirements or provide written verifiable proof that the non-complying adult member is no longer residing in the unit. The lease may not be renewed if you or any other family member has violated the service agreement.

You may request a grievance hearing regarding any action that JHA may take to enforce this regulation. You may also exercise any available judicial remedy to set aside any JHA action of non-renewal of the lease because of such determination of non-compliance.

☐ I hereby acknowledge that I am not exempt from performing the community service or economic self-sufficiency requirements as specified above. (See attached list.)

☐ I hereby declare that I am exempt from performing the community service or economic self-sufficiency requirements as prescribed by exemption number ____ listed on the attached list of exemptions. I also acknowledge that if my situation changes and I am no longer exempt, I understand that I will be required to perform any remaining months of community service or economic self-sufficiency as specified above. (See attached list.)

By: _____
Head of Household's signature

By: _____
JHA Representative's signature

By: _____
Head of Household's name

By: _____
JHA Representative's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Household Member over 18 yrs. old signature

Lease Addendum #2b: Community Service & Economic Self Sufficiency Exemptions

The public housing tenants exempt from the community service and economic self-sufficiency exemptions are those persons who are:

A. Exempted from the community work requirements are all adults:
   a. Who are age 62 or older;
   b. Who are blind or disabled or primary caretaker of such individual if requested by the adult resident with a disability as a reasonable accommodation for their disability;
   c. Who are employed or who are engaged in work activities as defined by the WAGES program or who are exempt from being engaged in work activity as defined by the WAGES program, one parent of a newborn infant (under 90 days of age), SSI recipient or applicant going through the process of approval for SSI or SS disability benefits; adult responsible for the care of a parent or child with a disability who needs 24 hour care CFR 24 Sub. Paragraph 960.601

B. Is engaged in "work activity" for a weekly minimum of (20) twenty hours or full time student or job training status such as:
   a. Employment
   b. On the job training
   c. Vocational educational training (not to exceed twelve months with respect to any individual); education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalence or in a course of study leading to a certificate of general equivalence.

JHA Initial _____
Head of Household Initial _____

Lease Addendum #3: Pet Policy (Page 1 of 2)

1. Before the pet is obtained, a pet application must be approved by management and the pet deposit must be paid in full. Applications for pets can be obtained from the rental office.
2. A security deposit of $250.00 is required for pet ownership for pet ownership in all residences. $ 200 of the deposit is refundable less pet damage at move-out or when the pet is removed. $50 is a non-refundable nominal fee. There is a limit of one dog or one cat per household. The pet deposit only applies to dogs and cats.
3. All dog or cat owners must submit to the property manager an up-to-date immunization record from a qualified veterinarian and must display a current license tag and pet ID tag for said pet(s). Immunization records and pet license tags are to be re-certified at the time of the pet owner's application and re-certification. Pet owners must submit a photograph of the pet to the property manager within seven days of the pet's arrival on the premises. If no such photograph is submitted, the pet owner agrees to allow management to take a photograph. If the pet owner fails to submit a photograph or make the pet available for a photograph by management, the pet owner will be sent a notice to comply within seven days. Failure to comply with the notice will be grounds for termination of the pet owner's lease.
4. Pet owners with a dog or cat must make appropriate arrangements when work needs to be performed in the unit by JHA staff such as unit inspections and maintenance work. The pet owner must either be home or arrange for the pet to be contained or removed from the unit. Pet owners will be responsible for all damages to JHA property by their pet.
5. Flea control must be maintained at all times.
   Dogs and cats will be allowed with the following provisions:
   a. Dogs and cats must not exceed 20 pounds at maturity; exception seeing eye dogs.
   b. Animals must be kept in the resident's unit.
   c. Animals must be on a leash and under the owner's control at all times
   d. Pets should not at anytime be left unattended, and on a leash or similar device connected to clothesline, pole or any object outdoors.
6. The pet owners agree to be responsible for all damages to JHA property caused by their pets. Residents must sign a statement assigning responsibility to no less than two persons to care for pet(s) if owner dies, is incapacitated or is otherwise unable to care for the pet.

7.* Pets may include only a small domesticated dog or cat not more than 20 pounds at maturity, gerbils, hamsters, and small turtles. Birds shall not exceed 5 pounds. Turtles and fish must be kept in an aquarium. Birds, gerbils and hamsters must be kept in a cage.

8. All other pets are prohibited from Public Housing. Prohibited pets include but are not limited to: snakes, pigs, spiders, lizards, iguanas, pit bulls, dogs and cats exceeding 20 pounds at maturity, and farm, wild, or exotic animals.

JHA Initial _____
Head of Household Initial _____

Lease Addendum #3: Pet Policy (Page 2 of 2)

9. For sanitary reasons there will be a designated area on the premises for pet exercise. Pet owners must properly clean up and dispose of all removable pet waste. Failure to do so will result in the resident being charge a $25.00 fee for each clean up performed by the Housing Management maintenance staff.

10. Pet(s) must be neutered/spayed and in good health. Pets must be free of diseases such as mange. If it is discovered that a pet is suffering from a disease, the owner will have a seven-day notice to have the condition cured, and must bring written evidence from a veterinarian that the condition is being treated. Failure to submit such evidence will be grounds for termination of the resident's lease unless the resident removes the pet from the premises. Pets cannot be taken to common areas of the community such as the playground, laundry room or office. Pets are not allowed in the lobby except when passing through the lobby is necessary to access units or to exit the building. Pets must be restrained on a leash or similar device at all times while outside the unit. Otherwise, pets must be kept in the unit.

11. A pet owner is in violation of the city ordinance on animal control when his/her animal causes objectionable noises, odors, destroys or damages the property of others.

12. Pet owners must comply with all JHA/Housing Management Division, State of Florida, and federal regulations on animal regulatory laws and ordinances regarding licensing or registration requirements.

13. Residents in violation of any of this policy may result in the termination of lease and grounds for eviction.

*Does not apply to animals that are authorized to assist persons with disabilities.
**The pet deposit applies only to dogs and cats.

By: _____
Head of Household's signature

By: _____
JHA Representative's signature

By: _____
Head of Household's name

By: _____
JHA Representative's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Household Member over 18 yrs. old signature

By: _____
Spouse/Co-Tenant's name

By: _____
Household Member over 18 yrs. old name

Lease Addendum #4: Trespass Policy

The Jacksonville Housing Authority shall enforce its right to exclude certain guests and visitors set forth in Section 13 (b) of the Dwelling Lease in accordance with the Trespass Policy attached to and made a part of the Dwelling Lease, and you agree to be bound by the terms of said policy.

If a visitor to the premises has received a trespass notice and is admitted to a resident's unit, that resident will receive a written warning that if the trespassed visitor is admitted to the resident's unit again during the following twelve (12) months, the resident's lease will be subject to termination.

By: _____
Head of Household's signature

By: _____
Head of Household's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Spouse/Co-Tenant's name

By: _____
JHA Representative's signature

By: _____
JHA Representative's name

By: _____
Household Member over 18 yrs. old signature

By: _____
Household Member over 18 yrs. old name

Lease Addendum #5: Self-Sufficiency (for Oaks of Durkeeville and Brentwood Lake residents)
(Page 1 of 2)

'he Jacksonville Housing Authority (JHA) and you understand and agree as follows:

Oaks at Durkeeville:
Your admission and continued occupancy at The Oaks of Durkeeville is subject to you qualifying for the Self-Sufficiency Program. In order to qualify, you must be either:

a) a full-time student (carrying a subject load that is considered full-time for students under the standards and practices of the educational institution you attend,
b) employed with an average of twenty (25) hours per week, or
c) elderly or a person with a disability.

1. If your status as a full-time student changes, or your employment status changes so that you are not employed an average of twenty (25) hours per week, you agree to notify the Oaks of Durkeeville in writing within (ten) 10 days of such change to obtain a referral to the Hope VI Social & Supportive Services Program. *In accordance with the JHA Resident Responsibilities Addendum, if you fail to report such change in writing within ten (10) days of change, you may be charged with fraud under Chapter 414.39 and/or Section 1001 or Title 18 of the United States Code.*
2. In the event you become unemployed or your fulltime student status changes, you must enroll and participate in the Hope VI Social & Supportive Services Program. You will have a maximum of ninety (90) days within a one (1) year period to secure employment (average of twenty (25) per week) or enroll in a full-time post-secondary education program. *The maximum ninety (90) days to secure employment or enrollment in post-secondary education can be used consecutively or on an as needed basis within a one (1) year period.*
3. If you cannot comply with the terms of this Lease Addendum, you will not be allowed to reside at The Oaks at Durkeeville, and agree to transfer to another public housing site, assigned by the Jacksonville Housing Authority, at your own expense within five (5) days of notification of your transfer. JHA will provide at least a thirty (30) day notice to the resident prior to the required move.
4. You understand that if you fail to notify JHA of a change in status as required by this Lease Addendum or you refuse to move after being informed that another unit is available, JHA may terminate your lease.

Brentwood Lake:
Your admission and continued occupancy at Brentwood Lake Apartments is subject to you qualifying for the Self-Sufficiency Program and Low Income Housing Tax Credit rules and regulations. In order to qualify, you must be either:

a) The household cannot consisting entirely of full-time students unless:
   - All members of the household are married and are entitled to file a joint tax return
   - The household consists of single parent(s) and their child (or children), and no one in the household is a dependant of a third party
   - At least one member of the household receives assistance under Title IV of the Social Security Act (i.e., TANF)
   - At least one member of the household is participating in an officially sanctioned job training program such as those funded under the Workforce Investment Act (WIA)

JHA Initial _____
Head of Household Initial _____

b) employed with an average of twenty (25) hours per week, or
c) elderly or a person with a disability.

1. If your status as a full-time student changes, or your employment status changes so that you are not employed an average of twenty (25) hours per week, you agree to notify the Brentwood Lake Housing Manager in writing within (ten) 10 days of such change to obtain a referral to the Hope VI Social & Supportive Services Program. *In accordance with the JHA Resident Responsibilities Addendum, if you fail to report such change in writing within ten (10) days of change, you may be charged with fraud under Chapter 414.39 and/or Section 1001 or Title 18 of the United States Code.*
2. In the event you become unemployed or your fulltime student status changes, you must enroll and participate in the Hope VI Social & Supportive Services Program. You will have a maximum of ninety (90) days within a one (1) year period to secure employment (average of twenty (25) hours–per week) or enroll in a full-time post-secondary education program. *The maximum ninety (90) days to secure employment or enrollment in post-secondary education can be used consecutively or on an as needed basis within a one (1) year period.*
3. If you cannot comply with the terms of this Lease Addendum, you will not be allowed to reside at Brentwood Lakes, and agree to transfer to another public housing site, assigned by the Jacksonville Housing Authority, at your own expense within five (5) days of notification of your transfer. JHA will provide at least a thirty (30) day notice to the resident prior to the required move.
4. You understand that if you fail to notify JHA of a change in status as required by this Lease Addendum or you refuse to move after being informed that another unit is available, JHA may terminate your lease.

This Lease Addendum for Self-Sufficiency will supersede any conflicting provisions in the Lease or the Admissions and Occupancy Policy.

By: _____
Head of Household's signature

By: _____
JHA Representative's signature

By: _____
Head of Household's name

By: _____
JHA Representative's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Household Member over 18 yrs. old signature

By: _____
Spouse/Co-Tenant's name

By: _____
Household Member over 18 yrs. old name

Lease Addendum #6: Truancy and Curfew Policy

Truancy

The following shall be considered events of truancy: A minor child who is a member of the resident's household is picked up by police officers between the hours of 9:00 a.m., and 2:00 p.m., on the grounds of the housing complex, and the police officers determine that such minor child has no valid reason for absence from school.

A resident is referred to the Attendance Intervention Team or the State Attorney as a result of failure to attend school as required under School District Attendance Policy.

If the housing manager is advised that either of the two above events have occurred, the resident will be issued a truancy notice, and warned that if, during the next twelve months, the minor child who is the subject of the warning is picked up by police officers between the hours of 9:00 a.m. and 2:00 p.m. on the grounds of the housing complex and the police officer determine that such minor child has no valid reason for absence from school, the resident's lease will be cancelled without another warning notice being given.

Curfew

If a minor child who is a member of the resident's household is picked up by the police in violation of the local curfew ordinance on the premises of the housing complex, the resident shall be issued a curfew notice and warned that a subsequent violation of the curfew ordinance during the following twelve (12) months will be considered grounds for termination of the resident's lease. Should a subsequent curfew violation occur on the premises during the following twelve (12) months, the resident's lease will be cancelled without another warning being given.

Jacksonville, Florida Curfew under 18 years old
11 p.m. – 5 a.m., Sunday thru Thursday
1 a.m. – 6 a.m., Friday thru Saturday

By: _____
Head of Household's signature

By: _____
JHA Representative's signature

By: _____
Head of Household's name

By: _____
JHA Representative's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Household Member over 18 yrs. old signature

By: _____
Spouse/Co-Tenant's name

By: _____
Household Member over 18 yrs. old name

Lease Addendum # 7: Personal Property Disposition

The landlord shall not be liable for storage or disposition of the personal property in the dwelling unit occupied by the undersigned head of household or any member of his/her household, upon surrender or abandonment of the dwelling unit.

Contact Information: It is the resident's responsibility to update the contact information.

Upon my death or incapacitation, I direct the JHA to forward any and all of my personal property (including, but not limited to, security deposits, furniture, vehicle, etc.) to:

Name/Relationship	Address	Phone#
Name/Relationship	Address	Phone#

If such individuals are deceased, incapacitated, or otherwise unavailable, I understand that any and all of my property may be disposed of according to state law.

By: _____
Head of Household's signature

By: _____
JHA Representative's signature

By: _____
Head of Household's name

By: _____
JHA Representative's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Household Member over 18 yrs. old signature

By: _____
Spouse/Co-Tenant's name

By: _____
Household Member over 18 yrs. old name

Lease Addendum #8: Appliance Safety

'he Jacksonville Housing Authority is responsible for all maintenance and service to appliances. Residents should not attempt to repair, service or adjust any appliance. Therefore, if any repairs or adjustments are required, you must report this to the Management Office. IT IS ALSO PROHIBITED TO ADJUST THE WATER TEMPERATURE ON THE HOT WATER HEATER. If such adjustments are needed, the management will effect them.

You hereby acknowledge that you understand the above statement and that violation of such is a violation of the Lease, which may result in the cancellation of your Lease.

This Addendum for Appliance Safety is hereby incorporated into the Dwelling Lease.

By: _____
Head of Household's signature

By: _____
JHA Representative's signature

By: _____
Head of Household's name

By: _____
JHA Representative's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Household Member over 18 yrs. old signature

By: _____
Spouse/Co-Tenant's name

By: _____
Household Member over 18 yrs. old name

Lease Addendum #9: Inspection Report

HOUSING QUALITY UNIT INSPECTION

Sample

Commun _____ Unit # _____ Inspection Date _____

Unit Add _____ Type _____

Resident's Name _____ Pass ____ Fail ____ I _____

Resident's _____ JHA R ignat _____

Room or Area	P	F	I	Comments	Work Order#
LIVING ROOM					
Electric					
Security					
Windows/Screens					
Ceiling					
Walls					
Floor					
KITCHEN					
Electric					
Security					
Windows/Screens					
Ceiling					
Walls					
Floor					
Stove					
Refrigerator					
Sink					
Food Storage/Prep					
BATHROOM #1					
Electric					
Security					
Windows/Vent					
Ceiling					
Walls/Tile					
Floor					
Toilet					
Sink					
Tub/Shower					
BEDROOM					
Electric					
Security					
Windows/Screens					
Ceiling					
Walls					
Floor					
Closet					
ROOM					
Electric					
Security					
Windows/Screens					
Ceiling					
Walls					
Floor					
Closet					
ROOM					
Electric					
Security					
Windows/Screens					
Ceiling					
Walls					
Floor					
Closet					

P=Pass F=Fail I=Inconclusive

PART 1 OF 2

JHA Initial _____

Head of Household Initial _____

Lease Addendum #10: Mold and Mildew Information (Page 1 of 3)

MOLD: Mold is found virtually everywhere in our environment-both indoors and outdoors and both new and old structures. Molds are naturally occurring microscopic organisms, which reproduce by spores and have existed practically from the beginning of time. All of us have lived with mold spores all our lives. Without molds we would all be struggling with large amounts of dead organic matter. Mold breaks down organic matter in the environment and uses the end product for its food. Mold spores (like plant pollen) spread through the air and are commonly transported by shoes, clothing and other materials. When excess moisture is present inside a dwelling, mold can grow. There is conflicting scientific evidence as to what constitutes a sufficient accumulation of mold which could lead to adverse health effects. Nonetheless appropriate precautions need to be taken.

THE RESIDENT IS ABLE TO HELP ALLIEVATE MOLD BY PERFORMING THE FOLLOWING STEPS:

- Provide appropriate climate control and take other measures to retard and prevent mold and mildew from accumulating in the Unit. Resident agrees to use all air-conditioning in a reasonable manner and use heating systems in moderation, and to keep the Unit properly ventilated by periodically opening windows to allow circulation of fresh air during dry weather only. Resident agrees not to block or cover any of the heating, ventilation or air-conditioning ducts in the Unit.
- Keep Unit clean – particularly the kitchen, the bathroom(s), carpets and floors. Regular vacuuming, mopping and using a household cleaner to clean hard surfaces is important to remove the household dirt and debris that harbor mold or food for mold. Immediately throw away moldy food.
- Remove visible moisture accumulation on windows, walls, dealings, floors and other surfaces as soon as reasonably possible. Look for leaks in washing machine hoses and discharge lines-especially if the leak is large enough for water to infiltrate into nearby walls.
- When showering, be sure to keep the shower curtain inside the tub or full close the shower doors. Also, the experts recommend that after taking a shower or bath: (1) wipe moisture off of shower walls, shower doors, the bath tub and the bathroom floor; (2) leave the bathroom door open until all moisture on the mirrors and bathroom walls and tile surfaces has dissipated; and (3) hang up towels and bath mats so they will completely dry out. Turn on any exhaust fans in the bathroom and kitchen before showering or cooking with open pots.
- Keep blinds 1 to 2 inches above the windowsill to allow air circulation behind blinds; use ceiling fans if present, and replace air filters according to management rules.
- If small areas of mold have already occurred on no-porous surfaces (such as ceramic tile, formica, vinyl flooring, metal, wood or plastic), and the mold is not due to an ongoing leak or moisture problem, the federal Environmental Protection Agency (EPA) recommends that the area is first cleaned with soap (or detergent) and water, let the surface dry, and then within 24 hours apply a pre-mixed, spray-on type household biocide, such as Lysol Disinfectant, Pine-Sol Disinfectant, Tilex Mildew Remover or Clorox Clean. (Note: Only a few of the common household cleaners will actually kill mold.) Tilex and Clorox contain bleach, which can discolor or stain. Be sure to follow the instruction on the container. Applying biocides without first cleaning away the dirt and oils from the surface is like painting over old paint without first cleaning and preparing the surface.
- Always clean and apply a biocide to an area 5 or 6 times larger than any visible mold because mold may be adjacent in quantities not yet visible to the naked eye. A cleaner with a high-efficiency particulate air (HEPA) filter can be used to help remove non-visible mold products from porous items such as fibers in sofas, chairs, drapes and carpets-provided the fibers are completely dry. Machine washing or dry cleaning will remove mold from clothes.

JHA Initial _____
Head of Household Initial _____

Lease Addendum #10: Mold and Mildew Information (Page 2 of 3)

RESIDENT SHALL IMMEDIATELY REPORT TO MANAGEMENT BY USING THE JHA WORK ORDER PROCESS:

- Any air conditioning or heating system problems discovered.
- Rainwater leaking from roofs, windows, doors and outside walls, as well as flood waters rising above floor level.
- Overflows from showers, bathtubs, toilets, lavatories, sinks, washing machines, dehumidifiers, refrigerator or a/c drip pans or clogged up a/c condensation lines.
- Leaks from plumbing lines or fixtures and leaks into walls from bad or missing grouting/caulking around showers, tubs, and sinks.
- Washing machine hose leaks, plant-watering overflows, pet urine, cooking spills, beverage spills and steam from excessive open pot cooking.
- Leaks from clothes dryer discharge vents (which can put lots of moisture into the air); and
- Insufficient drying of carpets, carpet pads, shower walls and bathroom floors.
- Any evidence of a water leak or excessive moisture in the Unit as well as in any storage room, garage or other common area.
- Evidence of mold or mildew-like growth in the Unit that cannot be removed simply by applying a common household cleaner and wiping the area.
- Musty odors, shower/bath/sink/toilet overflows
- Any inoperable doors or windows
- Discoloration of walls, baseboards, doors, window frames, or ceilings
- Moldy clothing

  Moisture dripping from or around any vents, air conditioning condenser lines

Management will respond in accordance with the state law and the Lease to repair or remedy if necessary.

RELOCATION: Please understand that if mold is detected in your Unit, JHA may, at its discretion and its cost, temporarily relocate you to a comparable, furnished apartment or a hotel while the JHA evaluates, and if the JHA deems necessary, corrects the problem. Your signature below indicates your agreement that the JHA may temporarily relocate you to a comparable furnished apartment or a hotel under such circumstances.

TERMINATION OF TENANCY: Resident understands that a persistent mold and mildew condition in the unit may lead to termination of the lease.

INSPECTIONS: Resident agrees that JHA and their agent may conduct inspections of the Unit at any time with a written 48 hour notice.

VIOLATION OF ADDENDUM: Resident further agrees that Resident shall be responsible for damage to the Unit, Resident's property and the Apartments as well as personal injury to Resident and occupants resulting from Resident's failure to comply with the terms of this Addendum. Noncompliance includes, but is not limited to, Resident(s)' failure to report any mold, mildew or moisture problem through the Jacksonville Housing Authority's work order process. Resident shall indemnify and hold Owner and Owner's agent harmless from and against all damages and injuries to person and property as a result of Resident's failure to comply with the terms of this Addendum.

JHA Initial _____
Head of Household Initial _____

Lease Addendum #10: Mold and Mildew Information (Page 3 of 3)

EASE: This Addendum is in addition to and made a part of the Lease and in the event there is a conflict between the Lease and this Addendum, the provision of this Addendum shall govern. Except as specifically stated herein, all other terms and conditions of the Lease shall remain unchanged. Any term that is capitalized but not defined in this Addendum shall have the same meaning for purposes of this Addendum as it has for purposes of the Lease.

By: _____
Head of Household's signature

By: _____
JHA Representative's signature

By: _____
Head of Household's name

By: _____
JHA Representative's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Household Member over 18 yrs. old signature

By: _____
Spouse/Co-Tenant's name

By: _____
Household Member over 18 yrs. old name

Lease Addendum #11: Radon Gas

Ve are required by Florida Statute 404.056 (8) to give the following information to you.

"Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit."

By: _____
Head of Household's signature

By: _____
JHA Representative's signature

By: _____
Head of Household's name

By: _____
JHA Representative's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Household Member over 18 yrs. old signature

By: _____
Spouse/Co-Tenant's name

By: _____
Household Member over 18 yrs. old name

Lease Addendum #12: Tax Credit Properties

'ublic Housing units located at a Tax Credit property are subject to Section 42 of the Internal Revenue Code of 1986 as amended (Section 42). These properties will include Lindsey Terrace Apartments and Brentwood Lakes Apartments. The following policies will be in effect for each of these properties:

Lindsey Terrace

In order for a family to be eligible for residency at Lindsey Terrace, the gross annual income for the household cannot exceed 60% of the Area Median Income (AMI) at their initial move-in. This determination will be re-verified on-site just prior to move-in and may require additional documentation as required by Section 42.

Tax credit recertification will be required once per year in addition to Public Housing recertification. At the time of the family's annual Tax Credit recertification, the gross annual income for the household cannot exceed 140% of the current income limits (60% of AMI). If the household's income limit exceeds this amount, they will not be able to renew their lease with Lindsey Terrace. They will, however, be offered a transfer to a Public Housing property not subject to Tax Credit regulations.

Brentwood Lakes

In order for a family to be eligible for residency at Brentwood Lakes, the gross annual income for the household cannot exceed 50% of the Area Median Income (AMI) at their initial move-in. This determination will be revivified on-site just prior to move-in and may require additional documentation as required by Section 42.

Tax credit recertification will be required once per year in addition to Public Housing recertification. At the time of the family's annual Tax Credit recertification, the gross annual income for the household cannot exceed 140% of the current income limits (50% of AMI). If the household's income limit exceeds this amount, they will not be able to renew their lease with Brentwood Lakes. They will, however, be offered a transfer to a Public Housing property not subject to Tax Credit regulations.

By: _____
Head of Household's signature

By: _____
JHA Representative's signature

By: _____
Head of Household's name

By: _____
JHA Representative's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Household Member over 18 yrs. old signature

By: _____
Spouse/Co-Tenant's name

By: _____
Household Member over 18 yrs. Old

Lease Addendum #13: Live-in Aide

I hereby certify that I am a live-in aide and meet all of the following requirements:

- I must be at least 18 years of age or have been emancipated by the court.
- I reside with a person(s) with a disability or an elderly person (s) (as defined by HUD),
- I am not obligated for the support of the person (s), and
- I would not be living in this unit except to provide support services.

I understand that I am not a leaseholder at _____, and that I
Unit Address
have no rights to the unit. In the event that the person to whom I am providing services no longer lives in the unit, I understand that I have no rights to the unit and must vacate the premises immediately.

While I am providing assistance to _____, I agree to abide by the
Resident's Name
House Rules of the Jacksonville Housing Authority.

_____	_____
Live-in Aide's Name (PRINT)	Social Security Number
_____	_____
.ive-in Aide's Signature	Date
_____	_____
Representative of JHA	Date

Lease Addendum #14 – Responsibility to Maintain Utility Service

According to Section 6 and 13(g) of this lease, it is your responsibility to arrange for and maintain utility service in your unit. You are hereby notified that residents of (*insert name of community*) are required to maintain utility service. Failure to do so will be considered a violation of your lease, and may be grounds for termination of your lease and eviction from Public Housing.

By: _____
Head of Household's signature

By: _____
Head of Household's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Spouse/Co-Tenant's name

By: _____
JHA Representative's signature

By: _____
JHA Representative's name

By: _____
Household Member over 18 yrs. old signature

By: _____
Household Member over 18 yrs. Old

Lease Addendum #15: Housekeeping

HOUSEKEEPING STANDARDS INSIDE THE DWELLING

General --

(1) Walls: should be clean, free of dirt, grease, holes, cobwebs, and stains.
(2) Floors: should be clean, clear, dry and free of hazards.
(3) Ceilings: should be clean and free of cobwebs.
(4) Windows: should be clean and not nailed shut. Shades or blinds should be intact.
(5) Woodwork: should be clean, free of dust, gouges, or scratches.
(6) Doors: should be clean, free of grease and stains. Doorstops should be present. Locks should work.
(7) Heating units: should be dusted and access uncluttered.
(8) Trash: shall be disposed of properly and not left in the unit.
(9) Entire unit should be free of rodent or insect infestation.
(10) Clothes must be hung in closets neatly or placed in drawers. All closet doors must be able to operate properly without interference from any contents inside the closets.
(11) All windows must be covered appropriately. Sheets, blankets, aluminum foil, or other unauthorized items are not acceptable window coverings
(12) Odors: Indoor spaces must be free from high levels of sewer gas, fuel gas, mold, mildew, other harmful pollutants, or unpleasant odors.

Kitchen --

(1) Stove: should be clean and free of food and grease.
(2) Refrigerator: should be clean. Freezer door should close properly and freezer have no more than one inch of ice.
(3) Cabinets: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs.
(4) Exhaust Fan: should be free of excessive grease and dust.
(5) Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
(6) Food storage areas: should be neat and clean without spilled food.
(7) Trash/garbage: should be stored in a covered container until removed to the disposal area.

Bathroom --

(1) Toilet and tank: should be clean and odor free.
(2) Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
(3) Lavatory: should be clean
(4) Exhaust fans: should be free of excessive dust.
(5) Floor should be clean and dry.

Storage Areas --

(1) Linen closet: should be neat and clean.
(2) Other closets: should be neat and clean. No highly volatile or flammable materials should be stored in the unit.
(3) Other storage areas: should be clean, neat and free of hazards.

HOUSEKEEPING STANDARDS OUTSIDE THE DWELLING

The following standards apply to families living in scattered site developments only:

(1) Yards: should be free of debris, trash, and abandoned cars.
(2) Porches (front and rear): should be clean and free of hazards. Any items stored on the porch shall not impede access to the unit.
(3) Steps (front and rear): should be clean, and free of hazards.
(4) Sidewalks: should be clean and free of hazards.
(5) Storm doors: should be clean, with glass or screens intact.
(6) Parking lot: should be free of abandoned cars. There should be no car repairs in the lots.
(7) Hallways: should be clean and free of hazards.
(8) Stairwells: should be clean and uncluttered.
(9) Laundry areas: should be clean and neat. Remove lint from dryers after each use.
(10) Utility room: should be free of debris, motor vehicle parts, and flammable materials.
(11) Lawns should be mowed, raked, and edged. Clippings, leaves and debris should be removed and deposited in the proper receptacle.
(12) Flower beds should be weeded.

By: _____
Head of Household's signature

By: _____
Head of Household's name

By: _____
Spouse/Co-Tenant's signature

By: _____
Spouse/Co-Tenant's name

By: _____
JHA Representative's signature

By: _____
JHA Representative's name

By: _____
Household Member over 18 yrs. old signature

By: _____
Household Member over 18 yrs. old name

Jacksonville Housing Authority
Public Housing Admin & Occupancy Policy
Effective 10/01/2012

Jacksonville Housing Authority
Housing Management Division

ADMISSION AND OCCUPANCY POLICY

Effective 10/01/2012

Valerie C. Chritton
Chair

Ronnie A. Ferguson
President & CEO

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PRELUDE

This is the Admissions and Occupancy Policy for the Jacksonville Housing Authority. The policy is effective October 1, 2012, and is based on the Federal Code of Regulations, with consideration of commentary made by the Resident Advisory Board and Legal Aid.

The purpose of this policy is to provide general guidelines for applicant eligibility as well as public housing operations. Although the Jacksonville Housing Authority has outlined procedures and policies to respond to critical every day issues, this policy may not be all inclusive. Issues not specifically covered in this policy will be governed by the Code of Federal Regulations.

A copy of this Admissions and Occupancy Policy is available for review in all Property Management offices and the Jacksonville Housing Authority's administrative office located at 1300 Broad Street, Jacksonville, FL 32202.

SECTION I – DEFINITION OF TERMS

1. **Child care Expenses:** Amounts anticipated to be paid by the family for the care of children under thirteen years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his/her education or to actively seek employment (24CFR 5.603 and 24CFR 5.611(a)). The amount deducted shall not exceed the amount of income received for such employment, and only to the extent such amounts are not reimbursed.

2. **Dependent:** A family member other than, the head of household or spouse, foster child or live-in-attendant, who is:

    A. Under 18 years of age; or
    B. If 18 years of age or older:
        a. A person with a disability, or
        b. Full time student.

3. **Drug-related Criminal Activity:** Includes the felonious manufacture, sale or distribution, or the possession with the intent to sell manufacture or distribute a controlled substance. Such use or possession must have occurred within five (5) years prior to the date that JHA notified the applicant of its intent to deny admission or termination of assistance.

4. **Elderly Family/Elderly Person:** A family head or spouse or sole member who is at least sixty-two (62) years of age.

5. **Near-Elderly Person:** A person who is at least fifty (50) years of age.

6. **Family:** 24 CFR 5.403 – (FR Notice 02/03/12)
   A family is defined as a single person or two (2) or more persons related by blood (including father of child(ren) in the household) or marriage or who have demonstrated a stable relationship and who live regularly together in the same dwelling unit. "Family" can also be defined as a person who is elderly, disabled, displaced, the remaining member of an assisted family, or as a homeless individual.

   Further, a family can be two (2) or more persons not related who are elderly or have a disability.

    a. A stable relationship is defined as persons who have lived together as a family Documentation of a stable family relationship will include, but is not limited to:

        - Leases or other evidence of prior cohabitation
        - Joint bank accounts or other financial transactions
        - Driver's licenses showing the same address
        - W-2 forms or tax returns with the same address.
        - Credit report showing relationship

One source of proof will be required. Notarized affidavits are not acceptable documentation for a stable relationship.

b. The Head of Household must be at least eighteen (18) years of age to qualify; however, the housing authority may waive the age requirement for minors with hardship problems if the minor has been emancipated by the court or marriage. A pregnant, single household member is considered a family.

c. The above definition of "family" does not exclude persons living alone during the temporary absence of a family member who will later live regularly as part of the family.

7. **Full-time Student:** A person carrying a subject load that is considered full-time for students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

8. **Head of Household:** That member of the group who is held responsible and accountable for the family.

9. **Informal Administrative Hearing (Applicant):** An informal administrative hearing is conducted when requested by an applicant in relation to their ineligibility. Ineligibility is determined when an applicant does not meet the eligibility requirements as established by federal regulations or when an applicant's personal profile, i.e. criminal history, credit check, landlord reference or bankruptcy determines him/her ineligible for occupancy. An independent hearing officer will hear the informal hearing.

10. **Informal Administrative Hearing (Resident):** An informal administrative hearing is conducted when a resident has filed a written or oral complaint (24CFR 966.54). The site manager and supervisor will schedule the hearing and notify the resident in writing within five (5) days of receipt of the written complaint. The informal hearing provides both the resident and management an opportunity to hear the complaint in order to reach a resolution. The resident is entitled to have any person (or persons) present on their behalf at the time of the informal hearing. The hearing will be held in the management office of the resident's housing community.

11. **Live-in Aide/Caretaker (in accordance with 24 CFR 966.4 Part 3(ii) A, B, C):**
    A. Live-in Aide is a person who resides with an elderly person or a person with disabilities and who:
        a. Is determined to be essential to the care and well being of the person(s).
        b. Is not obligated for the support of the person and would not be living in the unit except to provide the necessary supportive services (spouse or co-head cannot be considered as a live-in aide; spouses and co-heads are members of the household). Aide and participant will generally maintain separate finances (e.g. cannot share bank accounts), but in cases where the participant has memory or competence issues, the aide will be allowed to be on the participant's bank account or have a power of attorney to conduct the participant's business in order to assist the participant.

c. Live-in-Aide must have left previous residence meeting all financial obligations. Live-in-aide must provide previous residence address (es) information, and show that they were not evicted from their previous property within one (1) years prior to their admission as a live-in-aide.
d. Participant and aide must demonstrate that the provision of care is at an "arms length transaction" or demonstrate that an aide was not a household member of the participant during the one (1) year prior to receiving assistance or during tenancy on the subsidized housing program. Any exception to this rule will require manager approval and possibly further documentation.

B. "Necessary Supportive Services" is defined as someone who provides services which may include some or all of the following:
   a. Provides adequate meal service
   b. Assists with daily activities
   c. Aides with housekeeping
   d. Provides transportation services
   e. Provides personal emergency response
   f. Is available and accessible – 24 hours a day

C. The live-in aide is not added to the lease;
   a. The live-in aide is required to sign the JHA Live-in Aide Addendum 13 on move-in and annually at recertification. Live-in Aide status will need to be certified by a doctor or medical provider annually.
   b. Income of a live-in aide, as defined in 24 CFR 5.403, is not included in rental calculations and the live-in aide has no legal right to occupancy to the unit if the person with the disability or elderly person no longer resides in the unit.
   c. JHA will not increase the bedroom size by more than one bedroom as the result of adding a live-in aide to a household.
   d. The live-in aide must pass criminal background screening and provide copies of their federal or state issued, non-expired picture identification card and social security card.
   e. A live-in aide who has been approved for occupancy by the JHA is added to the lease by means of a live-in aide addendum. This addendum specifically states that a live-in aide does not have rights to occupy a JHA unit as the remaining member of the household if the primary resident vacates the unit or becomes deceased. The primary resident is responsible for all acts of all household members with respect to the requirements of the dwelling lease. Any violations of the lease provisions by the live-in aide may be cause for eviction of the household.
   f. Any live-in aide must not have a record of serious criminal activity as defined in Section II Part 3 of this policy.

12. **Medical Expenses:** Those medical expenses of elderly families and families of people with disabilities, only including medical insurance premiums, doctor's office co-payments, dental expenses, transportation for medical treatment prescriptions, and non-prescription eye glasses, that are anticipated during the period for which annual income is computed and that are not covered by insurance or reimburse but are in excess of three percent (3%) of gross income.

13. **Net Family Assets:** The net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds and other forms of capital investment. The

reasonable value or interest therein of all real and/or personal property; such as household furnishing, insurance, occupational tools, automobiles shall be excluded. The following are to be considered assets:

A. Checking and Savings Accounts
B. Real Estate
C. Stocks and Bonds
D. Other forms of capital investment
E. Income from trusts, businesses and family assets disposed of for less than fair market value during two (2) years preceding application or re-examination.

14. **Disability Assistance Expense:** A person who has a disability as defined in the Social Security Act Section 223, or who has a Developmental Disability as defined in the Developmental Disabilities Assistance and Bill of Rights Act (42 USC 15002 Section 102(8)) or as defined in the (42 USC §8013) who has an impairment which (a) is expected to be of long continued and indefinite duration, (b) substantially impedes his/her ability to live independently, and (c) is of such a nature that disability could be improved by more suitable housing conditions. In continued occupancy, a person with disabilities is any person who meets the essential eligibility requirements for participation or receives benefits from the public housing program including the capability to comply with the terms of the lease; who has a physical or mental impairment that substantially limits one or more life activates; has a record of such impairment; or is regarded as having such an impairment in accordance with (24 CFR 8.3). The definition does not include any individual whose current use of alcohol or drugs prevents the individual from participating in the program or activity, or whose participation, by reason of current alcohol or drug abuse, would constitute a direct threat to property or the safety of others. Current use by a person declaring disability due to alcohol or drug abuse is defined as lacking a certificate of successful completion of a rehabilitation program and failure to provide documentation on a Jacksonville Housing Authority form documenting recovery for more than one year. Such term shall not exclude persons who have the acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome as used herein. Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is the person with disabilities) to be employed.

15. **Accessible Dwelling Unit:** An individual unit located on an accessible route and when designed, constructed, altered or adapted can be approached, entered, and used by individuals with physical disabilities. When an individual dwelling unit in an existing facility is made accessible for use by a specific individual, the unit will be deemed accessible when it meets the standards that address the impairment of that individual.

16. **Reasonable Accommodation:** Any physical, policy, or procedural adjustment made in response to a known physical or mental limitation of an otherwise qualified individual which, when provided, allows the individual to participate in and enjoy the benefits of all the programs and activities provided to all applicants and residents. Reasonable accommodation is not required if it imposes an undue hardship on the operation of the program. The President of the Jacksonville Housing Authority must approve a declaration of undue hardship.

17. **JHA:** Public Housing Authority of Jacksonville Housing Authority or Housing Agency as referenced herein is used synonymously.

18. **JHA:** The Jacksonville Housing Authority

19. **Spouse:** The husband or wife of the head of household.

20. **Resident's Rent:** The amount payable monthly by the family as rent to the Housing Authority is defined as Resident's Rent. Resident's Rent equals Total Tenant Payment (TTP) less the utility allowance. (24 CFR 960.253 (c)3)

21. **Total Tenant Payment (TTP):** shall be the highest of the following, rounded to the nearest dollar:
    A. 30 percent of monthly adjusted income; or
    B. 10 percent of monthly income;
    C. Minimum rent.

    Total Tenant Payment does not include charges for utility consumption in excess of the Housing Agency schedule of allowances for utility consumption, or other miscellaneous charges. (24 CFR 5.628)

22. **Utilities:** Utilities means water, electricity, gas, heating, refrigeration, cooking fuels, trash collection and sewage charges. Telephone service is not included as a utility.

23. **Utility Allowance:** In those instances where the cost of utilities (except telephone) for an assisted unit is not included in the Resident's Rent, but is the responsibility of the family occupying the unit, an amount equal to the monthly cost of a reasonable consumption of such utilities for the unit. High rise residences have JHA paid utilities and multi-family communities have tenant paid utilities. The actual utility allowance varies from one community to another as well as by the bedroom size of the specific unit in that community.

24. **Utility Reimbursement:** The amount if any, by which the utility allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit.

25. **Violent Criminal Activity:** Means any felonious criminal activity that has, one of its elements of use, attempted use or threatened use of physical force substantial enough to cause or deemed likely to cause serious bodily injury or substantial property damage.

26. **Adjusted Income:** The annual income less the following deductions:
    A. $480.00 for each dependent
    B. Medical expenses in excess of three (3%) percent of annual income for families whose head household or spouse are elderly persons or persons with a disability.
    C. Child care expense
    D. Disability assistance expense
    E. $400.00 for a family whose head of household or spouse has a disability

27. **Annual Income:** (Total Family Income) Annual income is the gross amount of actual income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets for the twelve (12) month period following the effective date initial determination or reexamination of income, excluding certain types of income as defined.

28. **Income for Eligibility:** Income for eligibility means annual income as approved by the U.S. Department of Housing and Urban Development and adopted by the Housing Agency.

29. **Income for Rent:** For the purpose of determining rents and for statistical reporting, income for rent means adjusted income.

30. **Income Limits for Admission:** The income limits for admission to low-income communities are those established by the U.S. Department of Housing and Urban Development.

31. **Lower Income Family:** A family whose annual income does not exceed 80% of the median income for the area, as determined by the U.S. Department of Housing and Urban Development with adjustments for smaller and larger families.

32. **Monthly Income:** One-Twelfth (1/12) of annual adjusted income.

33. **Very Low Income Family**: Very Low-Income Family means a family whose annual income does not exceed fifty (50%) percent of the median total family income for the area, with adjustments for smaller and larger families, as determined by the Secretary of the U.S. Department of Housing and Urban Development.

34. **Scheduled Type Payments not Included as Income (24 CFR 5.609 (c):**
    A. Income of a live-in aide, as defined in 24 CFR 5.403;
    B. Income from employment of children (including foster children) under the age of 18 years;
    C. Payments received for the care of foster children or foster adults (usually persons with disabilities unrelated to tenant family, who are unable to live alone);
    D. Lump sum additions to family assets, such as, but not necessarily limited to inheritance, insurance payments, including payments under health and accident insurance an workman's compensation, capital gains and settlement for person losses.
    E. Amount received by the family that is specifically for, or in reimbursement of the cost of medical expenses for any family members.
    F. The full amount of student financial assistance paid directly to the student or to the education institution.
    G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
    H. Amounts received under training programs funded by HUD;

a. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
b. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
c. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the JHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but not limited to, fire patrol, hall monitoring, and lawn servicing as a member of JHA's governing board. No resident may receive more than one such stipend during the same period of time;
d. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family members participates in the employment training program.

I. Temporary, nonrecurring or sporadic income (including gifts);
J. Reparation payments paid by a foreign government pursuant to claims filed under the laws of the government by persons who are persecuted during the Nazi era;
K. Earnings in excess of $480 for each full time student 18 years old or older (excluding the head of household and spouse);
L. Adoption assistance payments in excess of $480 per adopted child;
M. Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts;
N. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;
O. Amounts paid by a state agency to a family with a member who has developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home or;
P. Amounts specifically excluded by any other federal status from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusion set forth in (24 CFR 5.609 (c)) apply;
Q. Low-Income Housing Energy Assistance Program (LIHEAP);
R. Payments made under the Job Training Partnership Act (JTPA);
S. Amounts of scholarship funded under Title IV of the Higher Education Act and materials, supplies, transportation and miscellaneous personal expenses of a student;

T. The Earned Income Tax Credit (EITC), for refunds received on or after July 1, 1991;
U. Census Taker Income;
V. Domestic Volunteer Services Act of 1973, 42 U.S.C.A

This list is not all-inclusive. Please refer to 24 CFR 5.609 (c)

35. **Veterans:** A person who served in the active military service and who was discharged or released under conditions other than dishonorable. National Guard members also qualify if currently serving honorable or discharged under conditions other than dishonorable. If the veteran dies before being admitted to the program, then the spouse of the veteran shall maintain their place and preference on the waiting list. Status is to be verified by:

    A. A DD 214 (Certificate of Release or Discharge from Active Duty) will serve as proof of service for those no longer active or reserve duty; or
    B. A current enlistment contract and/or unexpired military identification card will serve as appropriate proof of veteran status for those still in active reserve status or current enlistment.

SECTION II- ELGIBILITY FOR ADMISSION:

1. **Eligibility Requirements:** Applicants falling into the categories listed below will be determined ineligible for admission. This is in accordance with (24 CFR 960.204-960.205).
   A. Applicants or any adult family member who has committed fraud in connection with any federal assistance program. The incident of fraud is limited to within five (5) years of the date of application. The specific violation must be documented in writing by the affected agency. The family nonetheless must pay all monies owed to the agency in question prior to final eligibility determination.
   B. Applicants who owe outstanding monies to JHA, another housing authority or any other previous landlords. Debts older than five (5) years should not be used to disqualify an applicant unless they are still lawfully collectible due to interim payments or the existences of a valid judgment lien, which is still in effect. Judgment liens are lawfully collectible for seven (7) years.
   C. All applicants under 18 years of age who have not been emancipated by the courts or married.
   D. Applicants whose annual income at the time of admission exceeds the maximum income limits for admission as established by the U.S. Department of Housing and Urban Development.
   E. Applicants who have not provided either verification of social security numbers of all household members to admission, if they have been issued a number by the Social Security Administration.

   All members of the family defined above must either:

   - Submit Social Security Number documentation; or
   - Sign a certification if they have not been assigned a Social Security Number. If the individual is under 18, his or her parent or guardian must execute the certification. If the participant who has signed a certification form obtains a Social Security Number, it must be disclosed within 90 days
   - Some household members are exempt from the SSN disclosure requirement. These include:

     CFR 5.16 (a)

     - Individuals who do not contend eligible immigration status ("noncontending" family members in a mixed family paying prorated rent).

     CFR 5.21 (e)

     - Current residents who had not previously disclosed a SSN, and who were at least 62 years old on January 31, 2010. The exemption applies at all future reexaminations, and continues if the individual transfers to a new unit or receives another form of housing assistance.

- Household members who have already provided a valid SSN prior to January 31, 2010. The new regulation does not require the PHA to re-verify the SSNs of current residents whose SSN have been validated through HUD's automated system.

Verification will be done through the provision of a valid original Social Security card issued by the Social Security Administration, or other official documentation as identified in the pre-application process.

CFR 5.216(b); 5.216(h)

Applicants may not be admitted to the program until this requirement has been met. If otherwise eligible, the family may retain its place on the waiting list pending SSN disclosure and documentation. The applicant will retain their position on the waiting list during this period.

F. Applicants or other family members who misrepresent any information related to eligibility, award of preference for admission, income allowance, family composition or any other information requested on the pre-application or the application will be determined ineligible for another twelve (12) months after the misrepresentation occurs or the misrepresentation is discovered by JHA.

G. Applicants or other family members who use abusive or violent behavior toward any personnel of the Jacksonville Housing Authority will be grounds for your application to be closed. These persons will be determined ineligible for another twelve (12) months after the most recent incident.

H. An applicant who has been a victim of domestic violence, dating violence or stalking will not be denied admission solely because the applicant's status as victim of such violence. In order to qualify for a preference on the waitlist for Domestic Violence, applicants should provide documentation that incidents of domestic violence have occurred within the past year. Example of required documentation should be in the form of police report, incident report, restraining order or referral from domestic violence shelter, etc.

I. Enterprise Income Verification- (EIV)

24 CFR 5.233

The JHA is required to use the EIV system in its entirety. This means that the JHA must use all features of the EIV system to:

a. Verify tenant employment and income information during mandatory reexaminations of family composition and income in accordance with 5 CFR 4.236
b. Reduce administrative and subsidy payment errors in accordance with HUD administrative guidance.

The JHA is required to provide form HUD-52676: Debts Owed to PHAs & Terminations to all adult applicants and participants.

Prior to admission the JHA must:

a. Conduct a former tenant search for all adult family members 18 years of age or older.
b. Conduct an existing tenant search for all household members.

2. **Screening Policy for Admissions:** Each applicant will be evaluated to assess the conduct of the applicant or other family members listed on the application, in present or previous housing. JHA will conduct local and/or national police checks on household members to the extent allow by Florida State Law. Additional screening on credit, eviction search and checks of previous debt to JHA or any other previous landlord will also be conducted. An NCIC check will be conducted on any applicant that has resided outside Duval County in the last five (5) years, prior to application.

   Applicants who fall into one of the following categories may (on an individual basis) be declared ineligible for occupancy. Applicants denied for any of the following reasons may re-apply for housing one (1) year from the date of denial, unless the (5) year ban period on admission due to a failed criminal or eviction background check expires prior to the (1) year period. Applicants denied for credit/financial reasons may reapply for housing after (1) year from the date of denial. Before such determination is made, consideration shall be given to:

   A. Favorable changes on the behavior pattern of the applicant, which should include changes to work history, stability of their living conditions, completion or involvement in certified education or rehabilitation programs.
   B. Extenuating circumstances that indicate the applicant would or could be a responsible resident.

3. **Criminal Activity:** A history of criminal activity involving crime of physical violence to persons or property or criminal acts which would adversely affect the health, safety, or welfare of other (persons) (24 CFR 960.204). For the purpose of this policy, a history of criminal activity shall be defined as:

   A. Any one or more felony convictions during the (5) five-year period (prior to the date of evaluation for selection. The date used will be the actual arrest date on the police report);
   B. Two (2) or more misdemeanor convictions, where the convictions were first or second degree misdemeanors, which involved crimes of physical violence to persons or property, or criminal acts which adversely affected the health, safety or welfare of other persons, during the five-year period prior to date of evaluation of selection. Exception: JHA will not count traffic offences that are recorded as a misdemeanor, unless classified as a habitual offender.
   C. Any household member who is subject to a lifetime registration requirement under any State or national sex offender registration program is denied participation in any housing assistance program. If any household member is subject to a less than lifetime registration requirement under any State or national offender registration program they

will be denied assistance for ten (10) years from the date of conviction. The JHA may notify residents of the registered sex offender.

D. Any household member who has ever been convicted of drug-related criminal activity for methamphetamine production on the premises of federally assisted housing is permanently barred from housing assistance. If any household member has been convicted of drug-related criminal activity for methamphetamine production, they will be denied assistance for ten (10) years from the incarceration release date.

Applicants that are denied assistance: Federal law (42 U.S.C. 1437d(q)(2)) and 24 CFR 960.204 (c) requires JHA, when denying an application or terminating assistance based upon a criminal record, to provide the applicant or tenant and the subject of the record with a copy of the criminal record so that the tenant can dispute its accuracy and relevance.

If incarcerated during a portion of the five (5) year period to the application date, the applicant or other family member must be released two (2) years prior application. If the applicant has pled guilty to one (1) Felony or two (2) Misdemeanors for crime(s) involving drug or sex related offenses even if adjudication is withheld in the last five (5) years, they will be denied. If the applicant has been denied residency due to criminal activity, it is assumed that admitting such person would adversely affect the health and safety of the current residents of public housing (Refer to Section VI Part 2). Any applicant who has been incarcerated after being convicted for first or second degree murder must wait seven (7) years after release to place an application, and furthermore, must not have any additional arrests for criminal offense of any nature after being released from such incarceration. The burden of overcoming this decision shall be upon the applicant. Any conviction for possession and use of illegal drugs will be proper grounds for denying occupancy. Favorable consideration will be given to such applicants who have successfully completed professional treatment for drug abuse and have documented recovery for at least one (1) year; proof of which must be provided to the Housing Authority upon request.

Applicants claiming a disability due to alcohol abuse must comply with the one (1) year recovery requirement to document lack of current use. If a client is awaiting a court date for a criminal offense and a guilty ruling would cause denial, that client's will be held in a pending state until there has been a definitive ruling on the case(s).

4. **Other Behavior:** JHA will assess the conduct of all household members, juvenile and adult, to the extent allowed by Florida State Law for record within the past five (5) years of serious disturbance of neighbors, destruction of property or other disruptive or dangerous behavior: including patterns of behavior that endangers the life, safety, morals or welfare of other residents by physical violence, gross negligence or irresponsibility or which seriously disturb the neighbors, family or community life, indicating the applicant's inability to adapt to the community. This category may also include neglect of children, which endangers their health,

safety or welfare, and judicial termination of tenancy in previous housing on the grounds of nuisance, objectionable conduct or frequent disturbance to neighbors.

5. **Excessively unsanitary or hazardous housekeeping:** Including the creation of a fire hazard through hoarding rags, paper, etc. Creation of infestation, foul odors or serious neglect of the premises. Health Department reports should be obtained when possible.

6. **Financial:** Unsatisfactory performance in meeting financial obligations within the last five (5) years, as it relates to rental payments. Applicants who have outstanding debts that are within the last (5) five years to previous or current landlords must be paid in full. JHA may consider:
    A. Habitual late payments resulting in a debt owed five (5) or more times during one calendar year
    B. Sued with final judgment more than two (2) times in one calendar year
    C. Sued more than four (4) times during entire residency
    D. Eviction for non-payment of rent. Hardships are taken into consideration
    E. Criminal history of worthless checks (two (2) or more within the past 24 months).

7. **Rental History:** JHA may also declare an applicant ineligible as a result of any eviction from any rental housing community for cause during the past five (5) years. JHA may consider:
    A. Habitual late payments (five (5) or more during one calendar year)
    B. Damages beyond normal wear and tear
    C. Disturbance caused by household members and/or guests
    D. Poor housekeeping

8. **Compliance with the terms of the lease:** JHA may only base denials on eligibility and the ability to comply with the terms of the lease. An applicant may, for example, be unable to care for the apartment alone, but may still qualify as able to comply with the lease if he or she can demonstrate that assistance with caring for the unit has been secured. Such assistance could be in the form of a Live-in aide or it could be a friend, family member or cleaning service. It is not the decision of JHA to make judgments about the best way to provide assistance, but simply to determine whether the assistance will enable the applicant to meet the screening criteria. If some form of assistance is needed to enable an applicant to comply fully with the lease terms, screening staff should obtain verifications that such assistance is available to the applicant and will be provided to the resident as needed at no cost to the JHA unless required by law.

9. **Applicant screening and Section 504:** In the event of the receipt of unfavorable information with respect to an applicant with a disability consideration shall be given to the time, nature and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct. Any applicants who are known to have a disability and have been determined to be eligible, but fail to meet the occupancy screening criteria will be offered an opportunity to have their cases examined to determine whether mitigating circumstances or reasonable accommodations will make it possible for them to be housed in accordance with the

screening criteria. If the evidence of mitigating circumstances presented by the applicant relates to a change in medical condition or course of treatment, JHA shall have the right to evaluate the evidence and verify the mitigating circumstance. This information is only to evaluate mitigating circumstances, not the extent of disability.

JHA shall also have the right to request further information reasonably needed to verify the mitigating circumstance. If the applicant refuses to provide or give access to such further information, JHA will give no further consideration to the mitigating circumstances and apply the screening criteria.

If no migrating circumstances exist that satisfy JHA's selection criteria, JHA must consider reasonable accommodations that could eliminate barriers to housing the applicant. Reasonable accommodations may take the form of either physical change made to the unit, building, development, policy or procedural changes. To be considered reasonable, accommodations must not cause undue financial or administrative burden or alteration of the fundamental nature of the public housing program. If a service is necessary for compliance with the lease, JHA cannot be required to provide it to an applicant with a disability if it is not provided to other tenants, but JHA must consider admitting that applicant if he or she can document that the service will be provided by others at no cost to JHA. Any applicant with a disability who cannot meet the applicant screening criteria taking into account possible mitigating circumstances, reasonable accommodations by JHA, or services needed for lease compliance verified to be provided to the applicant by others, will be rejected.

10. **Hearings – Persons with Disabilities:** Persons with disabilities rejected for housing shall have a right to a hearing in accordance with Section VI Part 2.

11. **Home Visits:** JHA does not intend to utilize home visits when it implements the Admissions and Occupancy Policy. However, JHA reserves the right in the future to perform home visits on all prospective residents as part of the resident selection process. Although the policy applies only to applicants, the authority will provide notice of the initiation of home visits as well as advertising the change in the local newspaper.

    When implementation does occur the following apply: The purpose of the visit is to provide JHA with additional information on which to base its determination that an applicant is eligible to live in a community managed by JHA. The home visit will help determine:

    A. If the applicant family is capable of caring for the unit in a way that will not constitute health or safety hazards or contribute to any kind of infestation.
    B. If the applicant, or any member of the applicant's family, is currently engaged in behavior or practices that would violate JHA's lease agreement.
    C. If the applicant, or any member of the applicant's family, has provided information which is not consistent with the information presented on the application form and other documents provided to JHA.

D. Applicants shall be notified at least three (3) days in advance of the scheduled home visit.

If the applicant is currently sharing housing with either a family member or friend, he or she should be advised that JHA would inspect not only his or her room(s), but also the common areas, such as living room, kitchen, and bathroom. If the applicant is currently living in an institution, then home visit shall be performed in the institution to determine if the applicant is responsible for any aspect of the condition of the property. Staff shall record the results of every home visit on JHA's Home Visit Report.

12. **Processing Application for Admission:** Prior to admission of each family or individual as a resident, the Application Office shall obtain a written application signed by the Head of Household of the family and spouse or co-head (where noted) which shall set forth all data and information to enable JHA to determine: (1) eligibility (2) preference (3) rent and (4) size of dwelling unit required.
    A. **Receipt of Application:** The application constitutes the basic legal record of each family applying for admission. Each applicant family will be required to supply information as requested and to sign the application attesting to the accuracy of the information provided. The application once completed is filed as active or inactive depending on such factors as eligibility, withdrawal of application or any other reason which would determine an active or inactive status. In addition to other pertinent information each application for admission shall indicate:
        a. Date and time of receipt – An applicant's date of application is the initial date the applicant applied.
        b. Determination by JHA as to the applicant's eligibility or ineligibility.
        c. If eligible, the appropriate unit size as defined by JHA's occupancy guidelines (Section V Part 4).
        d. Date of JHA's offer of housing and unit offered including the community and bedroom size.
        e. Date and response of JHA's offer of housing including housing location and reason for rejection. If the applicant has twice rejected a housing offer without just cause, the file will be closed and the applicant must reapply.
    B. **Procedures:** The following procedures shall be utilized in processing all applications:
        a. All applicants shall be placed on one of the following general waitlist and our site based Baldwin waitlist, if applicable:
            1. CW: working family and/or head of household or spouse is elderly or has a disability
            2. CV: non-working family
            3. NE: head of household or spouse is near-elderly (Age 50-61)
            4. CS: single (Not elderly or disabled)
            5. TE: Head of household or spouse is elderly (62 or older) or disabled
            6. BV: non-working family

7. BW: working, elderly or disabled family

b. The waiting list will be printed at the time of each selection:
    1. To review and correct any errors found
    2. To stamp "official" and preserve in folder
c. The application will be completed by the applicant - signed and dated by the applicant and spouse or co-head where applicable.
d. The applicant will be informed that JHA will proceed to verify all submitted information including, state, local, and national police reports; credit history checks; and previous landlord/residence references on all household members to the extent allowed by Florida Law.
e. The applicant will be allowed ten (10) working days in which to submit any additional required documentation to complete the application.
f. Upon return of all required information, the application will be reviewed for accuracy and completeness of the information.
g. When applications are incomplete, every effort is made to contact the applicant by mail or phone requesting the missing information. All phone notifications will be followed up by written notification. After thirty (30) days, if no response, the file is closed and the applicant must re-apply.

C. **Processing of Applications – Eligible/Ineligible Applicants**

a. Once a completed application has been received, it will be placed on the waitlist and assigned the appropriate position.
b. Once the applicant has been selected and passed the preliminary eligibility screening, files will be forwarded to the community management office to schedule interviews and to continue processing.
c. If, during the interview it becomes obvious that the applicant is ineligible they shall be informed promptly with the basis for such determination. The application shall then be classified as "ineligible". The file will be documented to show when and how the applicant was informed and the reason for ineligibility. If the applicant disputes the reason for ineligibility, the applicant will then be advised they may request an informal administrative hearing regarding the application. (Section VI Part 2)
d. Applicants determined ineligible will be informed promptly.
e. Completed applications of eligible applicants will be placed in a "ready pool" of applicants- those who will be offered housing.

D. **Limited English Proficiency (LEP)**

The purpose of the Limited English Proficiency (LEP) Plan is to ensure meaningful and reasonable access to JHA's program information to benefit from housing services and activities with hearing impairment and limited English proficiency.

A client has Limited English Proficiency (LEP) when he/she is unable to speak, read, write and understand the English language at a level that allows him/her to effectively communicate with the Jacksonville Housing Authority staff. It is not always easy to

identify a person with LEP. Some clients may know enough English to manage basic life skills, but may not speak, read or understand English well enough to understand some of the complex issues they may encounter.

Policy:
No person will be denied access to JHA's program information to benefit from housing services and activities because he/she does not speak English or speaks limited English. The Jacksonville Housing Authority (JHA) will provide language assistance services as needed to clients with Limited English Proficiency (LEP) to provide meaningful and reasonable access to programs and services and ensure effective communication between the JHA staff and the client. LEP clients will be provided with language assistance services at no cost to them in a reasonable and timely manner during normal business hours

Specific language needs or preferences will be assessed for all persons making such requests for services to JHA staff. Staff in turn must inform all clients of their right to interpreter services at no cost to them and offer interpretation and or translation services in a language they understand and in a manner that preserves confidentiality.

The JHA staff will use "Language Identification" cards (Attachment A) to help clients with LEP to identify their language needs, "Language Identification" posters will also be displayed in conspicuous locations throughout reception areas and all other locations and buildings. "Language Identification" cards are made available in approximately twenty four (24) principle languages. (See Attachment A) Copies of "Language Identification" cards can be downloaded from the Federal U.S. Department of Housing and Urban Development (www.HUD.gov).

The JHA will ensure that interpreters are competent to provide interpreter services. The interpreter will be proficient in both English and the requested language and be able to accurately convey information in both languages. Assurance of all interpreters competency will be provided by the contract vendor.

JHA staff is prohibited from requiring or asking LEP persons to bring their own translator unless specifically requested by that person. An LEP person can request that an adult family member or friend provide interpretation services. This practice should be allowed by the requestor's choice. There are some situations where family members or friends may be inappropriate (domestic abuse or sexual assault). Therefore JHA staff will arrange for the appropriate language assistance.

Please Note: For sign language interpreters, all clients will be required to complete a *Request for Reasonable Accommodation form.* For further information related to JHA's Reasonable Accommodation and Equal Housing Opportunity Policy, please contact the Senior Director of Section 8 (LAC).

SECTION III –CERTIFICATION AND DOCUMENTATION OF APPLICATION INFORMATION

1. **Verification of Information of Eligibility:** The Community staff representative will judge the credibility of any verification submitted by the applicant. If staff has reasonable doubts about the documentation submitted, it will be reviewed by the Manager who will make a determination. Staff will continue to pursue credible documentation until it is obtained or the applicant is determined ineligible for failing to provide it. Information submitted by each applicant will be properly documented and maintained in file. Documentation showing employment as part of the verification process may include:
    A. Letters or other statements from employers and other pertinent sources giving authoritative information concerning all items and amounts of income and deductions together with other eligibility and preference determinations.
    B. Photostat or carbon copies of documents in the applicant's possession which substantiate his/her statement, or a brief summary of the pertinent contents of such documents signed and dated by the staff member who viewed them.
    C. Certified statements from self-employed persons and from persons whose earnings are irregular such as salesmen, barbers, beauticians, etc.
    D. Memorandum of verification data obtained by personal interview, telephone or other means, with source data received, name and title of the person receiving information clearly indicated, the name and title of the person giving the information.
    E. Statements from landlords, family, social workers, bank representatives, payroll officers, court records, drug treatment centers, clinics, physicians, or the police department, where warranted by the particular circumstance.
    F. Proof of age, disability or physical impairment, if necessary, to determine the applicant's eligibility as a family.

    Questions and verifications of disabilities are for determinations of eligibility only. Under no circumstance shall questions or inquiries be made that determine the details of the type or extent of disability. Inquiries concerning the expenses for medical related equipment, services, or other related items are permitted for the purpose of calculation of rent. These expenses should be verified by a third party. Inquiries as to whether the equipment or services are insufficient or excessive to meet the need of the applicant are not permitted. Under no circumstance shall applicants with a disability be required to provide a doctor's letter describing the extent and nature of disability. Verification should only establish that a disability exists.

2. **Citizenship and Immigrants Status:** All adults 18 years of age or older are required to sign a Section 214 Declaration of Status form declaring their citizenship or immigrant status as well as the status of any children under the age of 18 who will be residing in the household. Where it applies, non-citizens will also be required to produce a current alien registration card so that a copy can be made and placed with their file. Eligible immigrant status will be verified with an INS/SAVE Verification Number. In the case of a mixed family where some members are eligible citizens or eligible immigrants, and some are ineligible immigrants, the amount of housing

subsidy will be prorated so that only eligible immigrants and citizens receive assistance. Prorating will be done in accordance with federal guidelines in 24 CFR 5.520.

3. **Summary of Verified Data:** Verification data is to be reviewed and evaluated as received for completeness, accuracy and conclusiveness. Where the information received is not adequate in all respects, follow-ups or new efforts to obtain such information are to be made and carried through to conclusion. If during the verification process it becomes evident that for one or more reasons an applicant is ineligible, the application process is to be discontinued. As verification of all necessary items for each application is completed, a summary of the verified information is to be prepared. The summary is to include the following determinations:
    A. Eligibility of the applicant group as a family or single person.
    B. Eligibility of the family with respect to income limits for admission.
    C. Eligibility of the family with respect to other conditions of eligibility as set forth in this document.
    D. Size of unit to which the family is to be assigned.
    E. Rent which the family is to pay.

4. **Re-checking Verified Finding Prior to Admission:** Only verified information that is less than 90 days old may be used for admission to housing. Inquiries as to the accuracy of the information are to be made of any unverified information that is less that 90 days old and recorded in the applicant's file. Verified information that is more than 90 days old must be re-verified except for the information that is not subject to change (such as the person's date of birth). Verification for income from social security must be less than 60 days old PIH Notice 2006-41 issued Dec 19, 2006.

5. **Certification:** As a part of the application record of each applicant determined to be eligible for admission, the Manager or designee is to certify that the applicant and family meet all of the conditions governing eligibility. If a unit becomes available that is accessible to a person with a disability, JHA will offer the unit first to a current resident needing accessibility features and then to the next applicant with a disability on the waiting list for that unit size and type of accessibility.

6. **Local Preference:** JHA does use local preference for admissions:
    A. Displaced by government action:
        a. Applicants displaced by government action with written referral from the government agency documenting displacement.
        b. Applicants displaced by the City of Jacksonville with written referral from the department displacing the applicant.
    B. Preferences for victims of Domestic Violence: Applicants who are victims of domestic violence will receive a preference. In order to qualify for a preference on the waitlist for Domestic Violence, applicants should provide documentation that incidents of domestic violence have occurred within the past year. Example of required documentation should

be in the form of police report, incident report, restraining order, referral from domestic violence shelter, etc.

Status is to be verified by:

a. Police report
b. Restraining order
c. Referral from domestic violence shelter (example, Hubbard House)

Confidentiality of applicant status shall be maintained by the Agency in accordance with the provisions of the Violence against Women Act of 1994.

C. Working Families
   a. Applicant family must have the head of household, spouse or any other adult household member employed at the time of offer of housing.
   b. Employment is defined as a bonafide job working at least 25 hours per week continuously for at least 6 months.
   c. This local preference shall also be available to families that can verify at time of application, participation in a job-training program or graduation from a program that will lead to employment within 6 months of graduation and can verify participation in a training or graduation from such a program while on the waiting list.
   d. This local preference shall also be available to a family if the head, spouse or sole member is 62 years old or older or is receiving Social Security, Social Security Disability benefits or SSI benefit, VA disability or a physician verified statement of disability.
   e. JHA preferences for working families shall be two working families for one non-working family.

D. Veterans: A person who served in the active military service and who was discharged or released under conditions other than dishonorable. National Guard members also qualify if currently serving honorable or discharged under conditions other than dishonorable. If the veteran dies before being admitted to the program, then the spouse of the veteran shall maintain their place and preference on the waiting list. Status is to be verified by:
   a. A DD 214 (Certificate of Release or Discharge from Active Duty) will serve as proof of service for those no longer active or reserve duty; or
   b. A current enlistment contract and/or unexpired military identification card will serve as appropriate proof of veteran status for those still in active reserve status or current enlistment.

E. Ranking: Government Action, Domestic Violence, and Veteran preferences will be ranked at a higher level than all other preferences. However, Government Action, Domestic Violence, and Veteran preferences will all be equally weighted.

SECTION IV – REMOVING APPLICATIONS FROM THE WAITING LIST

1. **Procedures for Removing Applicant Names from the Waiting List:** Applicants names may be removed either at their request or because the agency is unable to contact them. No informal review is required following withdrawal. The Application Office will remove an applicant's name from the waiting list under the following circumstances:
    A. The applicant requests his or her name to be removed (Withdrawal application)
    B. The agency has made reasonable efforts to contact the applicant to determine continued interest but has been unsuccessful (Purging of the waiting list). Correspondence to the latest address on file will constitute documentation of reasonable effort to contact applicants (Withdrawal). The applicant has been notified by JHA that their name will be removed because the applicant is no longer eligible for public housing (Notice of Rejection).
    C. Applicant has failed to respond to reasonable efforts made by JHA such as:
        a. Scheduled interviews necessary to complete the application process.
        b. Efforts were made to obtain information necessary to process the application and the applicant has failed to respond. (Withdrawal)
    D. Failure of an applicant to keep a scheduled or rescheduled interview will cause the applicant's name to be removed. (Withdrawal)
    E. The applicant fails to pay an outstanding balance owed to JHA within the specified time period. (Notice of Rejection)

    Mitigating circumstances such as health problems or lack of transportation will be considered in determining if the application should be withdrawn.

2. **Opening and Closing of the Application Waiting List:** JHA at its discretion may restrict application intake, suspend application intakes and close waiting lists in whole or in part. If there are sufficient applications to fill anticipated vacancies for the coming twelve (12) months the agency will either:
    A. Close the waiting list completely;
    B. Close the waiting list during certain times of the year; or
    C. Restrict intake by type of community or by size and type of dwelling unit.

    Decisions for closing the waiting list will be based on the number of applications available for a particular size and type of unit, the number of applicants who qualify for a preference and the agency's ability to house an applicant in an appropriate unit within a reasonable period of time. Closing the waiting lists, restricting intakes, or opening the waiting lists will be publicly announced. During the period in which the waiting list is closed, JHA will not maintain a list of individuals who wish to be notified when the waiting list is reopened. All notices and communications must be taken into consideration; accommodations for persons with disabilities including those with visual and hearing impairments.

SECTION V – RESIDENT SELECTION POLICY

1. **Conditions Governing Selection:**
    A. JHA will give full consideration to its public responsibility for re-housing persons displaced by urban renewal, other government action or whose homes are made uninhabitable by a natural disaster as determined by JHA.
    B. JHA will not deny any eligible applicant the opportunity to lease a dwelling suitable to their need on the basis of race, color, familial status, religion, sex or national origin. Additionally, in accordance with Section 504 of the Rehabilitation Act of 1973 and The Discrimination Act of 1975 respectively, will not discriminate on account of disability or age.
    C. In the selection of residents there will be no discrimination against families otherwise eligible for admission because their income is derived in whole or in part from public assistance.
    D. In selecting residents from among eligible applicant families suitable for the size and composition appropriate to available dwelling units, JHA will take into consideration the needs of individual families for housing in order to provide a decent home and suitable living environment.
    E. Near elderly applicants will be selected for occupancy in the high-rise units once the elderly and people with disability lists are exhausted.

2. **Applicant Orientation:** JHA may develop policies that require all applicants selected for admission to be required to attend a program orientation. The purpose of the orientation is to be sure that all applicants are aware of what JHA expects from them as residents in the way of housekeeping and care of the unit and to assess if the applicants are willing to comply with the terms of the lease. The orientation will be mandatory for admission into public housing. Failure to attend the orientation will be cause for denial of admission. This process may be substituted by a standard leasing interview and orientation by the community managers.

3. **Orientation Curriculum:** The orientation facilitator will cover essential topics which prepare the applicants for successful residency. Those topics will include but are not limited to:
    A. Basic housekeeping and cleaning tips, preventive maintenance and minor home repairs.
    B. JHA facilities, services and operation of appliances, and community services and activities.
    C. Management and resident responsibilities, lease provisions and grievance procedures.
    D. Budgeting overview
    E. Maintenance work order system and emergency repairs
    F. JHA Police Unit and policies in regard to crime and drugs.
    G. Fire and Safety

    Applicants will take an active role in the orientation program. Also, emergency telephone numbers will be given to the applicants for their records.

4. **Occupancy Guidelines:** To avoid overcrowding and over-housing, dwelling units are to be leased in a manner in which not more than two persons will be required to occupy a bedroom. In the event, however there should be units which cannot be filled with families of appropriate size, after all possible efforts have been made to stimulate applications, eligible families of the most nearly appropriate size will be assigned them, with the understanding that the families will be transferred to units of proper size at the earliest date possible.

   The guidelines for range of bedrooms per person shall be:

Number of Bedrooms	Minimum Number of Persons	Maximum Number of Persons
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

   A. Every member of the household, regardless of age is to be counted as a person.
   B. The maximum number of persons may be exceeded by one to permit an infant, less than two years of age, to share the parent's bedroom.
   C. Dwelling units shall be initially assigned so that persons of opposite sex, other than husband and wife or co-head, will not occupy the same bedroom except for minors under the age of two. The family may choose to initially mix family members of the opposite sex; however, they would be eligible for transfer due to under housing unless its family composition changed.
   D. Dwelling units shall be so assigned as not to permit the use of the living room for sleeping purposes.
   E. Persons of different generations, persons of the opposite sex, and unrelated adults will not share a bedroom.
   F. If a larger unit is required beyond the above noted guidelines, because of a disability of a family member or person associated with the household JHA will accommodate the need with proper documentation.
   G. All children anticipated to reside in the dwelling unit, including children expected to be born to pregnant women and children who are temporarily absent from the home due to placement in foster care, military school or college will be considered in determining bedroom sizes.
   H. A live-in care attendant who is not a family member will not be required to share a bedroom with another family member.
   I. Bedroom Size Determination:
      Single parent military members are required to provide a family plan that designates who will have temporary custody of their children in the event that they are deployed. For the purposes of household composition and bedroom size determination, JHA will

require all of the following documentation to allow children in these circumstances to be added to the assisted household for the duration of the parent's deployment.

- Military deployment orders with an effective date
- A Power of Attorney granting custody and responsibility listing the children
- A Certificate of Acceptance as Guardian (DA Form 5840) or equivalent form
- Military dependant identification cards for each child.

When it is found that the size of the unit is no longer suitable for the family in accordance with these guidelines, the family will be required to move as soon as a dwelling of appropriate size becomes available unless policy has temporarily limited relocations. Needed transfers will take precedence over new admissions unless JHA has temporarily determined that transfers are limiting the ability to provide decent, safe and sanitary housing. The Resident Advisory Board (RAB) will be given notice of all decisions with regard to changes in policy of transfers. (Section IX Part 9)

5. **Type of Unit/Type of Community Needed:** Every effort will be made to provide accessible units for persons with disabilities to house those families who require such units.
   A. Elderly families will be given a preference in admissions to communities designated for the elderly.
   B. Residents with disabilities who require accessible units will be given preference to accessible units over non-disabled residents.
   C. Residents with family members with disabilities who require accessible units will be considered for those types of units. When an accessible unit becomes vacant, JHA will offer such units:
      a. First, to a current occupant of another unit of the same or comparable community, who has a disability requiring the accessibility features of the vacant unit and occupying a unit not having such features or if not such occupant exists; then
      b. Second, to an eligible qualified applicant on the waiting list who has a disability requiring the accessibility features of the vacant unit; or
      c. Third, to the first eligible applicant on the waiting list who needs this particular bedroom size.

Please refer to Section IX Part 9 for procedures when an applicant with a disability is identified.

SECTION VI – APPLICATION POOL

1. **General Procedures:**
    A. An automated central application pool will be maintained in a manner wherein residents will be selected for appropriate size units in accordance with the preferences set forth in the adopted regulations governing admission; according to the date and time the application was filed.
    B. "Blocks" of applicants will be selected by bedroom size, local preference; date and time of application.
    C. The "block" will be moved to a "ready pool" and checked for compliance with required criteria for admission:
        a. Completed by Housing Authority
            1. Criminal Background Check
            2. Credit Bureau Check (evictions)
        b. Request sent to Applicant for the following:
            1. Landlord Reference
            2. Current income documentation
            3. Submission of required documents (i.e. Birth Certificate)
        c. Applicants returning all required information first will be house first.
    D. The applicant at the top of the community-wide list will be offered a vacant unit at the location containing the largest number of vacancies and/or units ready for occupancy. If such offer is refused without cause, the applicant's ranking is changed to reflect date and time of refusal and returned to the bottom of the ready pool list. Upon applicant being given a second choice and refusing without just cause, the file will be closed and the applicant must reapply.
    E. If the applicant presents satisfactory evidence that acceptance of any offered unit will result in undue hardship, the refusal shall count as an allowable refusal. Documentation will be maintained in the applicant's file as to the vacancy offered, including location, date and circumstances of offer and the rejection or acceptance.
    F. Under the following circumstance, an applicant would not be considered to have been offered a unit if:
        a. The unit is not of the proper size and type and the applicant would be able to reside there only temporarily (i.e. a specially designed unit that is awaiting an applicant needing such a unit.)
        b. The unit contains lead-based paint and accepting the offer could result in subjecting the applicant's children less than seven years of age to lead-based poisoning.
        c. The applicant is unable to move at the time of the offer and presents clear evidence which substantiates this to JHA's satisfaction. Examples:
            1. A doctor verifies that the applicant has just undergone major surgery and needs a period to recuperate;

2. A court verifies that the applicant is serving on a jury which has been sequestered.

G. Documentation will be maintained in the applicant's file as to the vacancy offered, including location, date and circumstances of the offer and the reason for the rejection.

2. **Informal Hearing Procedures:**

A. Right to an Informal Hearing: Applicants will be denied admission for housing based solely on their ineligibility or failure to meet the selection criteria. The applicants will receive written notice of the denial for housing that includes the reason for denial and notification that they can request an informal hearing within ten (10) days of the receipt of the letter of denial. Upon receiving the applicant's written request for an informal hearing, the hearing will be scheduled by JHA within thirty (30) days following the determination of denial. The applicant will be informed of their right to have any person (or persons) present on their behalf at the time of the hearing. Also, the applicant will receive a description of the informal hearing procedures. JHA's Hearing Officer will conduct the meeting with the applicant, the applicant's representative(s) and the staff person who made the decision to deny the applicant admission for housing. The decision rendered by the Hearing Officer will be based solely on the facts presented at the hearing.

B. Final Decision Regarding Denial of Admission: If the decision to deny admission is reversed – the applicant's application will be returned to the appropriate spot on the waiting list. If JHA's decision is upheld, and the appeal regarding the application is upheld, the applicant will be removed from the waiting list. The applicant may place a future application for housing one (1) year from the date of their initial denial. Otherwise, the applicant may reapply when they are eligible.

3. **Oaks of Durkeeville:** For each applicant family, a member of the household must be either: (a) full-time student as defined in 24 CFR 5.603: a person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree; or (b) employed at least twenty-five (25) hours per week for at least six (6) months prior to the date of application. Student and/or employment status must be maintained during tenancy. Failure to maintain Student and/or employment status will disqualify the resident from occupancy at the Oaks of Durkeeville.

A. Applicants will be determined ineligible if head of household, spouse or any other adult household member is not in school or is not employed.

B. Standard screening for admissions will apply.

C. Federal Section 504 Regulation will apply.

JHA's Hearing Officer as stipulated in Section VI B of this policy will handle the grievance process for applicants at Oaks of Durkeeville. Requirements for documentation must be updated by the

resident within ten (10) calendar days of a known change of status. Appropriate documentation includes:

A. Current pay check stubs and/or employment verification form
B. Current class schedule and/or registration slip

Eligible families under full time students will remain eligible if they skip one semester of school per year. Eligible families under the working criteria will remain eligible if they lose their employment, but cooperate with management in securing other employment within ninety (90) days.

SECTION VII – LEASING OF UNITS

1. **Resident Participation:** JHA will develop procedures to involve residents in the review of potential public housing residents prior to selection and assignment of units. The procedure utilized will be negotiated with the Resident Advisory Board's leadership and maintained in a separate procedure manual.

2. **Unit Assignment:** The manager will review the file in advance of signing the lease in order to become acquainted with the applicant. If there are any conditions that violate the Admission and Occupancy Policy the manager shall resubmit the application to screening personnel for reconsideration of eligibility. The documents for review will include:
    A. Eligibility documents, i.e. birth certificates, income, federal preference verification, social security cards, pre-application, application and selection letter.
    B. Resident profiles, including the criminal back-ground check documentation, which will identify behavioral issues that will need to be addressed. Past Landlord Questionnaire, credit check, IRS Release, Authorization to Release Information and Resident Responsibility Form.

3. **Manager Responsibilities:** Upon receiving and reviewing the file the manager will schedule an appointment with the applicant to conduct the move-in inspection and sign the lease. During this scheduled appointment the manager will:
    A. Review the essential provisions of the lease and explain basic house rules to the applicant.
    B. Address any issues that are noted in the resident's profile, i.e. minor criminal history and housekeeping habits.
    C. Introduce the applicant to staff, including office, maintenance personnel and the Tenant Advisory Council President for the community.
    D. Conduct the move-in inspection to document the condition of the unit prior to move in. Upon completion, both parties will sign the move-in inspection report.
    E. Execute the lease with applicant and issue unit keys and mailbox keys where appropriate.

4. **Rent Policies and Calculation**
    A. Minimum Rent: Minimum rent is the lowest amount the housing authority can charge a family for rent, before utility allowances are calculated. The minimum rent for all Jacksonville Housing Authority residents has been set at $50.00. Hardship exemption from minimum rent is available to families who fall into one or more of the following categories:
        a. The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local program assistance including a family with a member who is a non-citizen with legal permanent resident status who would be entitled

to benefits if not for the Title of the Personal Responsibility and Work Opportunity Act of 1996.

b. The family would be evicted because it is unable to pay the minimum rent.
c. The income of the family has decreased due to a change in circumstances such as loss of employment.
d. A death has occurred of a household family member.
e. Other circumstances determined by the responsible entity or HUD.

When a family requests a hardship exemption of minimum rent, the minimum rent is suspended starting the month following the request. The family may not be evicted for non-payment of rent for 90 days, beginning the month following the family's request. The family should provide documentation of the hardship as soon as possible. Once the family supplies documentation of the hardship, the housing authority must promptly make a determination of:

a. If there is a qualifying hardship as described above
b. If it is a temporary or long-term hardship

This determination should take no longer than the initial 90-day period to make. If it is determined that no qualifying hardship can be found or that the qualifying hardship is temporary, the family is not qualified for exemption then the housing authority will reinstate the minimum rent including retroactive minimum rent back to the time the suspension became effective. The housing authority must offer the family a reasonable repayment agreement for the amount of back rent owed. If it is determined that there is a qualifying hardship and it is long-term, the family is exempt from paying the minimum rent for the entire duration of the hardship, beginning the month following the family's original request for hardship exemption with no obligation to repay the exempt rent. Documentation of hardship should be collected every thirty (30) days until the hardship is over and minimum rent is reinstated. The suspension or exemption of minimum rent is not affected by the utility allowance. The amount payable monthly by the resident as rent to JHA is selected annually by the resident from the following options:

B. Flat Rent: Rent which is based on the market value of the unit as determined by JHA. Market rent is the rent charged for comparable units in the private unassisted rental market at which JHA can lease the public housing unit after preparation for occupancy. Families choosing flat rents generally will be recertified once every three years, but JHA reserves the right to conduct such recertification more frequently. Family composition will be verified annually.

C. Unit Transfers: There will be no Flat Rent option at the time of a transfer unless the resident qualifies for financial hardship or it is time for the annual recertification. The resident must be given an advance notice if the flat rent is more for the new unit than the unit the resident currently residing in.

D. Income-Based Rent: Rent which is based on the family's income as determined by JHA and based on JHA's rent policies which may specify a percentage of income, include a schedule of rents involving depositing a portion of the resident rent to an escrow account, imposing a ceiling on resident rents, adopting permissive income deductions,

etc. The income-based rent plus any applicable utility allowance will not exceed the total tenant payment (TTP) as determined by the statutory formula. The resident may elect to pay either flat rent or income-based rent. If flat rent has been selected and there is a loss of family income the resident may elect to revert back to income based rent. JHA will provide through its orientations individual counseling and written notice, sufficient information to allow families to make an informed choice of rent payment options. JHA's policies on switching the type of rent in circumstances of financial hardship: If JHA determines that the family is unable to pay the flat rent because of financial hardship JHA will immediately switch the family's rent from flat to income based rent. Once a family switches from flat rent to income-based rent due to financial hardship, and/or when initially selecting income based rent the family must wait until its next annual to select the type of rent they choose to pay.

E. Disallowance of Earned Income (Section 508)

a. What income is disregarded?

The EID statute and/or regulations mandate that JHA's and owners of selected federally funded housing disregard from a qualified household's income for purposes of rent calculation any increase in income if:

1. The increased income is due to employment of a family member who has been previously unemployed;
2. The family member's income increases while receiving or within six (6) months of receiving welfare; or
3. A family member's income increases during his or her participation in a self-sufficiency or job training program.

b. For How Long is the Income Disregarded

The mandatory EID provisions of the statute and regulations require public housing authorities (JHA's) and other owners of selected federally funded housing to exclude 100 percent of a family's increased income from earnings for an initial period of 12 months and fifty (50%) percent of the increased earned income for an additional 12 month period. A tenant is eligible to receive the EID during a lifetime 48-month period from the time that the EID is first applied for the affected tenant. The time begins to run the date JHA would have otherwise raised the tenant's rent in response to a reported income increase. For example, if a previously unemployed family member becomes employed and fails to report his income change for 6 months after the JHA's requested date of notification, the household would still have 6 months of the 100 percent EID and a full year of fifty (50%) percent EID remaining to use in the next 42 months (48 month time limit minus the 6 months for the period of non reporting). Under HUD guidelines, there is no penalty for failing to report an increase in income that would be subject to the 100% disallowance, because any income increase within that period would have been disregarded. If a resident is receiving the EID from one PHA and the family moves to a unit administered by another PHA, the family may continue to receive the EID. In that situation, the

family should notify the new PHA that the resident qualified for the EID benefit and that the clock has begun to run. However, the tenant should not be under any obligation if he or she has not been informed of the rules.

c. Who Qualifies for the EID?
    1. A family qualifies for the EID, if the family income increases as a result of the employment of a family member who was previously unemployed for one (1) or more years. There is no other limit on the time that the tenant must have been unemployed prior to gaining work. The definition of previously unemployed includes a person who has earned in the past 12 months no more than the equivalent of 500 hours of work at the greater of the federal, state or local minimum wage.
    2. A household is entitled to the EID if the family member (who is currently receiving or within six (6) months of receiving welfare benefits) experiences an increase in earned income. The increase in earnings may be due to a new job or an increase in earnings from a current job. The EID is available for tenants whose income increases while they are still receiving welfare assistance and for six (6) months after receiving the welfare assistance. To qualify as receiving benefits under Temporary Assistance to Needy Families (TANF), a tenant may have received monthly income maintenance or benefits and services such as one time payments, wage subsidies and transportation assistance provided that the total amount over a six (6) monthly period is at least $500.
    3. The fact that a tenant's welfare income is reduced or terminated due to a work-related sanction does not disqualify the individual from the benefits of the EID if the sanctioned member subsequently finds work. However, if the tenant's welfare benefits are reduced for fraud or noncompliance with economic self-sufficiency requirements, the "sanctioned" welfare income will continue to be included in the family income for rent-setting purposes. In other words, the tenant will not experience a reduction in rent due to the reduction in welfare benefits precipitated by a sanction for fraud or noncompliance with economic self sufficiency requirements. However, the same family will not be penalized with additional rent increases for responding to the sanction by obtaining work. For example, a family's $500/month TANF benefits are terminated due to failure to cooperate with the work requirements. While still under the sanction the mother begins employment making $700/month. Although $500/month income is imputed she is entitled to a disregard of the difference between her earnings and her prior TANF income. Therefore, the additional $200 ($700-$500) is disregarded 100% for the first 12 months and 50% for the second 12 months.
    4. A household may also qualify for the EID if the household income increases due to increased earnings of a household member during that

member's participation in an "economic self-sufficiency program" or other job training program. The definition of an economic self-sufficiency program includes any program designed to assist tenants in gaining their financial independence. This encompasses a large number and a wide variety of programs, including, but not limited to job training, English proficiency classes, and substance abuse and mental health treatment programs. While such training includes enrollment in general vocational courses at a community college or training or activities at a sheltered workshop, it may also include enrollment in non-vocational programs, "as long as such program is designed in some way to encourage, assist, train or facilitate the economic independence of HUD assisted families or to provide work for such families." Advocates are encouraged to get JHA to interpret the applicability of this provision broadly. It is also important to remember that the increases in earnings to be disregarded may occur after the completion of the primary part of the training program if the individual continues to receive some amount of training, mentoring, counseling or other assistance.

d. EID tracking – will be effective the first day of the following month the employment or increase started. Example: If a person qualifies for EID on 12/15/07, the disallowance will be effective 01/01/08

E. **Income changes resulting from welfare program requirements welfare benefit Reductions 24 CFR 5.618 Section 512 of the 1998 Act amending Section 12 of the 1937 Act.**

If the resident is still within the welfare hearing process, and no final decision has been rendered, the resident's rent should be reduced pending receipt of a final determination (much like a temporary rent is processed). If the resident ultimately is unsuccessful in their appeal through the welfare department (and similarly unsuccessful in a grievance hearing before the JHA), the resident's rent will be retroactively increased back to the previous rent and the resident will need to make immediate arrangements with the JHA to repay any overpaid assistance.

A reduction in rent will occur if the reduction in income results from:

a. The expiration of a lifetime limit on benefits.
b. The family has complied with welfare program requirements but is still unable to find a job.
c. The family member has not complied with other welfare agency requirements (such as showing up to appointments, etc.)

F. **Calculation of Seasonal/School Board Employment**

To determine subsidy on School Board/Seasonal employees, the Jacksonville Housing Authority will annualize the participant's projected income and then conduct an interim

reexamination when the participant's income changes. The PHA may annualize the family's income anticipated for a shorter period, subject to a re-determination at the end of the shorter period. All income will be annualized at 12 months, to allow interims during the 12 month period.

Example: Participant is currently employed with First Student Bus Co. earning $9.50 hourly and works approximately 30 hours a week. When school begins, annualize the income at $9.50 x 30 hours a week, then x 52 weeks. When school ends for the summer, the participant will have to report their current status of un/employment and current income. An interim reexamination will be processed on the current income, with a projected annualized calculation. When school begins the participant must report it, and then the employment will once again be annualized for the upcoming year on the current income.

G. **Inconsistent Income**

Inconsistent income includes, but not limited to, temporary employment. If a resident is employed though a temporary staffing agency, a twelve (12) month printout is required. When a printout is received from the employer for the prior twelve (12) months, the housing authority will use the amount received over the last twelve (12) months, if no projection of anticipated income can be made. Inconsistent income shall be reduced only after a three (3) full months has elapsed without pay/work.

H. **Alimony and Child Support**

Regular alimony and child support payments received are counted as income. If the child support or alimony is not received on a regular basis, the housing authority must count the amount of child support in the divorce decree or separation agreement unless the housing authority verifies that the child support or alimony income is not provided. To calculate any other amount other than the amount in the award for child support, the housing authority must obtain documentation from the child support depository. The participant must produce documentation that the family has filed with the agency responsible for enforcing the payments. When a printout is received from the child support office for the prior twelve (12) months, the housing authority will use the amount received over the last twelve (12) months, if no projection of anticipated income can be made. If the resident provides a child support printout verifying that the child support payments have stopped within less than 3 (three) months, gradual interim reexaminations will be completed. The annual child support income shall be dropped from the rent calculation only after a three (3) full months has elapsed without payment, provided the resident brings in supporting documentation. If the support is not Court ordered, an affidavit from the person paying the support, is required indicating how much is being paid, to whom, naming each child and the amount paid monthly or weekly. If the participant claims the child support has stopped, then an

affidavit is required. Child support income shall be reduced immediately upon receipt of an affidavit stating that the direct/non-court ordered child support has discontinued.

I. **Assets from Income**

Income from assets, such as interest, dividends, any kind of net income from real or personal property is to be verified and included with the annual income. Most common assets:

a. Savings account: requires the most current monthly statement/verification of balance and interest (if applicable)
b. Checking accounts: requires a 6 month average of checking account balance and six (6) month average of interest, if applicable. Third party verification is preferred, but bank statements are acceptable.
c. Whole Life Insurance: need proof of cash value of asset.
d. Term Life Insurance: this is not an asset because there is no cash value.

*This list is not all-inclusive. Please refer to 24 CFR 5.609

J. **Security Deposit:** New households must pay a security deposit at move-in. The security deposit for all households except in Brentwood is $100.00. Brentwood households pay a $200 security deposit. (This will not apply to relocated residents initially returning to Brentwood who will pay the original $100.00 deposit. JHA may develop procedures for families to pay security deposits in increments. If paid in increments, the payments will be enforced through the lease. Failure to pay the incremental payments will result in violation of the lease.

K. **Oaks of Durkeeville:** This community requires residents to meet self-sufficiency requirements (see: Section VI Part 3) and an addendum for residents at this community will be part of the lease.

SECTION VIII – UNIT INSPECTIONS

1. **Unit Inspections**: Prior to the move-in of a new resident into a unit, a move-in inspection will be conducted. All occupied units will have at least one annual Housing Quality Standard (HQS) inspection. Procedures may be developed for additional inspections. The move-out inspections will be conducted when residents vacate their units.

2. **Annual Inspection**: The annual Uniform Physical Condition Standard (UPCS) inspection shall be conducted to ensure that the units are in compliance with the federal housing quality standards. Any conditions requiring repair will be written up for repair. Damages caused by resident neglect or abuse will be assessed to the resident using JHA's repair charge schedule.

3. **The Move-In Inspection**: Prior to the execution of the lease, the manager and new resident shall conduct a move-in inspection of the unit to be occupied by the resident. The main purpose of this inspection is to assure that all needed work in the unit has been done and all equipment is in place and working.

   The move-in inspection report will be used to note the condition of each item on the inspection form, which includes:
   a. Interior walls, floors, doors, light fixtures, ice trays, towel bars, smoke detector, fire extinguisher, etc.
   b. Exterior shrubs, grass, mailbox, dumpster, play equipment, etc.

   After the inspection the manager and resident shall:
   a. Discuss the condition of the physical unit.
   b. Review rules and resident obligations that are applicable to the upkeep of the unit. I.e. hanging pictures, painting walls, and housekeeping standards.
   c. Sign and date the inspection form.
   d. Sign any work orders that may be needed.

4. **Move-out Inspections:** A move-out inspection shall be conducted when a resident vacates the unit. If the resident has given proper notice, the manager should schedule the inspection so the resident can accompany the manager during the inspection. Upon conducting the inspection, the manager and resident should also review the move-in inspection report, and any subsequent inspection reports, to compare them with the current condition of the unit. The manager will determine what constitutes normal wear and tear for the time the resident resided in the unit and what damage was caused by neglect or abuse. The resident will be properly notified of any changes made to their security deposit and other cost owed under the terms of the lease. If a resident vacates the premises without the inspection and it is determined that damage was caused to the physical structure of the unit, then the resident will be held responsible for any and all damages (civil and criminal). Notification will be sent to the State Attorney's Office with disposition pending.

5. **Site (Housekeeping) Inspections:** The community manager will perform no more than four site (housekeeping) inspections annually on each occupied unit, unless circumstances warrant additional inspections. These site inspections will keep the manager abreast of unit conditions and assist the manager in the intervention of poor housekeeping or other enforcement problems. The manager should do the first site inspection within 30-90 days of initial move in to determine if the resident is maintaining the unit properly. Mandatory housekeeping classes or social service involvement will be required of the resident if the manager deems them necessary. Prior to performing inspections, maintenance improvements, repairs to units, or social service visits, a JHA employee will notify the resident at least two (2) days in advance. If an emergency is believed to exist, management shall have the right to enter the unit without prior notice. When conducting inspections, if it is found that the resident has caused damage to the unit, the resident shall be notified of the damage, the cost of repairs, and the method of payment.

SECTION IX – OCCUPANCY POLICY

1. **Resident Responsibilities:** Residents of the public housing communities must abide by the rules and regulations as set forth in the Dwelling Lease agreement. Those residents who meet the following criteria will be eligible for continued occupancy.
    A. Who qualify as a family or single person as defined in Section I.
    B. Who are in full compliance with the resident obligations and responsibilities as listed in the Dwelling Lease agreement and in the Lease Addendum for Drug-Free Housing.
    C. The family composition conforms to the occupancy guidelines as established in Section V.
    D. Each resident shall be required to live at the JHA Public Housing for at least one (1) year or will be subject to the security deposit forfeiture policy. So long as a 30 day notice is given, the reasons for contract termination will be voluntary withdraw or program transfer, depending on the situation. Each resident shall be required, at least once a year, to have his or her income re-examined by the community manager.
    E. Residents and their children must attend school in the county in which the subsidized unit is located and not have split school districts, unless legal custody documentation is provided. For example, the children attend school in Jacksonville part-time and also in Georgia part-time. Any exception to the rule will require manager approval.

2. **Community Service:**
    A. The 1998 Act requires all non-exempt adult public housing residents to contribute eight (8) hours per month in community service or to participate in a self-sufficiency program. The community work is to be verifiable, non-paid, volunteer service to the community. A list of suggested activities may be obtained from the community staff or the Resident Services. The JHA requires that the non-exempt family members complete and submit a monthly report of their community service to the rental office no later than the 5th working day of each month.
    B. Exempted from the community work requirements are all adults:
        a. Who are age 62 or older;
        b. Who are blind or disabled or primary caretaker of such individual if requested by the adult resident with a disability as a reasonable accommodation for their disability;
        c. Who are employed or who are engaged in work activities as defined by the WAGES program or who are exempt from being engaged in work activity as defined by the WAGES program, one parent of a newborn infant (under 90 days of age), SSI recipient or applicant going through the process of approval for SSI or SS disability benefits; adult responsible for the care of a parent or child with a disability who needs 24 hour care CFR 24 Sub. Paragraph 960.601
    C. Is engaged in "work activity" for a weekly minimum of twenty (20) hours or full time student or job training status such as:
        a. Employment

b. On the job training
c. Vocational educational training (not to exceed twelve months with respect to any individual); education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalence or in a course of study leading to a certificate of general equivalence.

D. If a resident is currently (and before this requirement was imposed by Congress on public housing residents) participating in a community service program, they are exempt from monthly reporting, but not from fulfilling the community service requirement and documenting that they have fulfilled the requirement. It is recommended that the community service be verified now and again at the annual re-exam time to verify that the resident is continuing to perform the community service required.

E. The community work requirement will be incorporated into the lease. As part of the annual re-certification process, thirty (30) days prior to the renewal of the lease, JHA must determine if the resident has complied with the community work requirement. Renewal of the lease may be denied if a resident has not complied with the community work requirement. Due process under the standard grievance procedure is provided.

F. Administration of the Community Work Program:
    a. The agency will identify the residents required to participate in the Community Work program.
    b. The agency is responsible for giving the approved form to the resident at the time it is determined that a resident must complete the community service hours.
    c. It will be the resident's responsibility to submit to the agency staff in writing a report of their community service performed using the required form.
    d. It will be the agency's responsibility to review the resident file for residents entering the annual re-certification process to determine that the resident has complied with the community work requirement. If the resident has not complied with the requirement, the agency must offer the tenant an opportunity to make up the hours over the following twelve (12) months. If the tenant accepts the offer, it must be placed in a written agreement and the family will not be evicted. If the family member does not agree to make up the hours, or fails to do so by the end of the make-up year, the agency may then refuse to renew the resident's lease.
    e. If the agency concluded that an individual has not complied with the community service requirement, either at the end of the initial year or the make-up year, the agency must notify the resident and offer the resident a right to file a grievance under the JHA grievance procedure.

3. **Income and Household Composition Changes:** An interim will be done when there is an increase or decrease in income or household composition (addition or removal of household member). Rent calculations will be made in compliance with 24 CFR 960.253 (5/01) editions. Changes in income and household composition are to be reported in writing within ten (10) business days by the resident to the community manager when:
    A. There are circumstances that have created a hardship situation for the resident that impact their ability to pay their rent.
    B. There is an increase or decrease in the resident's household income (example: change in job status, increase or decrease in child support, child care expense, medical expense, etc.

4. **Processing Resident Income and Household Composition Changes:** Upon the resident notifying the manager of income or household composition changes, the manager must initiate action in a timely manner to adjust the resident's rent accordingly. To process the decrease or increase in income the manager must:
    A. Require the resident to submit the proper documentation to substantiate the change.
    B. Verify the information by contacting the appropriate resource (i.e. Employer, DCF, and Social Security Office. Use the HUD's Tenant Assessment Sub-System (TASS) and Centralized EIV System are acceptable methods for verifying family income. Upfront verification is the highest level of verification methods. Use of additional third party verification to supplement EIV is listed below in priority order.
    C. Written Third Party Verification: An original or authentic document generated by a third party source, may be in the possession of the applicant. The JHA may, at its discretion, reject any tenant-provided documents and follow up directly with the source to obtain necessary verification of information.
    D. Oral Third Party Verification: Independent verification of income and/or expenses by contacting the individual income/expense source(s) supplied by the family, via telephone or in-person visit. JHA staff should document in the tenant file, the date and time of the telephone call, the name of the person contacted and telephone number, along with the confirmed verified information. This verification method is commonly used in the event that the independent source does not respond to the JHA's faxed, mailed, or e-mailed request for information in a reasonable time frame, i.e. ten (10) business days.
    E. Document Review: The JHA reviews original documents provided by the tenant in support of their declaration of income during the income reexamination. This verification method can only be used as the sole source of income verification when third party verification cannot be obtained. When JHA resorts to reviewing tenant provided documents, the JHA must document in the tenant file why third party verification was not available.
    F. Acceptable Participant-Provided Documents: Housing program participants have an obligation to the JHA to provide any letter or other notice, including any letter or notice from HUD that provides information concerning the amount or verification of family

income, per section 3(f) of the U.S. Housing Act of 1937, as amended. In support of the tenant's declaration of income, the JHA may review original (authentic) documents provided by the participant. All documents should be dated within the last 60 days of the interview. The JHA should make a photocopy of the original document(s) and maintain the copy in the participant case file. The JHA should also document in the tenant file, the receipt, copy, and review of the original (authentic) document. Below is a summary of some acceptable participant-provided documents:

a. Consecutive and original pay stubs
b. Social Security Administration award letter
c. Bank Statements
d. Pension benefit statements
e. Temporary Assistance to Needy Families (TANF) award letter
f. Other official and authentic documents from a Federal, State, or local agency.

G. Tenant Certification: The tenant submits an affidavit or notarized statement of reported income and/or expenses. This verification method should be used as a last resort when all other verification methods are not possible. When the JHA relies on tenant certification, the JHA must document in the tenant file why third party verification was not available.

H. Document and property file the supporting verification in the resident's file.

I. Process the income adjustment within ten (10) business days of receipt of the documented information.

a. An increase in the resident's rent is to be made effective the first day of the second month following the day in which the changed occurred, providing that all required documentation has been submitted by the resident. Increases in a resident's rent do not need to be processed if the gross monthly increase income is less than $20.00 per month. Increases in a resident's rent may occur at any time during the recertification year. A resident's rent will be recalculated as set forth in Section VII Part 4 and Section IX Part 3.
b. In the case of rent increases due to misrepresentation, failure to report a change in household composition, or failure to report an increase in income the manager shall apply the increase in rent retroactively to the first day of the month following the day in which the misrepresentation or failure to report occurred.
c. A decrease in the resident's rent is to be made effective the first day of the month following the day in which the change is reported, providing that all required documentation has been submitted by the resident.

The JHA will forward to the resident a "Notice of Rent Adjustment and Amendment to Lease" advising the resident of any rent change (increase or decrease) resulting from the re-examination. A copy of the notice shall also be placed in the resident's file. If it is determined that the resident has made an overpayment toward his/her rent, adjustments will be made to compensate the resident as follows:

d. If the overpayment by the resident is equal to or less than two (2) months of rental payment, a credit will be made to the resident's account.
e. If the overpayment by the resident is equal or more than two (2) months of rental payment, a check will be issued to the resident from JHA's Accounting Office.
f. If there are outstanding debts due to the agency by the resident, money due to the resident will be applied to debts first.

When a resident notifies the manager of a change in their household composition, the manager shall make necessary adjustment in the rent by adding or subtracting the appropriate deductions (i.e. dependents, elderly, childcare and medical.) No changes will be completed without the appropriate documentation submitted by the resident (i.e. birth certificate, marriage license, etc.) In processing changes due to the birth or legal adoption of a child, the manager must:

g. Require the resident to submit the birth certificate (birth registration cards and hospital certificates are not acceptable) or legal adoption papers.
h. Recalculate the resident's allowable deductions to include the appropriate dependent allowance.
i. Adjust and process the new rent amount accordingly.

Changes due to marriage or the addition of a household member (not by birth) not previously included on the lease should be verified and processed as follows:

j. New household members 18 years and older will be screened according to the Applicant Screening Policies. If the new household member does not pass the screening criteria, that person will not be allowed to move in and will not be added to the lease.
k. Residents adding new household members under the age of 18 must submit legal custody papers, if it is not a blood relative (power of attorney is not acceptable) or documentation of relationship if it is a blood relative.

Changes due to the deletion of a household member will be appropriately documented. The name of the person removed will be deleted from the dwelling lease agreement. Documentation to verify the family decrease will include: divorce decree, death certificate, or notarized statement from resident.

K. Reporting to the Housing Authority :

The family must declare a member as permanently or temporarily absent in writing to the Housing Authority with the occurrence of the circumstance. The Housing Authority will advise the family at that time, what the options are and how it might affect the Total Tenant Payment and the bedroom size.

Any adult family member(s) requesting to be removed from the household must submit documentary evidence before she/he is removed from the household.

Evidence includes, but not limited to:

a. A new driver's license with the new address

b. A new lease with the new address
c. College registration in another city or state
d. Utility or other bills showing another address
e. In extreme circumstances when this information is unattainable, we will accept a notarized letter from head of household.

The family should be counseled at briefings and re-examinations of the effect of the permanent/temporary absence policy on their income.

5. **Annual Re-examination**: The income and household composition of all resident families shall be re-examined at least once every twelve (12) months from date of move-in. This information will be verified to determine changes needed in the resident rent or dwelling unit size. It will be the Agency's responsibility to review the resident file for residents in the Hope VI communities entering the annual re-certification process to determine that the resident has complied with the community work requirement. JHA is required to use "up-front" income verification (EIV) techniques during the required reexaminations of family income. Up-front income verification is defined as the verification of income through and independent source making use of income information databases, such as those maintained by the State Wage Information Collection Agencies (SWICAS), the Social Security Administration (SSA), and private Vendors before and during a family reexamination. The use of EIV techniques will expedite the income verification process, reduce errors during the reexaminations of family income, and promote integrity in the reporting of income. However, EIV is not to be used as a sole source of employment verification, but as a checking aid. All employment discovered on the EIV must be followed up by the PHA via employment confirmation (preferably 3rd party verification). At every annual reexamination, the ICN will be required to be printed and placed in the resident's file. The ICN will be a receipt showing proof that the EIV has been pulled and verified. Under no circumstances will the EIV be put in files. (Please refer to the JHA EIV Policy.) Changes as a result of income changes will be processed according to Section IX Part 3, and will remain in effect until the next annual re-examination or until subsequent circumstances occur that warrant an interim rent and income review. The flat rent option must be explained to the resident and the opportunity of the choice of the flat rent given to the resident and documented in the file. The EIV project is sponsored by HUD's Office of Public and Indian Housing (PIH). The UIV EIV system provides a single source of income-related data to PHAs for use in verifying the income of tenants in the various rental assistance programs. When there is an increase or decrease in the family composition that changes the bedroom size of the unit needed by the resident, the resident will be notified in writing. The notification will state that the resident will be required to move to another unit of the appropriate bedroom size. The resident will be given a reasonable time in which to move.

6. **Temporary Rent:** In the event that it is not possible to obtain all verifications necessary to complete a re-examination, including rent adjustment by the established re-examination date; temporary rent will be established based on the written certified information supplied by the resident's family. The resident will be notified by a "Temporary Rent Notice", that payment of

rent, based on this unverified report of anticipated income, is to be made pending verification of appropriate rent. The notice will make clear to the resident that when the appropriate rent is established it will be effective from the established "re-examination date" and the resident will be charged for any balance due, or credited with any overpayment, resulting from payment of the temporary rent.

7. **Action Required Following Re-examination:** Immediately following each resident's re-examination, the resident is to be informed in writing concerning:
    A. Any change to be made in the rent or size of dwelling occupied.
    B. Any instances of misrepresentation or noncompliance with the terms of the lease revealed through re-examination and any corrective or punitive action, which is to be taken. If the re-examination discloses that the resident, at the time of admission or any previous reexamination, made misrepresentations which resulted in he/she being classified as eligible, when in fact he/she was ineligible, the resident will be required to vacate even though he/she may currently be eligible.

    Also, if at the time of re-examination it is found that the resident's misrepresentations have resulted in paying a lower rent that he/she should have paid, he/she will be required to pay the difference between the rent he/she has paid and what rent he/she should have paid. In justifiable cases, JHA may take such other actions as it deems advisable which include:
    A. Reporting the resident to the State Attorney's Office for back rent debts of approximately $500.00;
    B. Termination of the resident's housing;
    C. Eviction;
    D. Entering into a repayment agreement with the resident;

    One or more of these actions can be pursued at the same time depending on the situation. Before any action is taken, the resident will be given an opportunity to review the facts that have been gathered by JHA and allowed an opportunity to respond. The resident will also be given reasonable time to present documents on his/her own behalf. If the issue can be resolved to JHA's satisfaction, no further action will be taken. If for any reason, JHA turns your debt over to a Collection Agency, the additional cost of the Collection Agency will be passed on to the resident. After 120 days, JHA sends unpaid debts or debts without current payment agreements to a collection agency. The resident will incur an additional cost of 40% of the entire or remaining debt.

8. **Interim Re-examination:**
    A. The Housing Agency is required by law to adjust the rent at anytime the following circumstances occur: CFR 960.257(b). Residents can show a change in his/her circumstances, such as zero income, or a decline in income, which would justify a reduction in rent, under the prevailing methods of rent calculations or such other circumstances as would create a hardship situation. Changes in household composition, any decrease in household income, employment of member(s) of household. (in accordance with Section VII Part 4 and Section IX Part 3) An increase in gross monthly

income of $20.00 or more, or any other circumstances for management to determine whether the rent should be changed. The flat rent option must be explained to the resident and the opportunity of the choice of the flat rent given to the resident and documented in the file no more than once each year.

B. The manager should initiate action to adjust the resident's rent when the resident family reports a verified unanticipated decrease in income. If the manager cannot confirm and verify the decrease before the end of the month the reduced rent may be put into effect on a temporary basis subject to verification. The resident will have ten (10) business days to provide proper documentation. Failure to do so will result in the temporary rent to be cancelled. (See "Temporary Rents")

C. Towards implementing the interim re-determination policy, JHA must:
    a. Take prompt action to increase or decrease resident's rent in accordance with documented increase or decrease in resident's income.
    b. Forward to the resident a "Notice of Rent Adjustment and Amendment to Lease" advising the resident of any rent change (increase or decrease) resulting from the re-determination.
    c. Obtain and properly file data supporting verification and confirmation of resident's income (increase or decrease).
    d. Monitor the residents family income situation and make appropriate rent adjustments. Residents reporting (1) zero or no income, or (2) income only from family/friends (family assistance) will be re-certified every ninety days.
    e. Increase in rent will be processed when there is a gross $20.00 or more per month increase in income. Increase in rent will be effective the first day of the second month following the day in which the change occurred. Decreases in rent will be made effective the first day of the following month in which the change is reported.

D. To initiate an interim rent re-examination due to income change (increase or decrease) , or other circumstances which would create a hardship situation, the resident is required:
    a. Within ten (10) business days of its occurrence to report the income change or other hardship circumstances to the manager with supporting documentation.
    b. To report to management within ten (10) business days of its occurrence of an increase or decrease or termination of public assistance.
    c. To report to management within ten (10) business days of its occurrence the return or restoration of income following an unanticipated reduction of income or hardship circumstances.
    d. To provide to management, within reason, requested documentation to support the verification and certification by management of income reductions or increases.

E. An interim rent re-examination will be waived for those residents who receive an increase in the monthly gross income of $20 or less.

9. **Additions to the Lease**

Requests for the addition of a new member to the household must be approved by JHA, before the actual move-in of the proposed new member. Following receipt of a family's request for approval, JHA will conduct a pre-admission screening, including the criminal history report of the proposed new member to include juveniles if they have been charged with a felony. Only new members approved by JHA will be added to the household. Factors determining household additions:

A. Household additions subject to screening:
   a. A resident plans to marry;
   b. A unit occupied by a remaining family member(s) under the age of 18 (not an emancipated minor) and an adult who was not a member of the original household; requests permission to take over as the head of household.

B. JHA will not approve adding an adult relative with child (ren) to the lease since this would affect the bedroom needs for the household according to JHA occupancy standards. JHA will encourage this relative to apply as a new applicant for placement on the waiting list.

C. Residents who fail to notify JHA of additions to the household, or who permit persons to join the household without undergoing screening, are in violation of the lease.

D. Family members age 18 and over who move from the dwelling unit to establish new households shall be removed from the lease. The tenant must notify JHA of the move-out within ten (10) days of this occurrence. These individuals may not be readmitted to the unit if an additional bedroom will be needed. JHA will encourage this relative to apply as a new applicant for placement on the waiting list. Medical hardship or other extenuating circumstances will be considered by JHA in making exceptions under this paragraph.

E. Roomers or lodgers are not permitted to move into the unit. Former residents with a trespass warning would be considered an unauthorized guest.

10. **Transfer to Other Programs:**

Applicants who choose to sign a lease with a public housing community operated by JHA will not be permitted to transfer to any other Federally Assisted Housing program run by JHA until one (1) year has passed from the date of their initial move-in. These programs include but are not limited to the Housing Choice Voucher (Section 8), Project Based Assistance (PBA), and Moderate Rehabilitation (Mod-Rehab). Due to tax credit requirements, residents of Lindsey Terrace and Brentwood Lake will not be able to switch programs unless they have resided in that community for twelve (12) months, regardless of how long they have been a public housing participant

11. **Accessible units will be assigned in the following order:**

First, to current JHA Residents who have a disability who would benefit from the unit's accessible features but whose current unit does not have such features. If there is more than one current resident requiring the accessibility features of the available unit, the family with the

earliest written request for a transfer will be selected for the unit. Second, to eligible and qualified households on any waiting list who have a disability which would benefit from the unit's accessibility features. An accessible unit will be offered first to households who qualify for a preference and who need the specific features of the available unit. Thereafter, an accessible unit will be offered to households who need the specific accessibility features, in order of application date. This selection will be made ahead of applicants on the waiting list who do not require the specific accessibility features of the available unit regardless of preferences and application date. Third, to other eligible and qualified households on the waiting list who do not require the specific accessible features of the available unit. In this case, the household must agree in writing to transfer to a non-accessible unit at the request of the Housing Authority.

12. **504 Assessment Guidelines:**
As defined by Section 504, a "reasonable accommodation" is a relaxation or change in policy, procedure, or practice in order to accommodate a resident with a disability. A "reasonable modification" is work done to allow the resident to continue residing safely and comfortably in their apartment. Reasonable accommodations or modifications are acceptable as long as they do not cause undue administrative burden or case fundamental changes in program structure. (The JHA must document one or the other if an accommodation or modification is declined.)
    A. If a resident asks to be considered for a modification to their unit or a transfer request due to a medical reason, they will be given the Report for Transfer/504 Modification for their medical service provider to fill out. The "medical service provider" can be a physician, nurse, physical therapist or any other medical professional who can certify for the resident's medical need. When they return to their service worker with the completed report, the worker will fill out the 504 Assessment letter and the Accommodation Request letter.
    B. The 504 Assessment, the Accommodation Request letter, the Report for Transfer/504 Modification, and a copy of psychosocial assessment will be sent to the community manager, director of property management, application supervisor, and technical services coordinator. The service worker will also keep a copy of the request. This procedure ensures no delays in processing the resident request.
    C. Request of a non-medical nature are handled between the manager and resident. In the case of non-medical transfer, only the Request for Transfer form is provided to the resident.

13. **Termination of Lease:**
The resident may terminate the lease at any time for the purpose of moving out of JHA assisted housing provided the effective date of the termination is on the last day of the month. Written notification must be given to the Housing Manager not less than thirty (30) days and not more than sixty days prior to termination. The lease may be terminated by JHA only for serious or repeated violations of material term of the lease, such as: failure to make payments due under the lease or to fulfill resident obligations set forth in the lease, failure to comply with community service regulations, or for other good cause. Termination of the lease shall be as follows:

A. Management shall give fourteen (14) days written notice of termination if said termination is caused by the resident's failure to pay rent.
B. Management shall give seven (7) days written notice of termination if said termination is based upon:
    a. Any criminal activity which threatens the health, safety, or peaceful enjoyment of the premises by other residents or employees of the public housing agency; or any violent or drug-related criminal activity on or off the public housing premises; or knowingly harbor fugitives from the law.
C. Management shall give ten (10) days written notice of termination in all other cases. This notice of termination shall be preceded by a seven (7) day notice to cure which is required by the Florida Law. In deciding whether to terminate the tenancy of a resident, JHA shall have the discretion to consider all of the circumstances of the case, including:
    a. The occurrence of repeated circumstances;
    b. The extent of participation by family members;
    c. The effects the eviction would have on family members not involved in the illegal activity;
    d. The seriousness of the offense would be taken in account. In exceptional cases, JHA may permit continued occupancy by remaining family members and may impose a condition that family members or persons on the lease who engaged in the illegal activity will not reside in, or return as a guest to the unit. As used herein "exceptional cases" are those in which the family member or person on the lease who engaged in such illegal activity has been removed from the Jacksonville area and cannot return to the leased premises on a regular basis. In cases where JHA has information that drug or criminal activity may be occurring at a unit without the knowledge of the head of the household, JHA shall notify the head of the household, warning them of the observed activity, putting them on notice that further illegal activity could result in a future termination of tenancy, and offering the resident an opportunity to discuss ways of avoiding future illegal activities at the unit. This policy does not foreclose the possibility of issuing a seven (7) day notice in accordance with Section IX Part 2. This section does not apply in cases in which JHA has proof that such activity has occurred.
D. An incident or incidents of actual or threatened victim of domestic violence, dating violence or stalking will not be considered as a serious or repeated violation of the lease by the victim and will not be good cause for terminating the tenancy or occupancy rights of the victim of that violence.
E. JHA may terminate the tenancy of a lawful occupant or tenant who engages in criminal acts of violence to family members or others without evicting victimized lawful occupants. See also Section XV.

14. **Mandatory Relocations:** Residents affected by mandatory relocation or displacement as identified in the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs (49 CFR Part 24), must comply with a ninety (90) day written notice to vacate the premises or be subject to eviction per the Uniform Relocation Assistance & Real Property Acquisition Act.

SECTION X – GRIEVANCE PROCEDURES

1. **Right to a Hearing:** All disputes concerning the obligations of the resident or JHA shall (except as provided in 24 CFR 966.51 (a) (2) be resolved in accordance with JHA grievance procedures.

2. **Definitions:** Complainant is defined as any resident whose rights, duties, welfare or status are or may be adversely affected by JHA action or failure to act, and who files a grievance or complaint with JHA with respect to such action or failure to act. Grievance or complaint is defined as any dispute with respect to JHA action or failure to act in accordance with lease requirements, or any JHA action or failure to act involving interpretation or application of the JHA's regulations, policies or procedures which affects the rights, duties, welfare or status of the complainant.

3. **Exclusions of Certain Evictions from the Grievance Procedure:** When JHA seeks to terminate the lease of a resident, JHA may exclude from the administrative grievance procedure any termination of tenancy that involves:
   A. Any criminal activity which threatens the health, safety or peaceful enjoyment of the premises by other residents or employees of the public housing agency; or any violent or drug related criminal activity on or off the public housing premises; or knowingly harboring fugitives from the law.
   B. Drug related criminal activity. In such cases JHA may file an eviction action after terminating the tenancy by giving the resident a seven (7) day notice of termination specifying the non-compliance and advising the tenant that a judicial action for eviction will be commenced by JHA at the expiration of the seven (7) day period.

4. **Procedures Prior to a Hearing**
   A. An informal settlement of a grievance or complaint must be presented in written or oral form to the manager in the community office by the resident or their representative within (10) working days of the JHA action or failure to act which is the basis for the grievance. It may be simply requested. A summary of the complaint shall be retained by the complainant and by the community manager.
   B. An answer in writing to each complaint dated and signed by the community manager or other appropriate official designated by him/her, shall be delivered or mailed to the complainant within five (5) working days. A copy of the response shall be retained with the complainant's file in the community office. The answer shall specify:
      a. The proposed disposition of the complaint and specific reasons thereof;
      b. The right of the complainant to a hearing;
      c. The procedure by which such hearing may be obtained.
   C. If the complainant is dissatisfied with the proposed disposition of his/her complaint as stated in the written answer, he/she may submit a written request for a hearing to the community management's office. This written request shall be made within ten (10) days of the answer of his/her complaint. This request must be date stamped and filed

along with the original complaint and answer to complete the grievance. The community manager will send the Sr. Director of Property Management this packet along with documentation of the steps taken to resolve the issue and rationale for the proposed action. The Sr. Director of Property Management will review the packet and manager comments and forward only the packet and relevant documentation to the Crime Prevention Coordinator. The Crime Prevention Coordinator will inform the Hearing Officer of the request for a hearing without revealing the name of the complainant. The Crime Prevention Coordinator shall arrange a date, time, and place reasonably convenient to the complainant for the hearing and shall inform the complainant thereof in writing. While action on the hearing is pending, JHA may take no action on the original complaint whatsoever.

5. **The Hearing Officer:** The Hearing Officer researches and utilizes laws, regulations, policies, and precedent decisions to prepare for hearings. The Hearing Officer conducts hearings to obtain information and evidence relative to disposition of the appeal. He or she questions witnesses and analyzes evidence (including testimony), applicable laws, regulations, policy, and precedent decisions to determine appropriate conclusions. The Hearing Officer prepares the written decision in accordance with the CFR.

6. **The Hearing:**
   A. The complaint shall be entitled to a fair hearing before the Hearing Officer and may be represented by counsel or another person chosen as representative.
   B. Complainant may examine before the hearing and at their expense obtain copies of all documents, records, and regulations of JHA that are relevant to the hearing. All documents that will be used by management at the hearing shall be offered to the complainant. Any document not made available, after request by the complainant, may not be relied on by JHA or the community management at the hearing. The complainant may request and obtain a transcript of the hearing at his or her expense.
   C. If the dispute is over the amount of rent or other charges which JHA claims is due, the complainant shall deposit the amount in dispute in an escrow account pending settlement of the dispute by the Hearing Officer. If the complainant fails to do so, the Hearing Officer shall determine that the complainant has waived his/her right to the hearing, unless there are extenuating circumstances. This shall not, however, constitute a waiver of the complainant's right to thereafter contest the JHA's disposition of his/her grievance in an appropriate judicial proceeding. If a complainant fails to appear at his/her hearing, the Hearing Officer may make a decision to postpone the hearing or render a decision based on the information presented in the packet. This shall not constitute a waiver of complainant's right to thereafter contest JHA's disposition of his/her grievance in appropriate judicial proceedings.
   D. At the hearing the complainant must present evidence to prove his/her case and then the burden of proof is on JHA to justify the action or inaction proposed by it in its answer to the complaint. The complainant may present evidence and arguments in

support of his/her complaint and dispute JHA or the Community Management. Hearings conducted by the Hearing Officer shall be informal, and any oral or documentary evidence to the facts and issues raised by the complainant or JHA, may be received by the Hearing Officer without regard to whether that evidence would be admissible under rules of evidence employed in judicial proceedings.

7. **Decision of the Hearing Officer (as provided in 24 CFR 966.57)**
   A. The Hearing Officer shall prepare a written decision, together with the reasons therefore, within a reasonable time after the hearing. A copy of the decision shall be sent to the complainant and JHA. The Jacksonville Housing Authority shall retain a copy of the decision in the tenant's folder. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by JHA and made available for inspection by a prospective complainant, his representative, or the Hearing Officer.
   B. The decision of the Hearing Officer shall be binding on the PHA which shall take all actions or refrain from any actions, necessary to carry out the decision unless the JHA Board of Commissioners determines within a reasonable time and promptly notifies the complainant of its determination that:
      a. The grievance does not concern JHA's action or failure to act in accordance with or involving the complainant's lease on JHA regulations, which adversely affect the complainant's right, duties, welfare or status.
      b. The decision of the Hearing Officer is contrary to applicable Federal, State or local law, HUD regulations or requirements of the annual contributions contract between HUD and JHA. A decision by the Board of Commissioners in favor of JHA or which denies the relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the complainant may have to a trial *de novo* or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

   The Jacksonville Housing Authority Board of Commissioners is not a part of the formal grievance procedure. Grievances brought before the board of commissioners will be for the purpose of promoting changes in the procedure itself.
      a. If JHA decides to appeal the decision of the Hearing Officer for one of the above listed reasons, they will give the resident a seven (7) day notice of the time and location of appeal.
      b. The written decision of the Hearing Officer shall be maintained on the file by JHA and made available for inspection to a complainant or his/her representative.

8. **Evictions:** With respect to evictions, the above provisions shall apply, but shall not diminish or affect the rights and duties of the parties under applicable Florida laws regarding termination of residencies. If a notice of termination is the subject of grievance hearing, such notice shall

become effective seven (7) days after the termination of the grievance procedure. If the subject of the grievance is conducted for which a resident may be terminated but no termination notice has been given, JHA shall issue a notice of termination pursuant to state law after the grievance.

SECTION XI: POSTING MATERIALS/NOTICES AND REGULATIONS

1. **Requirements for Posting of Materials/Notices and Regulations:** Scheduling of special charges for services, repairs and utilities and rules and regulations which are required to be incorporated in the lease by reference shall be publicly posted in a conspicuous manner in the housing community office, and shall be furnished to applicants and residents on request. Such scheduling, rules and regulations may be modified from time to time by the Housing Management Division provided that the division shall give at least (thirty(30) days written notice; sixty (60) days with regard to utility allowances) to each affected resident setting forth the proposed modification, the reasons therefore, and providing the resident an opportunity to present written comments which shall be taken into consideration by the Housing Management Division prior to the proposed modification becoming effective. A copy of such notice shall be:
   A. Delivered directly or mailed to each resident; or
   B. Posted in at least three (3) conspicuous places within each structure or building in which the affected dwelling units are located, as well as in a conspicuous place at the community office, if any, or if none, a similar central business location within the community. The following statement shall be printed in 18 point type and placed on all public notice bulletin boards in offices and housing communities at or below 48" from floor level: "If you have a disability and do not have a copy of any policy, notice, or lease document or need help in understanding any policy, notice, or lease document, the manager will provide assistance."

   "If you have a disability and do not have a copy of any policy, notice or lease document or need help with understanding any policy, notice or lease document, the manager will provide assistance."

   C. The president of the Residents Advisory Board (RAB) and the president of each Residents Association shall receive such notice by direct delivery or through the United States Postal System.

   All notices and communications with applicants and residents must take into consideration accommodations for persons with disabilities including those with physical, visual, and hearing impairments.

SECTION XII – REPAYMENT AGREEMENTS AND COLLECTION POLICY

A. Repayment Agreement for Families with Debts (Other Than Fraud/Unreported Income)

A Repayment Agreement, as used in this Plan, is a document entered into between the JHA and a person who owes a debt to the JHA. It is similar to a promissory note, but contains more details regarding the nature of the debt, the terms of repayment, any special provisions of the agreement and the remedies available to the JHA upon default of the agreement.

- The maximum amount for which the JHA will enter into a repayment agreement with a family is $1,000.00.
- The maximum length of time the JHA will enter into a repayment agreement with a family is 12 months.
- Excessive debts due to extenuating circumstances, such as fire or flood, may be granted an extended repayment agreement per the approval of the Sr. Director of Housing Management.
- If tenancy is terminated, JHA may pursue collections through a collection agency on any defaulted repayment agreements, passing the collection fees on to the family.

Late Payments: A payment will be considered to be in arrears if the:

- Payment has not been received by the close of the business day on which the payment was due
- Due date is on a weekend or holiday the due date will be at the close of the next business day

If the family's repayment agreement is in arrears the JHA will:

- Require the family to pay the balance in full, or pursue civil collection of the balance due, passing the collection fees on to the family, and terminate the housing assistance.

If the family has requested to move to another unit (also known as optional transfer):

- If the family requests a move to another unit and has a repayment agreement in place, and the repayment agreement is not in arrears, the family will be required to pay the balance in full prior to the unit transfer.
- If the family requests a move to another unit and is in arrears on a repayment agreement, the family must repay the past due amount prior to transferring.

Guidelines for Repayment Agreements

- Repayment Agreements will be executed between the JHA and the head of household only.
- Monthly payments may be decreased in cases of hardship with the prior notice of the family, verification of the hardship and the approval of the Housing Management Director or Operations Compliance Manager.

Additional Monies Owed: If the family has a Repayment Agreement in place and incurs an additional debt to the JHA:

- The JHA will not enter into more than one Repayment Agreement at time with the same family

- Additional amounts owed by the family may be added to the existing repayment agreement, unless the additional amount is due to fraud or unreported income. In which case, the family must pay all other debts in full before entering into a new repayment agreement due to fraud or unreported income.
- If a Repayment Agreement is in arrears more than 30 days, any new debts must be paid in full

B. Debts Due to Fraud/Non-Reporting of Income

HUD's definition of program fraud and abuse is a single act or pattern of actions that:
Constitutes false statement, omission, or concealment of a substantive fact, made with intent to deceive or mislead, and that results in an erroneous reduction in tenant rent.

Families who owe money to the JHA due to the family's failure to report income accurately, family composition, assets, or deductions will be required to repay in accordance with the guidelines in this Repayment Section of this Chapter.

Tenant Repayment Agreement

Tenants are required to reimburse the PHA if they were charged less rent than required by HUD's rent formula due to the tenant's underreporting or failure to report income. The tenant is required to reimburse the PHA for the difference between the tenant rent that should have been paid and the tenant rent that was charged. This rent underpayment is commonly referred to as retroactive rent. If the tenant refuses to enter into a repayment agreement or fails to make payments on an existing or new repayment agreement, the PHA must terminate the family's tenancy or assistance, or both. HUD does not authorize any PHA-sponsored amnesty or debt forgiveness programs. (PIH 2010-19)

All repayment agreements must be in writing, dated, signed by both the tenant and the PHA, include the total retroactive rent amount owed, amount of lump sum payment made at time of execution, if applicable, and the monthly repayment amount.

Repayment Procedures for Program Fraud

Families who commit program fraud or untimely reporting of increases in income and assets, deductions, or family composition changes will be subject to the following procedures:

- The maximum amount for which the JHA will enter into a repayment agreement with a family shall be less than $1,000.00.
- The maximum length of time the JHA will enter into a repayment agreement with a family is 12 months.
- Any exception to this policy must have approval from the Director of Housing Management, Operations Compliance Manager, or any level higher.
- If a family owes an amount that equals or exceeds $1,000.00 as a result of program fraud, the case may be referred to the Inspector General and the household will be terminated from Public Housing.

- Where appropriate, in accordance with state law, the JHA will refer the case for criminal prosecution with the State Attorney's Office.
- If tenancy is terminated, JHA may pursue collections through a collection agency on any defaulted repayment agreements, passing the collection fees on to the family.

Late Payments: A payment will be considered to be in arrears if the:

- Payment has not been received by the close of the business day on which the payment was due
- Due date is on a weekend or holiday the due date will be at the close of the next business day

If the family's repayment agreement is in arrears the JHA will:

- Require the family to pay the balance in full, or pursue civil collection of the balance due, passing the collection fees on to the family, and terminate the housing assistance.

If the family has requested to move to another unit (also known as optional transfer):

- If the family requests a move to another unit and has a repayment agreement in place, and the repayment agreement is not in arrears, the family will be required to pay the balance in full prior to the unit transfer.
- If the family requests a move to another unit and is in arrears on a repayment agreement, the family must repay the past due amount prior to transferring.

Guidelines for Repayment Agreements

- Repayment Agreements will be executed between the JHA and the head of household only.
- Monthly payments may be decreased in cases of hardship with the prior notice of the family, verification of the hardship and the approval of the Housing Management Director or Operations Compliance Manager.

Additional Monies Owed: If the family has a Repayment Agreement in place and incurs an additional debt to the JHA:

- The JHA will not enter into more than one Repayment Agreement at time with the same family
- Additional amounts owed by the family may be added to the existing repayment agreement, unless the additional amount is due to fraud or unreported income. In which case, the family must pay all other debts in full before entering into a new repayment agreement due to fraud or unreported income.
- If a Repayment Agreement is in arrears more than 30 days, any new debts must be paid in full

SECTION XIII - PET POLICY (Lease Addendum #3-Revised 06/30/04)

1. A pet application must be obtained from the rental office and approved by the rental office before the pet is obtained.

2. A pet security deposit of $200.00 (refundable, less pet damages) is required for pet ownership in all residence other than the Oaks of Durkeeville. There will be a $300.00 pet security deposit for carpeted units and a $200.00 pet security deposit for non-carpeted units at the Oaks of Durkeeville to thoroughly clean floors and/or replace carpeted areas when a dog or cat owner moves out. All pet rules must be complied with prior to pet move-in. There is a limit of one (1) dog or cat per household and the pet security deposit only applies to dogs and cats.*

3. All dog or cat owners must submit to the property manager an up-to-date immunization record from a qualified veterinarian and must display a current license tag and pet ID tag for said pet(s). Immunization records and pet license tags are to be re-certified at the time of the pet owners application and re-certification. Pet owners must submit a photograph of the pet to the property manager within seven (7) days of the pet's arrival on the premises. If no such photograph is submitted, the pet owner agrees to allow management to take a photograph. If the pet owner fails to submit a photograph or make the pet available for a photograph by management, the pet owner will be sent a notice to comply within seven (7) days. Failure to comply with the notice will be grounds for termination of the pet owner's lease.

4. Pet owners with a dog or cat must make appropriate arrangements when work needs to be performed in the unit by JHA staff such as unit inspections and maintenance work. The pet owner must either be home or arrange for the pet to be contained or removed from the unit. Pet owners will be responsible for all damages to JHA property by their pet.

5. Flea control must be maintained at all times. Dogs and cats will be allowed with the following provisions:
    A. Dogs and cats must not exceed 20 pounds at maturity; exception Seeing Eye dogs.
    B. Animals must be kept in the resident's unit.
    C. Animals must be on a leash and under the owner's control at all times
    D. Pets should not at anytime be left unattended, and on a leash or similar device connected to clothesline, pole or any object outdoors.

6. The pet owners agree to be responsible for all damages to JHA property caused by their pets. Residents must sign a statement assigning responsibility to no less than two persons to care for pet(s) if owner dies, is incapacitated or is otherwise unable to care for the pet.

7. Pets may include only a small domesticated dog or cat not more than 20 pounds at maturity, gerbils, hamsters, and small turtles. Birds shall not exceed 5 pounds. Turtles and fish must be kept in an aquarium. Birds, gerbils and hamsters must be kept in a cage. *
8. All other pets are prohibited from Public Housing. Prohibited pets include but are not limited to: snakes, pigs, spiders, lizards, iguanas, pit bulls, dogs and cats exceeding 20 pounds at maturity, and farm, wild, or exotic animals.

9. For sanitary reasons there will be a designated area on the premises for pet exercise. Pet owners must properly clean up and dispose of all removable pet waste. Failure to do so will result in the resident being charged a $25.00 fee for each clean up performed by the Housing Management maintenance staff.

10. Pet(s) must be neutered/spayed and in good health. Pets must be free of diseases such as mange. If it is discovered that a pet is suffering from a disease, the owner will have a seven (7) day notice to have the condition cured, and must bring written evidence from a veterinarian that the condition is being treated. Failure to submit such evidence will be grounds for termination of the resident's lease unless the resident removes the pet from the premises. Pets cannot be taken to common areas of the community such as the playground, laundry room or office. Pets are not allowed in the lobby except when passing through the lobby is necessary to access units or to exit the building. Pets must be restrained on a leash or similar device at all times while outside the unit. Otherwise, pets must be kept in the unit.

11. A pet owner is in violation of the city ordinance on animal control when his/her animal causes objectionable noises, odors, destroys or damages the property of others.

12. Pet owners must comply with all JHA/Housing Management Division, State of Florida, and federal regulations on animal regulatory laws and ordinances regarding licensing or registration requirements.

13. Residents in violation of any of this policy may result in the termination of lease and grounds for eviction.

***Does not apply to animals that are authorized to assist persons with disabilities.**

SECTION XIV - TRESPASS POLICY (Lease Addendum #4; Revised 7/03)

It is the policy of the Jacksonville Housing Authority ("JHA") that properties owned and operated by JHA are to be open and accessible only to residents of the complex and their invited guests. Persons not in compliance with this Trespass Policy are subject to being given a trespass warning by the Jacksonville Sheriff's Office, and are ultimately subject to arrest for failure to abide by the warning. This policy is applied differently to each of the specific classes of individuals: 1) uninvited guests and, 2) invited guests.

1. **Uninvited Guests:** Non-Residents who are present on JHA property must be invited guests of residents or the management. Non-residents can be asked which resident they are a guest of when present on JHA property. If they cannot inform the JSO or management who they are the guest of, they may be given a trespass warning. If they give the name of a resident who they are a guest of, the management or JSO shall attempt to reach the resident to verify the information. If they immediately receive information that the non-resident is not an invited guest, the non-resident may be given a trespass warning. (If they receive information that they are an invited guest, no trespass warning will be given unless the guest is in violation of the section labeled "Invited Guest"). If the resident is not immediately available, the management and/or JSO may assume the non-resident is not an invited guest, unless the guest can produce evidence that they have legitimate access to the unit, such as key, evidence that they are babysitting, evidence that they are a visiting relative/friend who is residing in the unit for less than 14 days, etc. If the guest cannot produce the required information, they may be given a trespass warning. If a resident believes an invited guest of theirs has been erroneously given a trespass warning, they may meet with the manager and request removal of the trespass warning under the Modification and Appeal Procedure, below. In such a case, the resident may be required to sign a statement acknowledging that the person was an invited guest.

2. **Invited Guests:** JHA residents are entitled by law to the accommodation of their invited guests. Under current law, residents are also responsible for the actions of their invited guests, and may be evicted for certain behaviors of invited guests as set forth in the JHA lease. The right of JHA residents to have invited guests is, however, limited by the following which will allow certain invited guests to be issued trespass warnings. Invited guests of residents may be issued trespass warnings – and ultimately arrested if they violate the warning in the following instances: If the guest has one or more felony convictions on JHA property during the previous five (5) year period; or If the guest has one or more convictions for drug-related criminal activity on JHA property during the previous five (5) year period; or if the guest has two or more misdemeanor convictions on JHA property, where the convictions were first or second degree misdemeanors which involved crimes of physical violence to persons or property, or criminal acts which adversely affected the health, safety or welfare of other persons during the previous five (5) year period. A trespass warning issued under this policy for invited guests will be valid for a three (3) year period. If a person violates the trespass warning provision within the three (3)

year period, they are subject not only to arrest, but the trespass warning will be extended an additional three (3) year period from the date of violation.

To the extent that JHA management is able to determine that the individual given a trespass warning is a family member of a JHA resident, or an invited guest of a specific JHA resident, management will attempt to notify the resident of the trespass warning given to the individual.

Modification and Appeal Procedure: If a resident has good cause for the need to modify or remove the trespass warning, the resident may request such modification from the site manager and if refused, the Housing Management Administrator. If granted in whole or part, JHA staff must immediately inform the JSO officers of the change so that it will be corrected in the JSO files. Examples of "good cause" might be: the need of the guest to provide temporary care to a sick or elderly resident; placing the resident in jeopardy of violating an existing court order; person given a trespass warning is acknowledge in writing to have been an invited guest, etc.

SECTION XV - DOMESTIC VIOLENCE POLICY

The Jacksonville Housing Authority is committed to ensuring that residents are safe in public housing communities. It is the intent of JHA to assist families who are victims of domestic violence to maintain their safety while residing in public housing.

Any resident who believes that he or she is a victim of domestic violence, dating violence or stalking is seriously encouraged to report any incidents of such violence or stalking to his or her respective management office, and submit a confidential form describing such violence. In accordance with the Violence Against Women Act, JHA will not mail such forms in order to protect the privacy of the victim.

Pursuant to the Violence Against Women Act, recently made applicable to JHS housing, JHA agrees that the following policies will guide its actions.

The JHA will not deny admission to a person, or terminate benefits to a participant, based solely upon a person's status as a victim of domestic violence, dating violence or stalking.

Victims of domestic violence, dating violence or stalking are entitled to an exemption from the "one strike" criminal eviction rule in that an incident of actual or threatened victim of domestic violence, dating violence or stalking does not qualify as a "serious or repeated lease violation", or a "good cause" for terminating the housing rights of the victim and non-offending family members.

Additionally, JHA may bifurcate the lease and terminate the rights of the perpetrator, while allowing the victim and non-offending family members to remain in the unit. JHA will also continue to consider a victim of domestic violence, dating violence or stalking as a basis for seeking a transfer to another public housing community.

JHA will comply with VAWA by providing notice to tenants advising them that: Criminal activity directly relating to a victim of domestic violence, dating violence or stalking engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be cause for termination of the tenancy or occupancy rights, if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that victim of domestic violence, dating violence or stalking; an incident or incidents of actual or threatened victim of domestic violence, dating violence or stalking will not be construed as a serious or repeated violation of this lease by the victim or threatened victim of that violence and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence; and that a new confidentiality rules govern the disclosure of information under the law.

If a resident raises the status of being a victim of domestic violence, dating violence or stalking, or JHA has cause to believe that an incident in question may be a cause of domestic violence, JHA may request in writing that the individual certify via the Certification of Domestic Violence, Dating Violence, or Stalking Form that the incident or incidents are bona fide incidents which meet the requirements for VAWA protections. JHA staff may confer VAWA benefits without requiring the filling out of the Certification of Domestic Violence, Dating Violence, or Stalking Form.

JHA will also honor court orders that address the rights of, access to, or control the property.

CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING

Information provided is to be used by JHA and Section 8 owners or managers to request a tenant to certify that the individual is a victim of domestic violence, dating violence or stalking. The information is subject to the confidentiality requirements of the HUD Reform Legislation. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Purpose of Form: The Violence Against Women and Justice Department Reauthorization Act of 2005 protects qualified tenants and family members of tenants who are victim of domestic violence, dating violence or stalking from being evicted or terminated from housing assistance based on acts of such violence against them.

Use of Form: A family member must complete and submit this certification, or the information that may be provided in lieu of the certification, within fourteen (14) business days of receiving the written request for this certification by the JHA, owner or manager. The certification or alternate documentation must be returned to the person and address specified in the written request for the certification. If the family member has not provided the requested certification or information that may be provided in lieu of the certification by the 14th business day or any extension of the date provided by the JHA, manager and owner, none of the protections afforded to victim of domestic violence, dating violence or stalking (collectively "domestic violence") under the Section 8 or public housing programs apply.

Note that a family member may provide, in lieu of this certification (or in addition to it):

1. A Federal, State, tribal, territorial, or local police or court record; or
2. Documentation signed by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from whom the victim has sought assistance in addressing victim of domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, the victim of domestic violence, dating violence or stalking has signed or attested to the documentation.

CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING FORM

To be completed by the victim of domestic violence:

Date Written Request Received by family member:_____

Name of the victim of domestic violence: _____

Name(s) of other family members listed on the Lease: _____

_____

Name of the abuser: _____

Address where abuser lives: _____

Relationship to victim: _____

Date and time the incident of domestic violence occurred: _____

Location of incident: _____

Description of incident:

_____

_____

_____

_____

I hereby certify that the information that I have provided is true and correct and I believe that, based on the information I have provided, that I am a victim of domestic violence, dating violence or stalking and that the incident(s) in question are bona fide incidents of such actual or threatened abuse. I acknowledge that submission of false information relating to program eligibility is a basis for termination of assistance or eviction

Signature _____ Executed on (Date) _____

All information provided to a JHA, owner or manager relating to the incident(s) of domestic violence, including the fact that an individual is a victim of domestic violence shall be retained in confidence by an owner and shall neither be entered into any shared database nor provided to any related entity, except to the extent that such disclosure is (i) requested or consented to by the individual in writing; (ii) required for use in an eviction proceeding or termination of assistance; or (iii) otherwise required by applicable law.

U.S. Department of Housing and Urban Development form HUD-50066 (11/2006)

SECTION XVI - TRUANCY AND CURFEW POLICY (Lease Addendum #6)

It is the policy of the Jacksonville Housing Authority (JHA) that minor children who are members of a household in public housing should be in school during school hours and should abide by the applicable curfew laws. It has been the experience of JHA that children who do not abide by attendance policies and curfew laws are often involved in delinquency and crime, throughout the city and in JHA communities. JHA is concerned about the welfare of all of its residents and recognizes education as the most important step in alleviating poverty and dependence on subsidized services. We further recognize that truancy and curfew violators are often involved in delinquency, loitering and criminal activity. These actions are detrimental to our resident's peaceful enjoyment of their accommodations, and are not conducive to maintaining the complex in a decent, safe, and sanitary condition. Repeated violations will be met with counseling, police action and/or termination of lease. Therefore, this Truancy and Curfew Policy is hereby adopted and made a part of every public housing lease.

1. **Truancy**

   The following shall be considered events of truancy:

   A. A minor child who is a member of the resident's household is picked up by police officers between the hours of 9:00 am and 2:00 pm, on the grounds of the housing complex and the police officers determine that such minor child has no valid reason for absence from school.

   B. A resident is referred to the Attendance Intervention Team or the State Attorney as a result of failure to attend school as required under the School District Attendance Policy.

   If the housing manager is advised that either of the two above events have occurred, the resident will be issued a truancy notice, and warned that if, during the next twelve(12) months, the minor child who is the subject of the warning is picked up by police officers between the hours of 9:00 a.m. and 2:00 p.m. on the grounds of the housing complex and the police officer determine that such minor child has no valid reason for absence from school, the resident's lease will be cancelled without another warning notice being given.

2. **Curfew**

   If a minor child who is a member of the resident's household is picked up by the police in violation of the local curfew ordinance on the premises of the housing complex, the resident shall be issued a curfew notice and warned that a subsequent violation of the curfew ordinance during the following twelve (12) months will be considered grounds for termination of the resident's lease. Should a subsequent curfew violation occur on the premises during the following twelve (12) months, the resident's lease will be cancelled without another warning being given.

Jacksonville, Florida Curfew under 18 years old
11 p.m. – 5 a.m., Sunday thru Thursday
12 a.m., midnight – 6 a.m., Friday thru Saturday
12 a.m., midnight – 6 a.m., Legal Holidays

SECTION XVII - MOLD AND MILDEW ADDENDUM (Lease Addendum #10)

This Mold and Mildew Addendum (the "Addendum") dated _____, 20 _____ is attached to and made part of the lease dated_____, 20_____ (the "Lease") by and between _____ ("Owner" or "Lessor"), as the owner of the _____ Apartments (the "Apartments"), and _____ (whether one or more in number, the "Resident") for Unit number _____ (the "Unit") in the Apartments.

MOLD: Mold is found virtually everywhere in our environment-both indoors and outdoors and in both new and old structures. Molds are naturally occurring microscopic organisms, which reproduce by spores and have existed practically from the beginning of time. All of us have lived with mold spores all our lives. Without mold we would all be struggling with large amounts of dead organic matter. Mold breaks down organic matter in the environment and uses the end product for its food. Mold spores (like plant pollen) spread through the air and are commonly transported by shoes, clothing and other materials. When excess moisture is present inside a dwelling, mold can grow. There is conflicting scientific evidence as to what constitutes a sufficient accumulation of mold that could lead to adverse health effects. Nonetheless appropriate precautions need to be taken.

THE RESIDENT IS ABLE TO HELP ALLIEVATE MOLD BY PERFORMING THE FOLLOWING STEPS:

Provide appropriate climate control and take other measures to retard and prevent mold and mildew from accumulating in the Unit. Resident agrees to use all air-conditioning in a reasonable manner and use heating systems in moderation, and to keep the Unit properly ventilated by periodically opening windows to allow circulation of fresh air during dry weather only. Resident agrees not to block or cover any of the heating, ventilation or air-conditioning ducts in the Unit.

Keep Unit clean – particularly the kitchen, the bathroom(s), carpets and floors. Regular vacuuming, mopping and using a household cleaner to clean hard surfaces is important to remove the household dirt and debris that harbor mold or food for mold. Immediately throw away moldy food.

Remove visible moisture accumulation on windows, walls, dealings, floors and other surfaces as soon as reasonably possible. Look for leaks in washing machine hoses and discharge lines-especially if the leak is large enough for water to infiltrate into nearby walls.

When showering, be sure to keep the shower curtain inside the tub or full close the shower doors. Also, the experts recommend that after taking a shower or bath: (1) wipe moisture off of shower walls, shower doors, the bath tub and the bathroom floor; (2) leave the bathroom door open until all moisture on the mirrors and bathroom walls and tile surfaces has dissipated; and (3) hang up towels and bath mats so they will completely dry out. Turn on any exhaust fans in the bathroom and kitchen before showering or cooking with open pots. Keep blinds 1 to 2

inches above the windowsill to allow air circulation behind blinds; use ceiling fans if present, and replace air filters according to management rules.

If small areas of mold have already occurred on no-porous surfaces (such as ceramic tile, formica, vinyl flooring, metal, wood or plastic), and the mold is not due to an ongoing leak or moisture problem, the federal Environmental Protection Agency (EPA) recommends that the area is first cleaned with soap (or detergent) and water, let the surface dry, and then within 24 hours apply a pre-mixed, spray-on type household biocide, such as Lysol Disinfectant, Pine-Sol Disinfectant, Tilex Mildew Remover or Clorox Clean. (Note: Only a few of the common household cleaners will actually kill mold.) Tilex and Clorox contain bleach, which can discolor or stain. Be sure to follow the instruction on the container. Applying biocides without first cleaning away the dirt and oils from the surface is like painting over old paint without first cleaning and preparing the surface.

Always clean and apply a biocide to an area 5 or 6 times larger than any visible mold because mold may be adjacent in quantities not yet visible to the naked eye. A cleaner with a high-efficiency particulate air (HEPA) filter can be used to help remove non-visible mold products from porous items such as fibers in sofas, chairs, drapes and carpets-provided the fibers are completely dry. Machine washing or dry cleaning will remove mold from clothes.

RESIDENT SHALL IMMEDIATELY REPORT TO MANAGEMENT BY USING THE JHA WORK ORDER PROCESS:

- Any air conditioning or heating system problems discovered.
- Rainwater leaking from roofs, windows, doors and outside walls, as well as flood waters rising above floor level.
- Overflows from showers, bathtubs, toilets, lavatories, sinks, washing machines, dehumidifiers, refrigerator or a/c drip pans or clogged up a/c condensation lines.
- Leaks from plumbing lines or fixtures and leaks into walls from bad or missing grouting/caulking around showers, tubs, and sinks.
- Washing machine hose leaks, plant-watering overflows, pet urine, cooking spills, beverage spills and steam from excessive open pot cooking.
- Leaks from clothes dryer discharge vents (which can put lots of moisture into the air); and
- Insufficient drying of carpets, carpet pads, shower walls and bathroom floors.
- Any evidence of a water leak or excessive moisture in the Unit as well as in any storage room, garage or other common area.
- Evidence of mold or mildew-like growth in the Unit that cannot be removed simply by applying a common household cleaner and wiping the area.
- Musty odors, shower/bath/sink/toilet overflows
- Any inoperable doors or windows
- Discoloration of walls, baseboards, doors, window frames, or ceilings
- Moldy clothing
- Moisture dripping from or around any vents, air conditioning condenser lines

Management will respond in accordance with the state law and the Lease to repair or remedy if necessary.

RELOCATION: Please understand that if mold is detected in your Unit, the Lessor may, at its discretion and its cost, temporarily relocate you to a comparable, furnished apartment or a hotel while the Lessor evaluates, and if the Lessor deems necessary, corrects the problem. Your signature below indicates your agreement that the Lessor may temporarily relocate you to a comparable furnished apartment or a hotel under such circumstances.

TERMINATION OF TENANCY: Resident understands that a persistent mold and mildew condition in the unit may lead to termination of the lease.

INSPECTIONS: Resident agrees that Owner and Owner's agent may conduct inspections of the Unit at any time with a written 48 hour notice.

VIOLATION OF ADDENDUM: Resident further agrees that Resident shall be responsible for damage to the Unit, Resident's property and the Apartments as well as personal injury to Resident and occupants resulting from Resident's failure to comply with the terms of this Addendum. Noncompliance includes, but is not limited to, Resident(s)' failure to report any mold, mildew or moisture problem through the Jacksonville Housing Authority's work order process. Resident shall indemnify and hold Owner and Owner's agent harmless from and against all damages and injuries to person and property as a result of Resident's failure to comply with the terms of this Addendum.

LEASE: This Addendum is in addition to and made a part of the Lease and in the event there is a conflict between the Lease and this Addendum, the provision of this Addendum shall govern. Except as specifically stated herein, all other terms and conditions of the Lease shall remain unchanged. Any term that is capitalized but not defined in this Addendum shall have the same meaning for purposes of this Addendum as it has for purposes of the Lease.

Attachment A

IF YOU NEED AN INTERPRETER

Please point to your language. We will call an interpreter.

Spanish - Español	Por favor, señale su idioma. Llamaremos a un intérprete.
Amharic - አማርኛ	"እባክዎ ቋንቋዎን ጠቁመው ያሳዩ። አንድ አስተርጓሚ እንጠራልዎታለን።"
Arabic - العربية	رجاء، أشر إلى لغتك . سندعوا لك مترجما.
Bosnian - Bosanski	**Molim vas pokazite na vas govorni jezik. Mi cemo pozvati prevodioca.**
Cambodian - ខ្មែរ	សូមចង្អុលទៅភាសារបស់អ្នក ។ យើងនឹងទូរស័ព្ទទៅអ្នកបកប្រែម្នាក់ ។
Cantonese -廣東話	請指示您所講的語言。我們會找翻譯。
Farsi - فارسی	لطفا به زبانی که حرف میزنید اشاره کنید. ما یک مترجم صدا میکنیم.
French - Français	S'il vous plait; montrez nous la langue que vous parlez. Nous vous appellerons un interprète.
Haitian/Creole-Creole	S'il vous plait, signale ki less ki language ou. Na va rele yon inteprete.
Hindi - हिन्दी	कृपया अपनी भाषा की ओर इशारा कीजिये । हम एक अनुवादक को बुलायेंगे ।
Japanese - 日本語	あなたの国の言葉を指してください。通訳者におつなぎします。
Korean - 한국어	당신의 모국어(母國語)를 가리켜 주십시요통역관(通譯官)을 연결시켜 드리겠습니다.
Lao - ລາວ	ກະຊຸນາ ບອກເຖິງພາສາຂອງທ່ານ. ພວກເຮົາຈະຮຽກວ່າເປັນນາຍພາສາ.
Mandarin - 國語	請指示您所講的語言。我們會找翻譯。
Polish - Polski	Proszê wskazaæ na jêzyk w którym Pan/Pani mówi. Zadzwonimy do osoby która mówi po polsku.
Portugese - Português	Por favor, aponte seu idioma. Nós chamaremos um intérprete.
Romanian - Română	Vă rugăm, indicați limba dumneavoastră. Vă vom chema un interpret.
Russian - Русский	Пожалуйста, укажите на ваш язык и мы позовем переводчика.
Somali -Af-Soomaali	Fadlan noo tilmaan afkaaga. Waxaan kuugu yeeri turjubaan.
Swahili - Kiswahili	Tafadhali onyesha lugha yako. Tutamuita mtafsiri.
Tagalog - Tagalog	Ituro mo ang wika mo. Tatawag kami ng tagapagsalin.
Thai - ภาษาไทย	กรุณาเลือกภาษาที่คุณต้องการ เราจะติดต่อล่ามให้คุณ
Urdu - اردو	برائے مہربانی اپنی زبان کی نشاندہی کریں- ہم ایک ترجمان کو بلائیں گے-
Vietnamese - Tiếng Việt Nam	Xin hãy chỉ vào ngôn ngữ của quí vị. Chúng tôi sẽ gọi người thông ngôn.

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Jacksonville Housing Authority
HCV/Section 8 Admin Plan
Effective 10/01/2012

JACKSONVILLE HOUSING AUTHORITY

Administrative Plan

Housing Assistance Division

REVISED October 1, 2012

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SECTION I – STATEMENT OF POLICIES AND OBJECTIVES

A. Purpose of the Plan

The purpose of the Administrative Plan is to establish policies for items that are not clearly defined under federal regulation for the Section 8 Existing Housing Assistance Payments Certificate, Housing Voucher Programs, Project Based Certificate, and Single Room Occupancy for the Homeless, Moderate Rehabilitation, and the Family Self Sufficiency Programs.

This Plan covers both admission and continued participation in these programs. Policies are the same for all programs, unless otherwise noted.

Changes to the Plan will be approved by the board of directors of the Jacksonville Housing Authority (JHA) and reviewed by the Department of Housing and Urban Development (HUD).

The JHA is responsible for complying with all subsequent changes in HUD regulations pertaining to these programs. If such changes conflict with this Plan, HUD regulations will have precedence.

The housing authority operates a Family Self Sufficiency (FSS) program and has a separate Action Plan that incorporates all aspects of this Administrative Plan. (Attachment A)

The housing authority operates a Section 8 Homeownership program which is an addendum to this plan.

B. Objectives

The program's objectives are to provide rental assistance to eligible low income families, provide safe, decent and sanitary housing to low income families; and to maintain and improve the housing stock in the Jacksonville Metropolitan Statistical Area as defined by federal HUD. The economic situation of low income families is improved when participating in the rental assistance programs. All families served by the programs will reside in housing units that meet both the Housing Quality Standards as defined by Federal Law and the Jacksonville's Housing Codes.

C. Outreach

The Jacksonville Housing Authority (referred to in this document as "housing authority", "agency", "Housing Assistance Division" or "JHA") will make an affirmative effort to make the Section 8 program known to potential applicants, owners and selected individuals, as identified in this document.

JHA shall make known to the public through publication in a newspaper of general circulation as well as through minority media and other suitable means, the availability and nature of housing assistance for extremely low income and low income families.
The housing authority will advertise the opening of the waiting list in the various newspapers and minority media as well as notify social service agencies of the opening and closing dates for applications. Applications may be made available at social service centers located in areas that would make it easier for all potential applicants to apply.

The agency will market the programs to owners and property managers by attending real estate association meetings, by hosting property owner/manager workshops and by forming partnerships with real estate groups. The agency will also partner with groups who also network with property

owners and managers to ensure that potential landlords are reasonably knowledgeable of the Section 8 programs.

The housing authority has pamphlets and handouts available to prospective families and owners/agents that explain the various Section 8 programs. The Housing Assistance Division (HAD) allows local owners/agents to list available units for the benefit of participating families and the general public. The housing authority staff conducts speeches and presentations to local groups to explain the programs offered by the agency.

The JHA shall identify the census tracts which are low minority and low poverty, utilizing the most current U.S. Census Bureau reports. Owners in those areas shall be contacted and presentations shall be conducted regarding the Section 8 program to encourage participation outside areas of poverty and minority concentration.

Single Room Occupancy Program (SRO)

Special Procedures for the Moderate Rehabilitation Single Room Occupancy Program for Homeless Individuals

Tenant Outreach

The owner must identify the procedures that he or she intends to use to reach homeless individuals of all races, colors, religion, sex, age, national origin and those with mental, developmental or physical disabilities who may qualify for admission to the program.

Temporary Relocation and Displacement

During the rehab process, if applicable, the owner must secure adequately sized decent, safe, and sanitary housing for families being displaced during the entire period of temporary displacement. The JHA will ensure the owner's compliance with the requirements of the SRO program with regard to temporary relocations and permanent displacements and will monitor compliance with these requirements.

Monitoring Supportive Services

The provider is required to specify and describe in their proposals, the supportive services they will provide to homeless clients. The provider's performance in this area will be monitored by the JHA as part of its on-going review and supervision.

Shelter Plus Care

Shall be managed by the JHA, with a maximum of twenty two (22) units. Rental assistance shall be matched with supportive services from a third party. The participation in this program is limited to the chronically homeless with chronic mental illness. These applicants/participants will not be included in the waiting list.

Shelter Plus Care Denial or Termination of Assistance

All participants under the Shelter Plus Care program shall have access to the Hearing procedures as outlined:

The housing authority may deny or terminate assistance for the following reasons:

- Families who have committed program abuse or fraud in any federal housing assistance program (this assumes that program abuse or fraud is substantiated and that a Repayment Agreement was not entered into)
- Families who are in default of an executed Repayment Agreement; these families may be allowed to remain in the program until a recertification, but would not be allowed to move until a debt is paid current.
- Families whose Total Tenant Payment is sufficient to pay the full gross rent and 180 days have elapsed since the last HAP payment
- Families whose members do not provide their social security information or any other documentation required, within the time required by the housing authority
- If a family breaches a repayment agreement to repay funds to the agency
- When a preponderance of evidence indicates criminal or drug related activity by any family member or guest
- If a family member is convicted of manufacturing or producing methamphetamine (speed) on the premises of the assisted unit in violation of federal or state law. This would be grounds for permanent denial of further assistance
- A registered sex offender is permanently barred from participation in the assistance programs.
- Families who violate the family obligations

If the housing authority refuses the resident continued assistance, the resident must be notified in writing and offered an opportunity for an informal hearing. The hearing would take place prior to the termination of assistance.

Whenever the housing authority terminates assistance to the family, the housing authority must give both the family and owner a full thirty (30) day written notice, which states:

- The reasons for the termination
- The effective date of the termination
- The family's right to request an informal hearing
- The household's responsibility to pay rent to the owner if it remains in occupancy.

Termination for Drug Related or Criminal Activity

If it has been determined that drug related or criminal activity is cause for termination of assistance, and the family has requested a hearing, the Hearing Officer may consider the following to determine whether or not to reinstate the assistance:

> The family member who is responsible for the drug related or criminal offense can be removed from the household with assurances to the agency they will not be allowed to return. The remaining household members may continue to receive assistance. The agency may require documentation that the removed member is housed elsewhere (copy of lease, change of address notification, rehab residency, jail, etc,)
>
> If it is the head of household to be removed to allow continued assistance, the head may elect to give up rights to the assistance to leave it with the household as long as there is

another adult family member in the household who was on the lease at the time of termination.

If a guest or visitor to the household or premises is the offender, and the Hearing Officer determines the participant innocent of responsibility, notification will be made to the owner/manager and the participant file. A second circumstance involving guests or visitors will be cause for family termination with no further exception or consideration.

If a family member is removed from the household and that causes a bedroom size reduction, the family will be required to move to a unit of the proper bedroom size within the applicable program they are under, giving proper notice to the owner. (During the initial term of the lease, the bedroom size reduction shall be made on the anniversary date of the lease.)

D. **Reasonable Accommodation**

The Jacksonville Housing Authority will seek to identify and eliminate situations or procedures, which create a barrier to equal housing opportunity for all. In accordance with Section 504, the Fair Housing Act and the Americans with Disabilities Act, the housing authority will make such physical or procedural changes as will reasonably accommodate people with disabilities. There is a separate section of this Plan relating to specific policies for compliance.

The housing authority certifies that it will comply with equal opportunity regulations and requirements as required by Federal Law.

E. **Limited English Proficiency (LEP)**

1. **PLAN STATEMENT**

The Housing Authority has adopted this plan to provide meaningful access to its program by persons with Limited English Proficiency (LEP). The demographics in Jacksonville, Florida are changing and the JHA is making adjustments to provide housing to eligible families in the jurisdiction, regardless of the language spoken. In accordance with federal guidelines, the JHA will make reasonable efforts to provide or arrange free language assistance for its LEP clients with any JHA program.

2. **MEANINGFUL ACCESS**

Meaningful access is free language assistance in accordance with federal guidelines. The JHA will periodically assess and update the following four-factor analysis, including but not limited to:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the JHA.
- The frequency with which the LEP persons using a particular language come into contact with the JHA.
- The nature and importance of the PHA program, activity or service to the person's life.
- JHA's resources and the costs of providing meaningful access. Reasonable steps may cease to be reasonable when the costs imposed substantially exceed the benefits.

3. **LANGUAGE ASSISTANCE**

- A person who does not speak English as their primary language and has a limited ability to read, write, speak or understand English may qualify as a LEP person and may be entitled to language assistance in regards to the JHA program and activities.
- Language assistance includes **interpretation** (oral or spoken transfer of a message from one language to another) and **translation** (written transfer of a message from one language to

another). The JHA will determine when interpretation or translation are needed and are reasonable.

- The JHA staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English. If the client requests language assistance and the JHA determine LEP eligibility and necessary language assistance are in order to provide meaningful access, then the JHA will make reasonable efforts to provide free language assistance in the client's preferred language if possible.
- The JHA has the discretion to determine whether language assistance is needed, and if so, the type of language assistance necessary to provide meaningful access.

4. **TRANSLATION OF DOCUMENTS**

- The JHA will weigh the costs and benefits of translating documents for potential LEP groups, considering the expense of translating the documents, the barriers to meaningful translation or interpretation of technical housing information, the likelihood of frequent changes in documents, the existence of multiple dialects within a single language group, the apparent literacy rate in a LEP and other relevant factors. The JHA will undertake this examination when an eligible LEP group constitutes 5 percent of an eligible client group (for example, 5 percent of households living in the census tract or MSA) or 1,000 persons, whichever is less.

- If the JHA determines that translation is necessary and appropriate, the following documents will be translated:
    - Public Housing Leas
    - Housing Choice Voucher Tenancy Addendum and HAP Contract
    - Program Requirements (such as income verifications/changes in household composition)
    - Public Housing/ Housing Choice Voucher Application

- As opportunities arise, the JHA may work with other housing authorities to share costs of translating common documents.
- HUD may provide prototype translations of standard housing documents in multiple languages. The JHA will use such documents, as needed.
- The JHA will consider technological aids such as Internet-based translation services that may provide helpful, although not authoritative, translations of written materials.
- A language chart will be available at all office locations for the LEP person to show which language they speak, if no English is spoken.

5. **FORMAL INTERPRETERS**

- When necessary to provide meaningful access for LEP clients, the JHA will provide qualified interpreters, including contract vendors and bilingual staff. At important stages that require one-on-one contact, written translation and verbal interpretation services will be provided.
- The JHA may require a formal interpreter to certify the following:
    - The interpreter understands the matter being communicated and can render a competent interpretation.
    - The interpreter will not disclose non-public data without written authorization from the client.
- Formal interpreters shall be used at the following:
    - Formal hearing for denial of admission to JHA programs
    - Informal settlement conference and formal hearing for termination of housing assistance.
- A JHA staff interpreter may not be a subordinate to the person making the decision.

6. INFORMAL INTERPRETERS

- Informal interpreters may include the family members, friends, legal guardians, service representatives or advocates of the LEP client. The JHA staff will determine whether it is appropriate to rely on informal interpreters, depending on the circumstances and the subject matter of the communication. However, in many circumstances, informal interpreters, especially children, are not competent to provide quality and accurate interpretations. There may be issues of confidentiality, competency or conflict of interest. Should a family decline use of a formal interpreter, the JHA may request that a participant sign a waiver form.
- An LEP person may use an informal interpreter of his or her own choosing and at their expense, either in place of or supplement to the free language assistance offered by the JHA. If possible, the JHA should accommodate a LEP client's request to use an informal interpreter in place of a formal interpreter.

7. OUTSIDE RESOURCES

- Outside resources may include community volunteer, a JHA resident, or Housing Choice Voucher participants.
- Outside resources may be used for interpreting services at public or informal meetings or events if a timely request has been made.
- The JHA works with outside agencies and organizations that assist specific cultural and ethnic groups living throughout the jurisdiction. To help their clients obtain or keep housing assistance through the JHA, these organizations may provide qualified interpreters for LEP persons.

8. MONITORING

The JHA will review and revise this LEP Plan as needed. The review may include, but is not limited to:

- Reports on the number of JHA clients who are LEP, to the extent that the software and staff data entry can provide such information. Reports may also be supplemented by staff observation.
- Reports listing the languages used by LEP clients.
- A determination as to whether 5 percent or 1,000 persons from a JHA client group speak a specific language, which triggers consideration of document translation needs as described above.
- Analysis of staff requests for contract interpreters: number of requests, languages requested costs, etc.

9. LEP PLAN DISTRIBUTION AND TRAINING

The LEP Plan will be:

- Distributed to all JHA Staff.
- Available in all Management Offices and Rental Offices.
- Posted on the JHA"s website.
- Explained in orientation and training sessions for supervisors and other staff who need to communicate with LEP clients

SECTION II – ELIGIBILITY FOR ADMISSION

To be eligible for admission, an applicant must meet HUD's criteria for eligibility determination, as well as any additional criteria established by the housing authority.

A. **Family Composition**
24 CFR 5.403 – (FR Notice 02/03/12)

1. Definition of Family

A family is defined as a single person or two (2) or more persons related by blood (including father of child (ren) in the household) or marriage or who have demonstrated a stable relationship and who live regularly together in the same dwelling unit. "Family" can also be defined as a person who is elderly, disabled, displaced, the remaining member of an assisted family, or as a homeless individual.

Further, a family can be two (2) or more persons not related who are elderly or have a disability.

a. A stable relationship is defined as persons who have lived together as a family.

Documentation of a stable family relationship will include, but is not limited to:

- Lease or other evidence of prior cohabitation
- Joint bank accounts or other financial transactions
- Driver's licenses showing the same address
- W-2 forms or tax returns with the same address
- Credit report showing relationship

One source of proof will be required. Notarized affidavits are not acceptable documentation for a stable relationship.

Active participants may not house any person who is not on the lease. Only persons deemed family by the definition of HUD may be added to the lease (with special provisions for foster children covered in the Administrative Plan Section V on subsidy standards.) The Head of Household must be at least eighteen (18) years of age to qualify; however, the housing authority may waive the age requirement for minors with hardship problems if the minor has been emancipated by the court or marriage. A pregnant, single household member is considered a family. A doctor's statement confirming pregnancy is required to determine bedroom size eligibility. This family will be considered eligible for a one bedroom unit. If this pregnancy terminates before a certificate/voucher is issued, the applicant will be considered a single person and subject to the elderly/disabled review for selection. If the pregnancy is lost after certificate or voucher issuance, the person is considered a remaining household member. The family is eligible for a zero (0) certificate bedroom or voucher.

b. If the father of a child(ren) of the household is not married to the mother and not named on the birth certificate, it may be documented as follows:

- A court order of child support
- A signed acknowledgement of paternity by the father
- Court papers showing a finding of paternity

c. Familial relationships certification will normally be considered sufficient verification of family relationships. In cases where reasonable doubt exists the family may be asked to provide verification. This list is not all inclusive.

A. Official Identification showing names
B. Birth certificates
C. Court-ordered assignment
D. Verification from social services agency
E. School record

2. Homeless Person

For the purpose of the Single Room Occupancy (SRO) Moderate Rehabilitation Program only, the definition of "homeless person" is one who:

- Is an eligible individual
- Lacks a fixed, regular, and adequate nighttime residence and has a primary nighttime residence that is:

  - A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing)
  - An institution that provides a temporary residence for individuals intended to be institutionalized; or
  - A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

3. Chronically Homeless

The definition of a "Chronically Homeless" Person is an unaccompanied homeless individual with a "disabling condition" who has either been continuously homeless for a year or more or has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless a person must have been on the streets or in an emergency shelter (not in transitional housing) during these stays.

A "disabling condition" is a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two (2) or more of these conditions.

The term "homeless individual "or" chronically homeless" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

4. Elderly Household

An elderly household is one whose head or spouse meets the following definitions (unless otherwise approved by HUD). The head, spouse or sole member must be:

- 62 years of age or older or

- Disabled with a physical impairment, which is expected to be of long continued and indefinite duration, which substantially impedes but does not prohibit his/her ability to live independently, and is of such nature that such ability could be improved by more suitable housing conditions or

- Disabled within the meaning of Section 223 of the Social Security Act or Section 102(b)(7) or 6001(7) of the Developmentally Disabled Act

5. Continuously Assisted Family
   24 CFR 982.201(d)

   An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the Voucher program. The low income limit is set at eighty percent (80%) of the area median income for continuously assisted families.

   The JHA shall define a "Continuously Assisted Family" as follows:

   a. A public housing resident who experiences a brief interruption between assistance and admission to the voucher program because of an abuse situation and temporarily moves into a shelter. Once the applicant family is ready to be issued the voucher, the family could be deemed over income if they exceed the eighty percent (80%) area median income.
   b. Hope VI relocation from Public Housing to the Voucher Program may be a continuously assisted family.

6. Student Rule

   CFR 5.612 No assistance shall be provided to any individual who is enrolled (full time or part time) as a student at an institution of higher education who is:

   - Under 24
   - Not a U.S. Veteran
   - Unmarried
   - Does not have a dependent child, unless:
     - The student is eligible and the student's parents (individually or jointly) are income eligible for Section 8.

   If the student can demonstrate absence or independence from their parents, the parents' income will not be used for purposes of program eligibility, they must have established separate household for at least one (1) year or must meet Dept. of Education definition of "independent student."

   Student must not be claimed as a dependent on another person's tax return.

   Student must obtain parental certification of amount of support that will be provided by parents (including if no financial assistance will be provided).

   Independent Student: a student must meet one or more of the following criteria:

   - At least 24 years old by December 31 of the award year for which the aid is sought;
   - Be an orphan or ward of court through age 18;
   - Have a legal dependent(s) other than a spouse; or
   - Be married

B. **Income Limits -** 24 CFR 981.201 (a & b)

Extremely Low Income Limit is set at thirty percent (30%) of the area median income. The JHA must house at least seventy five percent (75%) of its new admissions with incomes at or below thirty percent (30%) of the area median income. Should the JHA reach the seventy five percent (75%) admission rate, then it shall house the low income individuals (80% AMI) who shall remain on the current waiting list.

Annual income shall not exceed the Low Income Limits as set at eighty percent (80%) as established by HUD and published in the Federal Register and is the income limit generally used to determine initial program eligibility.

C. **Mandatory Social Security Numbers**

Families are required to provide Social Security Numbers for all family members prior to admission, if they have been issued a number by the Social Security Administration.

All members of the family defined above must either:

- Submit Social Security Number documentation; or
- Sign a certification if they have not been assigned a Social Security Number. If the individual is under 18, his or her parent or guardian must execute the certification. If the participant who has signed a certification form obtains a Social Security Number, it must be disclosed within 90 days
- Some household members are exempt from the SSN disclosure requirement. These include:

  CFR 5.16(a)

  - Individuals who do not contend eligible immigration status ("noncontending" family members in a mixed family paying prorated rent).

  CFR 5.21(e)

  - Current residents who had not previously disclosed a SSN, and who were at least 62 years old on January 31, 2010. The exemption applies at all future reexaminations, and continues if the individual transfers to a new unit or receives another form of housing assistance.
  - Household members who have already provided a valid SSN prior to January 31, 2010. The new regulation does not require the PHA to re-verify the SSNs of current residents whose SSN have been validated through HUD's automated system.

Verification will be done through the provision of a valid original Social Security card issued by the Social Security Administration, or other official documentation as identified in the pre-application process.

CFR 5.216 (b); 5.216 (h)

Applicants may not be admitted to the program until this requirement has been met. If otherwise eligible, the family may retain its place on the waiting list pending SSN disclosure and documentation. The applicant will retain their position on the waiting list during this period.

D. **Other Criteria**

The housing authority will deny assistance to past participants in the Housing Voucher, Moderate Rehabilitation, Project Based Certificate Programs, or Public Housing residents of this authority or any other housing authority who failed to satisfy liability for unpaid rent, resident damages or other amounts assessed. The applicant must repay the amount owed in full (or to date if a repayment agreement is in effect) in order to be eligible for assistance.

The housing authority will deny an applicant admission to participate in its programs if the applicant has violated any family obligation under the programs, committed any fraud in connection with any federal housing program and has not reimbursed the housing authority or another housing authority for any amounts paid to an owner under a housing assistance payments contract, or other amounts owed by the family under its lease or for a vacated unit. The applicant will be notified of such a denial and will be reminded they have a right to an informal review.

The housing authority will deny an applicant admission to participate in its programs if any member of the family has been evicted from any federally assisted housing in the last five (5) years.

SECTION III – PRE-APPLICATION AND ADMISSION PROCESS

A. Pre-Application

The Housing Assistance Division will open the waiting list, when at such time; there is not a large enough pool of qualified applicants to fulfill our Annual Contribution Contracts. HAD will close the waiting list at such time when there is a pool of qualified applicants large enough that in all likelihood, additional applicants would not be able to receive a subsidy for family participation within the next year.

In order to meet/maintain the requirements for income targeting, the agency may advertise for applicants whose income is thirty percent (30%) of the area median income limit.

Applications will be processed by the date and time received, and any applicable preferences.

HAD will ask the applicant to fill out a pre-application form. This form requires that the family list all income, assets, family composition, etc, necessary to determine eligibility, as well as additional information such as phone numbers where the family can be reached, anticipated changes in income, assets, or family composition and past participation under the programs. The pre-application is signed and dated by the family.

The family will determine which family member will be listed as Head of Household. Once the Head of Household is determined, changes will not be made for the sole purpose of gaining additional program benefits.

The applicant is required to submit information provided by the Jacksonville Sheriff's Office relating to any criminal history.

HAD will review the family's application for completeness, check for discrepancies or inconsistencies, and be certain all family income and asset information is correct. The housing authority will determine whether the family is entitled to any elderly, dependent or disability deductions or considerations.

Each applicant will be evaluated to assess the conduct of the applicant or other family members listed on the application, in present or previous housing. JHA will conduct local and/or national police checks on household members to the extent allow by Florida Law. Additional screening may be conducted on credit, evictions and checks of previous debt to JHA or other PHAs. An NCIC check will be conducted on any applicant that has resided outside Duval County in the last five (5) years, prior to application.

Applications will be accepted with a federal or state issued, non-expired picture identification card and a social security card. In lieu of the social security card, other official documentation of the social security number will be accepted. This includes, but is not limited to: DD214, W-2 form, tax statements, payroll stubs (not hand-written), Medicaid card, and other insurance documents.

The housing authority will do a quick assessment of an applicant's potential eligibility based on the information on the application.

If the family is obviously ineligible at the pre-application stage (prior to the formal verification process), the family will be informed and the reasons explained. Obvious reasons for ineligibility

may be income that exceeds the applicable income limits, etc. The housing authority will notify the family in writing with a statement indicating the reasons and give them an opportunity to request an informal review.

An informal review may be requested for the following decisions denying:

- Acceptance of application for waiting list
- Issuance of certificate or voucher
- Participation in any program

Families must submit their request for an informal review in writing to the housing authority within ten (10) business days from the date of notification of the determination. If the informal review results in overturning the denial of assistance, the applicant's name will be placed on the waiting list at the initial time of application before the denial.

The appeals for denial of assistance (informal review) shall be conducted by the Vice President or her designee.

Families are responsible for informing the housing authority of changes in family circumstances (including income) and are responsible for responding to requests from the housing authority to update the application. Failure or refusal to provide information may result in the applicant's name being removed from the waiting list. All changes in family circumstances will be in written form.

Once determined eligible, applicants' names are placed on the housing authority's waiting list for vouchers according to date and time of application and local preference.

Applications for project based programs will be broken down by bedroom size.

If a debt is owed to the agency, the application will be accepted but immediately designated 'withdrawn'. The applicant will be given thirty (30) days from date of notification of ineligibility because of debt to pay the debt in full (or to make it current if a repayment agreement is in effect). When the debt is paid, the application may be activated. The application date will be the last day that the waiting list was open. Families who have no debt will be housed before families that had debts. Applicants determined to be ineligible are notified in writing within ten (10) business days from the date of application review and may appeal this decision by requesting an informal review from the housing applications section. This request must be in writing and received by the applications office within ten (10) business days from the date of the ineligible letter.

If an applicant/participant is accepted and it is then discovered that there is an outstanding debt to the agency, the applicant/participant will be required to enter into a repayment agreement. If the applicant/participant does not repay the full amount within a twelve (12) month period, their assistance will be terminated at their annual recertification.

SRO individuals will be considered for eligibility determination immediately by the housing authority upon their arrival at 1300 Broad Street, Jacksonville, Florida or when referred to that address by Jacksonville's major service providers for the homeless (e.g. New Life Inn, Salvation Army, Trinity Mission) or other city or state agencies dealing with the homeless until the SRO projects are leased to 100%. The SRO applicants will be placed on the appropriate waiting list and will be special-selected at time of enrollment. No SRO application will be on file for more than one (1) year. Because of the homeless status, the JHA will accept alternative picture identification, and social security card, but in all cases a social security number must be provided. The SRO applicant may

make application without meeting these two requirements; however, they will not be housed without the required documents.

The applicant will be asked to provide the name of next of kin who will not reside in the assisted unit, the name and address of a reference who will not reside in the assisted unit, or the name and address of a reference who has known him/her for at least three (3) years.

B. **Statement of Intake for Persons with Disabilities**

See section in this Plan on reasonable accommodations.

C. **Initial Determination of Family Eligibility**

The following criteria determine program eligibility:

A family is eligible when classified as a Very Low-Income Family, Extremely Low Income Family, or Low Income Family as determined by income limits established by U.S. HUD for the Jacksonville Metropolitan Statistical Area, using thirty percent (30%) of median income for Extremely Low, fifty percent (50%) of the area median income for Very Low Income, and eighty (80%) percent of the area median income for the Low Income.

1. Applicants who fall into one of the following categories relating to criminal activity will be declared ineligible if:

    a. Any felony conviction(s) during a five (5) year period prior to the date of application.

    b. Two (2) or more misdemeanor convictions(s), where the convictions were first or second degree misdemeanors, which involved crimes of physical violence to persons or property, or criminal acts which adversely affected the health, safety or welfare of other persons, during a five (5) year period prior to date of application.

    c. Any household member who has ever been convicted of drug-related criminal activity for methamphetamine production on the premises of federally assisted housing is permanently barred from housing assistance. If any household member has been convicted of drug-related criminal activity for methamphetamine production, they will be denied assistance for ten (10) years from the incarceration release date.

    d. Any household member who is subject to a lifetime registration requirement under any State or national sex offender registration program is denied participation in any housing assistance program. If any household member is subject to a less than lifetime registration requirement under any State or national sex offender registration program they will be denied assistance for ten (10) years from the date of conviction. The JHA may notify residents of the registered sex offender.

    e. Applicants who have been evicted from Public Housing or other assisted housing within five (5) years of the date of eviction.

    f. Any member of the household has engaged in illegal drug use or trafficking within the last year. A conviction is not required. This may be shown by arrest(s) for drug use or trafficking.

g. Any member of the household is an alcohol abuser, whom the JHA has reasonable cause to believe that they may threaten the health, safety, or right of peaceful enjoyment by other residents.

h. If incarcerated during a portion of the five (5) year period prior to the application date, the applicant or other family member must be released two (2) years prior to application.

i. Any applicant who has been incarcerated after being convicted for first or second degree murder must wait seven (7) years after release to place an application, and furthermore, must not have any additional arrests for criminal offense of any nature after being released from such incarceration.

If applicants have been deemed ineligible due to criminal activity, it is assumed that admitting them would adversely affect the health and safety of other residents. 24 CFR 5.903 (f) If the JHA obtains criminal record information from a State or local agency under this section showing that a household member has been convicted of a crime relevant to applicant screening, the JHA must notify the household of the proposed action to be based on the information and must provide the subject of the record and the applicant or tenant a copy of such information, and an opportunity to dispute the accuracy and relevance of the information. This opportunity must be provided before a denial of admission on the basis of such information. The burden of overcoming this decision shall be upon the applicant. Consideration will be given to: (a) favorable changes in the behavior pattern of the applicant, which shall include the work history, stability of their living conditions, completion or involvement in certified education or rehabilitation programs and (b) extenuating circumstances that indicate the applicant could be a responsible resident.

Appeals for denial of assistance shall be reviewed by the Hearing Officer.

1. Full-time employees of the Housing Assistance Division in a clerical or similar position (as defined by JHA human resources office) will be eligible to receive assistance through the Section 8 Certificate, Voucher, and Moderate Rehabilitation or Project Based Certificate programs.

   Part-time and hourly employees of the Division will be reviewed on a case by case basis.

2. The applicant waiting list is maintained by computer and data entry by the housing authority with applicants selected for program enrollment and certification on an as-needed basis for lease-up.

D. **Verification of Application Information**

These verification procedures apply to all programs in Section 8.

The JHA shall utilize the following verification procedures:

PIH 2011-15

1. **Third Party Verification**

All income used to calculate eligibility and tenant portion of payment is verified. Unusual expenses, childcare, preference status, full-time student status, assets and medical expenses are also verified.

An original or authentic document generated by a third party source, may be in the possession of the applicant. The JHA may, at its discretion, reject any tenant-provided documents and follow up directly with the source to obtain necessary verification of information.

2. **Enterprise Income Verification** – (EIV)

24 CFR 5.233

The JHA is required to use the EIV system in its entirety. This means that the JHA must use all features of the EIV system to:

a. Verify tenant employment and income information during mandatory reexaminations of family composition and income in accordance with 24 CFR 5 §4.236
b. Reduce administrative and subsidy payment errors in accordance with HUD administrative guidance.

The JHA is required to provide form HUD-52676: Debts Owed to PHAs & Terminations to all adult applicants and participants.

Prior to admission the JHA must:

a. Conduct a former tenant search for all adult family members 18 years of age or older.
b. Conduct an existing tenant search for all household members.

Security Measures: The integrity and availability of the information is extremely important to protect funding and the privacy of the participants. The information is protected from unauthorized use and disclosure.

3. **Review of Documents**

If third party verification is impossible, the housing authority will use original documents provided by the applicants. If it applies to employment, original pay stubs showing the name of the employer, gross pay, hourly rate, time covered, name of the individual, and the social security number of the individual. Original W-2 forms may be acceptable. The JHA shall permit the use of original computer generated printouts from the Court Registry regarding Child support. Original computer generated printouts from TANF and other State agencies shall be permitted.

Any other original documents which shall be required to assist in the determination of eligibility.

4. **Certification or Self Declaration**

If neither third party, computer matching, nor original documents are available as verification. The housing authority will accept a notarized applicant certification with the information needed.

All adult members of the household and full-time students (18 and older) must sign a general authorization form.

If during the verification process, the housing authority determines that a family is ineligible, the housing authority will notify the family in writing as required by Federal Law.

E. **Verification of Family Composition**

Any of the following types of original documents will be acceptable in verifying family composition:

- Birth certificate—required for all household members to determine age and blood relationship (does not include live-in aide)
- Marriage license
- If pregnant, a signed, dated, confirmation letter on medical health provider letterhead
- Divorce decree
- Official court documents
- Documents listed in A1 (a)& (b)of section II

F. **Grounds for Denial of Admission**

In accordance with regulations, the housing authority is not required to assist families who:

1. Currently owe rent or other amounts to the housing authority or any other housing authority;
2. Were previous participants in any JHA subsidized housing program and left owing the housing authority money for claims paid for unpaid rent, damages or vacancy loss and have a current outstanding debt;
3. Breached an agreement to repay monies owed the housing authority and still owe money;
4. Previously violated the family's obligations listed in the regulations, briefing packet or other acknowledgements of responsibility during the two (2) years prior to the application;
5. Committed fraud in connection with any federal housing assistance program during the five (5) years prior to the application;
6. Have engaged in drug-related criminal activity or violent criminal activity as defined in regulations or this Administrative Plan. A person does not have to have been arrested or convicted in order to terminate assistance for this reason. Examples of credible evidence include evidence provided by the police and court systems, such as drug raids, drugs found in the dwelling unit, evidence which is tied to the activity, arrest warrant issued, testimony from neighbors, etc. The housing authority will also use preponderance of evidence. Preponderance of evidence is defined as evidence which is of a greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which, as a whole, shows that the fact sought to be proved is more probable than not.
7. Have any household member who has ever been convicted of drug-related criminal activity for methamphetamine production on the premises of federally assisted housing is permanently barred from housing assistance. If any household member has been convicted of drug-related criminal activity for methamphetamine production, they will be denied assistance for ten (10) years from the incarceration release date.

8. Have any household member who is subject to a lifetime registration requirement under any State or national sex offender registration program is denied participation in any housing assistance program. If any household member is subject to a less than lifetime registration requirement under any State or national sex offender registration program they will be denied assistance for ten (10) years from the date of conviction. The JHA may notify residents of the registered sex offender.

9. Have been evicted from any Federally assisted housing in the last five (5) years from the date of eviction,

10. Have threatened or used abusive language towards housing authority personnel,

11. Fail to disclose additional information that affects their eligibility, or increases subsidy,

12. Fail to respond or complete requested forms within time given,

13. Fails to meet the eligibility requirements concerning individuals enrolled at an institution of higher education as specified in the Student Rule 24 CFR 5.612,

SECTION IV – ESTABLISHING AND MAINTAINING THE WAITING LIST

A. Waiting List

How Applicants are Selected

The JHA may only admit an applicant for participation as a "Special Admission" or a "Waiting list Admission."

1. "Waiting List Admission"

- Except for special admissions participants must be selected as **a** waiting list admission
- Applicants are selected by date and time of application.
- Local Preferences selections shall be made by date and time of application of families on the list with the same preference status.

2. "Special Admission"

The following families shall not be considered a part of the waiting list:

- If HUD awards the JHA program funding that is targeted for families living in specific units.

- The JHA shall record these, to accurately reflect that the family was admitted with HUD targeted assistance.

Any vouchers which are not utilized for the targeted families, to the extent permitted by HUD, shall be available to the families selected as a "waiting list admission."

B. Local Preferences

CFR 982.202(d) & 982.207

Current Local Preferences

1. Families that include a person with disabilities

2. Veterans. A person who served in the active military service and who was discharged or released under conditions other than dishonorable. National Guard members also qualify if currently serving honorable or discharged under conditions other than dishonorable. If the veteran dies before being admitted to the program, then the spouse of the veteran shall maintain their place and preference on the waiting list. Status is to be verified by:

   a. A DD 214 (Certificate of Release or Discharge from Active Duty) will serve as proof of service for those no longer active or reserve duty; or
   b. A current enlistment contract and/or unexpired military identification card will serve as appropriate proof of veteran status for those still in active reserve status or current enlistment.

3. Displacement preference. A person or family displaced is defined as, one whose dwelling is condemned by governmental action (federal, state or local); or a person whose dwelling has been extensively damaged or destroyed as a result of a declared disaster or otherwise formally recognized under federal disaster relief laws.

4. Preferences for victims of Domestic Violence: Applicants who are victims of domestic violence will receive a preference. In order to qualify for a preference on the waitlist for Domestic Violence, applicants should provide documentation that incidents of domestic violence have occurred within the past year. Example of required documentation should be in the form of police report, incident report, restraining order, referral from domestic violence shelter, etc. Status is to be verified by:
   a. Police report
   b. Restraining order
   c. Referral from domestic violence shelter (example, Hubbard House)

   Confidentiality of applicant status shall be maintained by the Agency in accordance with the provisions of the Violence against women Act of 1994.

At the discretion of the Housing Authority, the housing authority may issue preferences for the following:

Homeless families who have completed the required self sufficiency classes at a homeless shelter.

All applicable preferences shall be made part of the public notice, and/or notices sent to applicants.

C. **Maintaining the Waiting List**
After the preliminary eligibility determination has been made, applicants are placed on the waiting list in order of date and time of application and local preference. The housing authority will maintain an accurate waiting list, which conforms to HUD requirements.

D. **Updating the Waiting List**
The housing authority may at least once a year update the waiting list to ensure that it is current and accurate.

The housing authority will mail a letter to the applicant's last known address, requesting information regarding their continued interest in maintaining a place on the waiting list.

If the applicant does not notify the housing authority of a move as required, the housing authority will not be responsible for the applicant's failure to receive the updated request. A copy of the request in the file will indicate a reasonable assumption the letter was mailed.
The request letter will include a deadline date by which applicants must contact the housing authority of their continued interest, by mail or in person. If the housing authority fails to receive the applicant notice by the deadline date; the applicant's name will be removed from the waiting list.

Applicants will be given twenty (20) days to respond to the request letter. The housing authority does not accept responsibility for mail delays.

The housing authority will attempt to locate families who indicated a disability on their application, by utilizing the returned forwarding address provided by the post office, if any, before removing the family from the waiting list.

If an applicant with a disability has failed to respond to a selection letter for reasons relating to their disability, they may be reinstated and returned to the waiting list with their original date and time of application. This contact and request must be made within sixty (60) days of the selection.

E. **Removal of Names from Waiting List**

The following reasons are cause for the family name to be removed from the waiting list:

- No response to purge letter
- Family is housed after selection
- No-show for eligibility or briefing appointments (two opportunities are given)
- No-show for SRO appointment without rescheduling
- Missed deadline for returning eligibility documentation
- Under age eighteen (18), not emancipated
- Preponderance of evidence indicates drug or criminal activity in household
- Voucher expired
- Certification for PBC, Mod Rehab or SRO expired
- Failure to move into unit after inspection
- Voluntary withdrawal from program(s)
- Registered sex offender
- Fraud
- Violation of Family Obligations
- Over Income limits

All applicants removed from the waiting list shall be issued a letter indicating the reason for their removal and given the opportunity to request an informal review.

F. **Selection from Waiting List**

In order to accommodate the need for eligible families to maintain lease-up, selections are made by taking names from the list and handling by groups. Therefore, someone who applied after another person, but who quickly returns all necessary paperwork to determine eligibility, may be briefed and issued a voucher before someone else in that selections block whose application date is earlier.

Selections for tenant based programs will be based on date and time of completed applications and local preference. The housing authority will maintain a quarterly report to determine that at least seventy-five percent (75%) of new admissions to tenant based programs will have incomes at or below thirty percent (30%) of the area median income.

If it appears that the percentage will fall below seventy-five percent (75%), families whose incomes are below thirty percent (30%) of the area median income will be given a preference for the selections necessary to reach this requirement.

Selections for project based programs will be based on bedroom size and date and time of completed application.

G. **Return to the Waiting List**

Applicants who Must Reapply

Applicants who reapply to be placed back on the waiting list will be positioned on the waiting list as of the date and time they reapply.

- If the family declines the offer of a voucher, the family will not be eligible to be returned to the waiting list. The family must reapply to the waiting list.

- A family whose application is denied for failure to provide information must reapply to be placed back on the waiting list.

- A family found ineligible for assistance must reapply to be placed back on the waiting list.

- Applicants found ineligible for assistance because they exceed the current HUD published Section 8 income limits must reapply to be placed back on the waiting list.

Applicants Reinstated at Original Date and Time of Application

Applicants removed from the waiting list will be given the benefit of the doubt if there is a reasonable possibility they were removed from the waiting list through no fault of their own.

These applicants may be reinstated on the waiting list if there is a reasonable possibility they were not notified, such as in the case of only one notice being issued or that they had reported an address change that was not entered in the system through no fault of their own.

If mail is returned, in order to be reinstated, applicants must request reinstatement and verify proof of address during application process.

SECTION V – SUBSIDY STANDARDS

A. Bedroom Size Determination

HUD guidelines require that the housing authority establish standards for the determination of bedroom size, and that such standards provide a minimum commitment of subsidy while avoiding overcrowding. They also must meet the minimum requirements of the Housing Quality Standards.

The unit size assigned to a participant in the Certificate Program served as the basis for determining maximum rent that could be paid to an owner for the unit selected by the family.

The unit size on the Housing Voucher remains the same as long as the family composition remains the same, regardless of the actual unit size selected.

The subsidy standard will determine the bedroom size for placement on the waiting list for Project Based Certificates.

Single parent military members are required to provide a family plan that designates who will have temporary custody of their children in the event that they are deployed. For the purposes of household composition and bedroom size determination, JHA will require all of the following documentation to allow children in these circumstances to be added to the assisted household for the duration of the parent's deployment.

- Military deployment orders with an effective date
- A Power of Attorney granting custody and responsibility listing the children
- A Certificate of Acceptance as Guardian (DA Form 5840) or equivalent form
- Military dependant identification cards for each child.

	Number of Person in Household	
Voucher Size	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	4	6
4	6	8
5	8	10
6	10	12

The housing authority may grant exceptions from the standards if the housing authority has sufficient funding and determines the exceptions are justified by the relationship, age, sex, health or disability of members in the household, or other individual circumstances.

Persons who are single, elderly or have a disability will be issued a zero bedroom or efficiency voucher. If a single person requests a one bedroom unit or the housing authority determines that there are not adequate efficiency units available for rent, the single person can be issued a one bedroom unit. Couples who are elderly or have a disability and pregnant females will be issued a one bedroom voucher.

The above standards are to be maintained insofar as possible.
However, the following relaxation from such standards may be permitted as follows:

1. Housing Vouchers shall be issued so as not to require the use of the living room for sleeping purposes.
2. Each family member, regardless of age (includes a pregnancy), is to be counted as a person.
3. Children of opposite sex shall be assigned separate bedroom when one (1) reaches the age of two (2). Children of opposite sex, both under the age of two (2), may be housed together.
4. Unrelated adults living together as a couple are assigned one bedroom.
5. The housing authority will assign a larger unit than required by subsidy standards if the family provides documentation that for health reasons, a larger unit is justified.
6. Spouses who, because of verified medical reason, cannot share a bedroom.
7. An elderly or disabled person who requires a live-in attendant
8. Different generations may dictate a larger size unit; however, the age of a grandparent should be considered, not just the generational difference.
9. No more than two (2) persons should share a bedroom.
10. A child under the age of two (2) should be housed with a single parent. If a child will be turning two (2) within sixty (60) days of an annual recertification, a voucher for the next larger bedroom size may be issued.
11. Residents and their children must attend school in the county in which the subsidized unit is located and not have split school districts. For example, a child may not attend school in Jacksonville and also in Georgia. Joint custody between parents is acceptable with documentation. Any exception to the rule will require manager approval.

For bedroom size determination, a court order will determine whether an applicant will have residential custody of a child (ren). Residential custody or equal joint custody will allow the child (ren) to be included in bedroom size determination. Proven deviation from the court order may change the inclusion. If custody is not yet determined, certification will not be issued but can be held for up to sixty (60) days. After that time, the applicant's name is returned to the waiting list.

A family may choose to include or exclude a full time student living away from the household in their household composition except in the case of the family head, spouse, or foster children. If they include the student, it will affect the bedroom size eligibility.

1. <u>Absence of Children</u>

The "temporary" absence of children from the home due to placement in foster care shall not be considered in determining family composition and family size. The meaning of "temporary" shall be determined on a case by case basis, utilizing court documents.

Documentation of full time student status, from the Office of the Registrar, along with fees paid, and schedule of classes is required.

If the family elects to exclude the student, he/she will not be included in family composition or income calculations.

Any family requesting variations in the subsidy standards must put the request in writing to the housing authority. The Section 8 Operations Manager will review the request and notify the family in writing of the decision.

In the Moderate Rehabilitation program, single persons may be issued zero (0) or one (1) bedroom certification so as to assist the highest number of applicants. Due to the number of one (1) bedroom units under the Moderate Rehabilitation program that do not house families with children, a single parent with one child of any age, or pregnant female, may choose to be placed in a two (2) bedroom Moderate Rehabilitation unit. When foster care of a child is properly documented, the child (ren) will be included in bedroom size determination.

Exceptions shall be made as needed, in the Project Based Assistance Program, so as to increase occupancy rates. A single parent with one (1) child of any age, or pregnant female, may choose to be placed in a two (2) bedroom. Utility allowances shall be the amounts for a two (2) bedroom. Families eligible for a two (2) bedroom shall be permitted to lease a three (3) bedroom unit. Utility allowances shall be the amounts for the three (3) bedrooms.

2. Live-in Aide
   CFR 982.316

A family that consists of one or more elderly, near-elderly or disabled persons may request that the PHA approve a live-in aide to reside in the unit and provide necessary supportive services for a family member who is a person with disabilities

A family may include a live-in aide who:

- Must not be in violation of any Section 8 program obligations
- Not currently living with the Applicant, will be reviewed on a case by case basis
- The need for the live in Aide will be reviewed annually at re-certification
- Must have the approval of the Landlord
- Must be named in the lease
- Is not currently living in the assisted unit, will be reviewed on a case by case basis
- Has been determined by the housing authority to be essential to the care and well being of the elderly or disabled family member; and
- Is not obligated for the support of the elderly or disabled member
- Would not be living in the unit except to provide the necessary care of the elderly or disabled family member, and
- Whose income will not be counted for purposes of determining eligibility or rent and
- Will not be considered the remaining member of the tenant family, and
- Participant and aide must demonstrate that the provision of care is at an "arms length transaction" or demonstrate that an aide was not a household member of the participant during the one (1) year prior to receiving assistance or during tenancy on the subsidized housing program. Any exception to this rule will require manager approval and possibly further documentation.
- Live-in-Aide must have left previous residence meeting all financial obligations. Live-in-aide must provide previous residence address (es) information, and show that they were not evicted from their previous property within one (1) year prior to their admission as a live-in-aide.

Relatives are not automatically excluded from being live-in aides, but must meet the definition described above. Spouse or co-head is not eligible.

A live-in aide may have a family member who resides in the unit as long as the addition of that family member does not increase the bedroom size requirement or cause overcrowding (more than two household members to a HUD defined living space.

A live-in aide must provide a criminal background check, as required of all applicants/participants.

The housing authority may disapprove a particular person as a live-in aide, or withdraw an approval, if the person requesting to be the live-in aide:

- Is in violation of any Section 8 program requirements
- Commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program
- Commits drug-related criminal activity or violent criminal activity
- Currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.

B. **Unit Size Selected**

The family may not select a different size dwelling other than that listed on the voucher, unless it has been approved by the housing authority. The Family cannot, pay more than forty percent (40%) of their adjusted income for rent during the initial term of their lease and any subsequent moves will need to consider this when leasing housing larger than their assigned bedroom size.

Criteria to consider in the voucher program:

- *Payment Standard*: Must be the lower of the payment standard for the unit selected or the unit size stated on the voucher.

- *Utility Allowance:* The utility allowance used to calculate the gross rent is based on the actual size of the unit the family selects, regardless of the size authorized on the family's voucher.

SECTION VI – INCOME CONSIDERATIONS AND DETERMINATION OF TOTAL TENANT PAYMENT

This section applies to all programs.

A. **Income**

The total tenant payment is calculated in accordance with Federal Law.

The housing authority defines income, assets and allowance in accordance with federal regulations.

Adjusted Income: is the gross annual income minus allowable deductions

Annual Income: includes all amounts monetary or not, which go to, or on behalf of the family head or spouse (even if temporarily absent) or to any other family member. It includes but is not limited to:

1. **Wages and Salaries**

   a. the full amount before any payroll deductions
   b. overtime pay
   c. commissions
   d. fees
   e. tips
   f. bonuses
   g. any other compensation for personal services

2. **Social Security or SSI payments payable to any household member**, unless they meet the lump sum requirement.

3. **Regular Contributions and Gifts**

   Regular contributions and gifts received from persons outside the household are counted as income. This includes, but not limited to rent and utility payments paid on behalf of the family and other cash or non-cash contributions provided on a regular basis. Regular periodic payments from annuities, insurance policies, retirement funds, death benefits, are considered regular contributions.

   The cash contributions and/or gifts for the household cannot exceed the maximum utility allowance unless the family provides a minimum of 6 months bank statements showing the exact amount of the contribution claimed.

   It does not include occasional contributions or sporadic gifts.

4. **Alimony and Child Support**

   Regular alimony and child support payments received are counted as income. Lump Sum child support payments received during the previous twelve (12) month period are included and are counted as part of the annual child support income.

   If the child support or alimony is not received on a regular basis, the housing authority must count the amount of child support in the divorce decree or separation agreement unless the housing authority verifies that the child support or alimony income is not provided.

   To calculate any other amount other than the amount in the award for child support, the housing authority must obtain documentation from the child support depository. The participant must produce documentation that the family has filed with the agency responsible for enforcing the payments.

   When a printout is received from the child support office for the prior twelve (12) months, the housing authority will use the amount received over the last twelve (12) months, if no projection of anticipated income can be made. Child support income shall be reduced only after a three (3) full months has elapsed without payment.

   If the support is not Court ordered, an affidavit from the person paying the support, is required indicating how much is being paid, to whom, naming each child and the amount paid monthly or weekly. If the participant claims the child support has stopped, then an affidavit is required. Child support income shall be reduced only after a three (3) full months has elapsed without payment.

5. **Lump Sum Receipts**

   Lump sum receipts of family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses are not included as income. Lump sum Social Security or SSI payments are considered an asset and not included as income.

   Contributions to company retirement/pension funds are handled in this manner:

- While an individual is employed, only amounts the family can withdraw without retiring or terminating employment are counted as assets
- After retirement or termination of employment, any amount the employee elects to receive as a lump sum is counted as an asset.

Lump sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. This includes payment of amounts that were deferred because of a dispute.

Treatment of the lump sum payment varies, depending upon the timing of the interim re-examination. When a reduction in income is reported, and an interim adjustment is performed, and the family subsequently receives a lump sum payment, which is classified as income, another interim adjustment will be conducted, using the lump sum amount as income and not applying it retroactively.

6. **Welfare Assistance**

a. Special calculations of income are required for "as-paid" state, county, or local public assistance programs. An "as-paid" system is one in which the welfare assistance payment includes a specifically designated amount for shelter and utilities that is subject to adjustment based upon the actual cost of shelter and utilities.

b. The welfare agency may reduce welfare benefit payments to sanction a family for noncompliance with welfare self-sufficiency or work activates. The PHA may not reduce the family rent contribution for families whose welfare benefits have been sanctioned by the welfare agency for noncompliance with welfare self-sufficiency or work activities requirements, or because of fraud in connection with the welfare program. The family's income must include the amount of welfare benefits that would have been paid to the family if sanctions had not been imposed.

c. Covered families are those families who receive welfare benefits from a welfare agency under a program for which Federal, State, or local law requires participation in an economic self-sufficiency program as a condition of assistance.

- A "specified welfare benefit reduction " is:
  (a) Fraud in connection with the welfare program
  (b) Sanction for noncompliance with welfare agency requirement to participate in an economic self-sufficiency program
- Not applicable if:
  (a) The welfare reduction is a result of the expiration of a lifetime limit, or other time limit, on receiving benefits
  (b) The family has complied with requirements but cannot find a job
  (c) The sanction is due to family noncompliance with other welfare agency requirements

7. **Assets Disposed of for Less Than Fair Market Value**

The housing authority must count assets disposed of for less than fair market value during the two (2) years preceding examination or re-examination. The housing authority will count the difference between the market value and the actual payment received.

Assets disposed of as a result of foreclosure or bankruptcy is not considered to be assets disposed of for less than fair market value. Generally, assets disposed of as a result of a divorce or separations are not considered to be assets disposed of for less than fair market value.

The housing authority's minimum threshold for counting assets disposed of for less than fair market value is $1,000.00. If the total amount of assets disposed of within a one (1) year period is less than $1,000.00, they will not be considered an asset for the two (2) year period.

If the total amount of assets disposed of within a one (1) year period is more than $1,000.00, all assets disposed of for less than fair market value will be counted as assets from the date the asset was disposed of.

8. **Unemployment Compensation**
   Payable to any household member, on a regular basis. Unless it is treated as a lump sum distribution.

9. **Workers Compensation**
   Payable to any household member, on a regular basis. Unless it is treated as a lump sum distribution.

10. **Net Income from the Operation of a Business**
    The following documents show income from the prior years. Where there is no documentation for projected income from a business, the housing authority will consult with participants and use this data to estimate income for the next twelve (12) months using (in priority order):
    a. IRS Tax Return, Form 1040, including any:
       - Schedule C (small business)
       - Schedule E (rental property income)
       - Schedule F (farm income)
    b. An accountant's calculation of depreciation expense, computed using straight-line depreciation rules. (Required when accelerated depreciation was used on the tax return or financial statement.)
    c. Audited or un-audited financial statements(s) of the business.
    d. Loan application listing income derived from the business during the previous twelve (12) months.
    e. Applicant's notarized statement or affidavit as to net income realized from the business during previous years

11. **Income from Assets**
    First, determine the market value and cash value of an asset.

    Market value less expenses to sell asset such as settlement costs, broker's fees, mortgage loan, etc. will determine cash value, if any.

12. **Armed Forces Pay**
    All regular pay, special pay and allowances of a member of the armed forces, except "special pay" to a family member servicing and exposed to hostile fire.

13. **Veteran's Benefits**

B. **Income Exclusions**

These amounts are prohibited from being included in the family's household income, for the purposes of rent determination.

1. Wages of children (including foster children) under the age of 18:
2. Earned income in excess of four hundred and eighty dollars ($480) for each full-time student eighteen (18) years of age or older (excluding the head of household and spouse);
3. Refund or rebates of property tax on dwelling home;
4. Payments for Student Financial Assistance Paid Directly to the Student Educational Institution;
5. Amount Received by the family that are specifically for , or in reimbursement of, the cost of medical expenses for any family member;

   Examples:

   a. Cost of Transportation for Medical Treatment. The housing authority will use the mileage rate approved by the Internal Revenue Service, cab receipts with destination and return address listed, transportation invoices for persons with disabilities with destination and return address listed, for verification of the cost of transportation directly related to medical treatment.
   b. Expenses for prescription drugs
6. Live-in aide income;
7. Adoption Assistance Payments in excess of $480 per adopted child;
8. Payments to Keep Developmentally Disabled Family Members at Home, Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;
9. Payments Received for the Care of Foster Children or Adults. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
10. Special Armed Forces pay to a family member serving in the Armed Forces who is exposed to hostile fire.
11. Foreign Government Reparation Payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
12. Earnings and Benefits From Employment Training Programs Funded By HUD: Such as:
    a. A stipend for Youthbuild project to help young high-school dropouts obtain education, employment skills, and meaningful on-site work experience in a construction trade;
    b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
    c. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
    d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;

    Incremental Earnings and Benefits from Participation in Qualifying State and Local Employment Programs. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including

training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.
Example: Department of Labor, Employment Training Administration Welfare-to-Work Grant if goals and objectives meet appropriate criteria

13. Stipends to Reimburse Residents for Expenses of Servicing Members of the PHA Governing Board or Commission: The Public Housing Reform Act provides that the governing board of a PHA must generally contain at least one (1) member who is directly assisted by the PHA.
14. Amounts specifically excluded by any other Federal statue.

C. **Earned Income Disallowance for Persons with Disabilities:**

This does not apply to applicant

This disallowance is applicable to a "qualified family".

A "qualified family" is a disabled family receiving Section 8 assistance whose annual income increases due to one (1) of the following reasons:

1. Employment of a family member with a disability and who was previously unemployed for one (1) or more years prior to that employment.
2. The JHA shall utilize HUD's definition of "previously unemployed": as a person who has earned in the twelve (12) months prior to employment, not more than would have been earned at the established minimum wage working ten (10) hours per week for fifty (50) weeks, or;
3. Increased earnings by a family member with a disability AND is a participant in any economic self sufficiency or job-training program, or;
4. The new employment or increased earnings received by a family member who is disabled AND who has within the past six (6) months has received benefits or services under any State program for temporary assistance, such as TANF.

Initial Twelve Month Exclusion:

During the cumulative twelve (12) month period beginning on the date a member of a "qualified family" is first employed or the family first experiences an increase in Annual Income attributable to employment, the PHA must exclude from Annual Income of a "qualified family" any increase in income of the family member as a result of employment over prior income of that family member.

Second Twelve Month Exclusion and Phase-In:

During the second cumulative (12) twelve month period after the date a member of a qualified family is first employed or the family first experiences an increase in Annual Income attributable to employment, the PHA must exclude from Annual Income of a qualified family fifty percent of any increase in income of such family member as a result of employment over income of that family member prior to the beginning of such employment.

Maximum Four Year Disallowance:

The disallowance of increased income of an individual family member as provided above in this section "C" is limited to a lifetime forty eight (48) month period. Maximum is 24 months cumulative within the 48 month period.

D. **Federally Mandated Exclusions**

Additional benefits excluded from income shall be as listed below:

- The value of the allotment provided to an individual under the *Food Stamp Act*
- Payments to volunteers under the *Domestic Volunteer Services Act*
- Payments received under the *Alaska Native Claims Settlement Act*
- Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes
- Payments or allowances under DHHS' Low-Income Home Energy Assistance Program (LIHEAP)
- Payments received under programs funded in whole or in part under the *Partnership Act*
- Income derived from the disposition of funds of the Grand River Band of Ottawa Indians
- The first $2,000 of per capita shares from judgment funds awarded by the Indian Claims
- Commission or the Court of Claims or from funds held in trust for an Indian tribe by the Secretary of the Interior
- Federal scholarships funded under Title IV of the *Higher Education Act of 1965*, including awards under the Federal work study program or under the Bureau of Indian Affairs student Assistance program
- Payments received from programs funded under Title V of the *Older Americans Act of 1965*
- Payments received on or after January 1, 1989 from the Agent Orange Settlement Fund or any fund established pursuant to the settlement in the *In re Agent Orange* product liability legislation.
- Payments received under *the Maine Indian Claims Settlement Act of 1980.*
- Child care arranged or provided under the *Child Care and Development Block Grant Act*
- Earned Income Tax Credit refund payment
- Payments by the Indian Claims Commission to the Confederate Tribes and Bands of the Yakima
- Indian Nation or the Apache Tribe of the Mescalero Reservation.
- The first $2000 of income received by individual Indian derived from interests or trust or restricted land,
- Any allowance paid under provisions of *38 U.S.C. 1805* to a child suffering from spina bifida who is the child of a Vietnam Veteran.
- Any amount of crime victim compensation that the applicant (under the *Victims of Crime Act*) receives through crime victim assistance (or payment or reimbursement of the cost of such of a crime against the applicant,
- Any other as required by HUD.

E. **Exclusion for Census Takers:**
HUD has excluded the amounts earned by temporary Census employees for determining income in the Department's assisted housing programs. Terms of employment may not exceed one hundred eighty (180) days for the purposes of the exclusion.

F. **Mandatory Deductions to Income:**

- $480 for each dependent including full-time students or persons with disability,
- $400 for any elderly family or disabled family,
- The sum of the following to the extent the sum of the following exceeds 3% of income:
  Un-reimbursed medical expenses of any elderly family or disabled family,
  Un-reimbursed reasonable attendant care and auxiliary apparatus expenses for disabled family member(s) to allow family member(s) to work.
- Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education.

G. **Other Considerations for the Determination of Income:**

1. **Abandonment**

If a unit is not occupied for more than thirty (30) consecutive days, it may be considered abandoned unless the housing authority and owner/manager have been notified in advance and authorized the absence.

Satisfactory proof of hospitalization or military deployment may be exceptions to these designations. The agency may pay the owner/manager for a unit under these circumstances for ninety (90) days from the date of hospitalization or deployment. After ninety (90) days, the case may be reviewed and authorization for payment given by the Vice President for up to an additional ninety (90) days. The unit must meet HQS standards, the entire period.

There is no provision for resumption or re-instatement of assistance after the maximum one hundred eighty (180) day payment for an unoccupied unit.

Imprisonment will not be considered an exception: notice must be given to the owner and JHA. Payment will continue for up to sixty (60) days, after that the unit will be considered abandoned. The unit must meet HQS standards the entire period.

- Current paid rent and electricity do not conclusively prove residency if other indications prove the unit was not occupied.

- If the date of abandonment (or vacancy for other reason) cannot be determined, the housing authority may assume the unit to be vacant on the day of an electricity cut-off order.

2. **Temporarily and Permanently Absent Household Members**

If there is a one-parent home and the children are taken away from the parent because of abuse, but after counseling the children will be returned, the housing authority will try to find out from the Department of Children and Family Services how long it will be before the children will be returned. The parent will retain his/her eligibility as a remaining member of the tenant family. He/she may have to be issued a different size certificate or housing voucher, depending on the length of time the child (ren) will be out of the unit.

To determine whether or when the bedroom size should be changed, the case should be taken to the Vice President of JHA or his/her designee, who will use the court ordered case plan as a guide. However, failure of the participant to follow the case plan as ordered shall be cause to reduce the bedroom size.

If the single parent leaves the household and if another adult is brought in to take care of the children while the parent is away, as long as the family continues to meet the definition of family, the family assistance will not be terminated. A change in family composition will be made if the stay is longer than the visitor provision defined in the lease.

To avoid instances of minor children being left homeless, if the single parent dies, the review to be made shall be: what is in the best interest of the remaining minor children if another adult is brought in to care for the children, so long as the family continues to meet the definition of a "family". This shall be reviewed on a case by case basis and a change in family composition may be made.

To be considered the remaining member of the tenant household, the person must have been previously approved by JHA to be living in the unit. In order for a minor child to continue to receive assistance as a remaining member of a tenant household: (1) emancipated minor status

must be awarded by a court, or (2) JHA must verify that a social service agency and/or the Juvenile Court has arranged for another adult to be brought into the assisted unit to care for the child (ren) for an indefinite period.
As above, where the reduction in family size also results in a reduction in the unit size for which the household is eligible, the Payment Standard applicable to the reduced unit size shall apply.

- The family may remain and pay a higher percentage of income for rent, not to exceed 40% adjusted monthly income.
- Or, the family may give notice to the owner with intent to vacate and be issued another voucher to search for a unit (consistent with the terms of the lease).

(1) Spouse
If the husband or wife leaves the household and the family declares them permanently absent in writing, they will be determined permanently absent and will be removed from the lease.

If the husband or wife leaves the household and the period of time is estimated to be less than three (3) months, the family member may be determined temporarily absent.

If an assisted family breaks up, the assistance will remain with the party listed as head of household on the most recent recertification; if none, at application. If this is an amicable break up, the participant may designate who gets the assistance (this must be documented in writing by the person on record as Head of Household).

If the spouse is incarcerated, a document from the court or prison should be obtained to determine how long they would be incarcerated.

(2) Adult Child
If an adult child goes into the military and leaves the household, they will be determined permanently absent.

A student (other than husband or wife) who attends school away from home, but lives with the family during school recesses, may be considered permanently absent (income not counted, not on lease, not counted for certificate/voucher size) or temporarily absent (income counted, on lease, counted for voucher size) at the family's option.

(3) Joint Custody of Child(ren)
Children who are subject to a joint custody agreement, but live in the unit at least fifty percent (50%) of the time, will be considered members of the household. Fifty percent (50%) of the time is defined as one hundred eight three (183) days of the year, which do not have to run consecutively. Proven deviation from a court order will be considered when determining bedroom size.

(4) Sole Member of Household
If the sole member of the household has to leave the household for more than three (3) months, the unit will not be considered to be their principal place of residence. They will be terminated from the program, unless the tenant requests an extension by submitting documentation from a reliable medical source that he/she will return within a total of six (6) months (an additional three (3) months).

(5) Visitors
Any guest in the unit for more than fourteen (14) calendar days during any six (6) month period must be approved by the owner/manager, and this agency must be notified. Failure to do so will be a violation of the lease (unauthorized person residing in the unit).

H. **Reporting to the Housing Authority**
The family must declare a member as permanently or temporarily absent in writing to the housing authority with the occurrence of the circumstance. The housing authority will advise the family at that time, what the options are and how it might affect the Total Tenant Payment and the certificate or voucher size.

Any adult family member(s) requesting to be removed from the household must submit documentary evidence before he/she is removed from the household.

Evidence includes, but not limited to:

- A new driver's license with the new address
- A new lease with the new address
- College registration in another city or state
- Utility or other bills showing another address
- In extreme circumstances when this information is unattainable we will accept notarized letter from head of household.

The family should be counseled at briefings and re-examinations of the effect of the permanent/temporary absence policy on their income.

I. **Temporarily Absent Family Member's Income**
Income of temporarily absent family member(s) is counted.

If the spouse or Head of Household is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire, and other approved excluded income) is counted as income.

J. **Income of Persons Permanently Confined to Nursing Home**
If a family member is permanently confined to a hospital or nursing home, and there is a family member left in the household, the housing authority will exclude the income of the person permanently confined to the nursing home and they will receive no deductions for the confined family member. (For determination as to whether the person is confined to a nursing home on a temporary or permanent basis, see the definition of Temporarily/Permanently Absent in this Plan).

K. **Averaging Income**
There are two (2) ways to calculate income when the income is not received for a full year:

1. Annualizing current income (and subsequently conducting an interim re-examination if income changes); or
2. Averaging known sources of income that vary, to compute an annual income (no interim adjustment if income remains what was calculated).

The housing authority will use the averaging current income method for all families unless; it is a School Board or seasonal employee.

School Board/Seasonal Employees

To determine subsidy on School Board/Seasonal employees, the Jacksonville Housing Authority will annualize the participant's projected income and then conduct an interim reexamination when the participant's income changes. The PHA may annualize the family's income anticipated for a shorter period, subject to a re-determination at the end of the shorter period. All income will be annualized at 12 months, to allow interims during the 12 month period.

Example:

Participant is currently employed with First Student Bus Co. earning $9.50 hourly and works approximately 30 hours a week. When school begins, annualize the income @ $9.50 x 30 hours a week, then x 52 weeks. When school ends for the summer the participant will have to report their current status of employment, or unemployment, and current income. An interim reexamination will be processed on the current income, with a projected annualized calculation. When school begins, the participant must report it, then the employment will be once again be annualized for the upcoming year on the current income.

Last year's income can be analyzed to determine the amount of income to be anticipated when it cannot be clearly verified.

If the last three (3) months income is representative of the income which may be anticipated for the next year, such as overtime worked when the employer cannot anticipate how much overtime the family member will have over the next year, or temporary or labor pool employment, the last three (3) months may be used to anticipate the income.

If the last three (3) months income is <u>not</u> representative of the income which may be anticipated for the next year, such as overtime worked, temporary or labor pool, or employment only at Christmas, the time worked for the entire year will be used to anticipate income.

If the anticipated income from the employer shows a raise in pay, which is to occur four (4) months from the effective date of the recertification, income is to be calculated at the old rate for four (4) months and at the new rate for eight (8) months.

If there are bonuses to be anticipated, but the employer does not know how much the bonus will be, the bonus from last year, if any, will be used for calculation purposes.

If, by averaging, a reasonable estimate can be made, that estimate is used instead of changing the Housing Assistance Payment (HAP) every month.

At re-certification, the housing authority can use last year's income, if the income cannot be anticipated for the coming year.

L. **Child Care**

Child care expenses shall be reviewed for "reasonableness". "Reasonableness" shall mean that the cost of child care does not exceed the average of the allowances by the Duval County Children's Commission, and two (2) other local childcare providers.

The determination for allowing reasonable expenses as a deduction for childcare uses the following standards:

- Childcare to work: The maximum childcare allowed will be based on the amount earned by the person enabled to work. The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.
- Child care for school: The housing authority will compare the number of hours the family member is attending school and base the reasonableness standard on the number of hours attending school versus the number of hours claimed for child care.

The childcare allowance is only for children under the age of thirteen (13). Childcare paid for by the Department of Children and Family Services, government programs, student scholarships and grants, etc, are not eligible for the childcare allowance.

M. **Minimum Rent**

The minimum rent of fifty ($50.00) has been established and applies to all programs. All clients reporting zero ($0) income or whose Total Tenant Payment is less than --- fifty ($50.00) will be assessed the minimum rent.

1. Exception to Minimum Rent

   Families will be notified of their right to request an exemption from minimum rent and that the determinations are subject to the grievance procedure. If the family requests a hardship exemption, the minimum rent requirement is immediately suspended and the housing authority will follow the regulations. Any applicant/participant requesting a waiver for a hardship from the minimum rent must submit written documentation of their inability to meet financial obligations. Examples of circumstances that may qualify as reasons for hardship waiver are:

   a. Family has lost eligibility, or is awaiting eligibility determination for federal, state, or local assistance.
   b. Decreases in income due to changed circumstances.
   c. Loss of employment.
   d. Participant would be evicted as a result of non-payment of the minimum rent.
   e. Death in the family.

   When a request for hardship is received, the waiver of payment will be immediately granted for a period of ninety (90) days. During that ninety-(90) day period, the client will not be required to pay the minimum rent. However, if the housing authority determines that the waiver is of a temporary nature, the requesting family will have to repay the agency the amount of their portion of the rent, which would have been due during that ninety (90) day period.

   If the hardship is reasonably determined to be long term, the housing authority will not require the family to repay the minimum rent for the initial 90 day period. The family must recertify their eligibility every thirty (30) days.

SECTION VII – VERIFICATION PROCEDURES

A. General Policy

These policies apply to all Section 8 programs.

The housing authority verifies family income, family composition, status of full time students, value of assets, factors allowing a preference, and other factors relating to eligibility determinations before an applicant is issued a certificate or housing voucher. Verification procedures shall apply to applicants and participants, where applicable.

Documentation of fulltime student status shall be conducted by third party verification.

Live-in Aide verification: shall be made by written certification from a doctor or other professional as would be appropriate in making the determination that the live in aide is "essential" to the care of the one or more elderly persons, near-elderly persons or persons with disabilities.

The housing authority will have each applicant/participant sign a HUD Form 9886, Authorization for the Release of Information.

A quality control check is made by supervisors of at least twenty-five percent (25%) of all files during each fiscal year. The Total Tenant Payment and rent calculations are figured on the computer.

B. Enterprise Income Verification- (EIV)

24 CFR 5.233

The JHA is required to use the EIV system in its entirety. This means that the JHA must use all features of the EIV system to:

a. Verify tenant employment and income information during mandatory reexaminations of family composition and income in accordance with 24 CFR 5 §4.236
b. Reduce administrative and subsidy payment errors in accordance with HUD administrative guidance.

The JHA is required to provide form HUD-52676: Debts Owed to PHAs & Terminations to all adult applicants and participants (one time only). At the next interim or annual reexam, require individuals who reach the age of 18 to sign the form and provide copy of the form to the individual.

The JHA must prior to admission:

- Conduct a former tenant search for all adult family members 18 years of age or older.
- Conduct an existing tenant search for all household members.
-

The JHA must during program participation:

- Conduct an Income report for each household within ninety (90) days of initial move-in.
- Thereafter, for all interim or annual reexaminations the Income report must be documented and verified.

As required the JHA will enter adverse information, which includes amounts owed to the agency and termination reason, for all families that end participation.

C. Minimum Income

There is no minimum income requirement to be eligible for assistance, but the staff should use good interviewing skills to determine whether there actually is income, but it is not being reported.

Families may not be required to apply for welfare, but it may be suggested to them. If the family reports zero (0) income, the housing authority will have the family sign an affidavit to that effect.

Families with zero (0) income will be required to report to the housing authority every thirty (30) days to certify income status. This includes all family members eighteen (18) years of age or older who report zero (0) income.

SECTION VIII – BRIEFING OF FAMILIES AND ISSUANCE OF HOUSING VOUCHER

A. **Briefings**

1. Purpose of the Briefing

   The purpose of the briefing is to review the voucher packet to fully inform the participant about the program so he/she will be able to discuss it with potential or participating owners.

2. Briefing Attendance Requirement

   All family members age eighteen (18) or over are required to attend the briefing when they are initially issued a housing voucher. No housing voucher will be awarded unless the household representative has attended a briefing. If this is a hardship for other family members, a supervisor may authorize the issuance of a voucher. Exceptions are made for homebound and hearing impaired applicants.

   Failure of an applicant to participate in the briefing shall result in withdrawal of his/her application. The applicant will be notified of such withdrawal and determination of ineligibility, and of his/her right to an informal review.

   SEE SECTION IN THIS PLAN RELATIVE TO APPLICANTS WITH DISABILITIES

3. Format of the Briefing

   Briefing, or orientation, of the voucher holders is conducted on a group basis. Applicants are interviewed in groups, given an opportunity to ask questions and requested to sign various forms and documents. Individual briefing may be done by staff where deemed appropriate; examples: incoming portable families; as an accommodation; the Single Room Occupancy, Project Based Certificate and Moderate Rehabilitation clients.

   The applicant is provided with an information packet containing:

   - Those items required by Federal Law.
   - A general information brochure explaining the basics of the rental program for landlord use
   - A current list of interested landlords (at request) and address of their available property
   - Description of Fair Market Rents or Payment Standard
   - Procedures for notifying the housing authority and/or HUD of program abuses, such as an owner requiring side payments or other overcharges or Housing Quality violations in the unit
   - Any supplemental material the housing authority may deem necessary

4. General Policies

   In addition to the briefing requirements to be covered and determined by HUD regulations, the following items shall be discussed thoroughly in the briefing session:

   Attention will be called to the warning section on various forms, which require signature.

   The family will be notified of information the housing authority must give to the owner to include:

   - The family's current address
   - The name and address of the landlord at the family's current and prior address.

   The housing authority shall explain the resident's responsibilities regarding increased rent payments when a family's rent is more than the combined total of housing voucher subsidy allowed and their payment in the housing voucher program.

5. Household Obligations Under the Voucher Program

Generally, under the voucher programs, the relationship between resident and landlord is the same as in the private housing market.

However, once a household receives a voucher, the family has the following additional obligations as well as to comply with those obligations described in the regulations.

- Find a rental unit which is the correct size
- Return proper forms to the housing authority within the voucher period so the unit may be approved
- Obtain approval of the JHA prior to moving into a dwelling. If a family moves into the unit prior to the approval, then the family will be responsible for the entire rent amount. Unless the owner and the JHA have agreed to reduce the rent amount for qualification.
- Keep appointments set by the housing authority for determination of continued eligibility
- Notify the housing authority in a timely manner of changes in household composition and certain types of changes in income (changes must be submitted in writing and within ten (10) business days of the change)
- Notify the housing authority and owner prior to moving from their unit
- To prevent multiple subsidies, all family members must maintain the assisted residence as the primary residence.

6. Owner Referrals

Voucher holders are notified at their briefing session that the housing authority updates the advertisement listings for participating owners, and they are invited to have copies of the list in the housing authority office. Upon request, additional assistance is provided.

B. **Security Deposit Requirements**

1. The maximum security deposit that can be collected by the owner cannot be more than they collect from market rate tenants.
2. The family is responsible for paying the security deposit. Security deposits are not paid by the housing authority.
3. The owners use the security deposit for any unpaid rent payable by the tenant, damages to the unit, or other charges due under the lease. The owner must maintain and disburse the security deposit pursuant to Florida Law.
4. The security deposit is between the owner and the participant. Should there be any dispute; the participant should seek the advice of an attorney.

Arrangements with the owner to collect a security deposit in increments are completely acceptable.

The amount of the security deposit, if the resident is leasing-in-place, may remain at whatever deposit was collected by the owner.

Non-Refundable fees, such as redecoration fees, will be permitted if they are not excessive and the same amount is being charged to market renters.

C. Voucher Issuance

At the close of the briefing session, each family who has brought adequate documentation to determine that they are eligible will be issued a Housing Voucher which is a contract between the housing authority and the household specifying the rights and responsibilities of each party.

If eligibility cannot be determined at the briefing, staff will give the applicant ten (10) business days to return requested documentation. A supervisor may authorize an extension of time, in cases of extenuating circumstances. Failure to provide documentation as requested will cause the applicant to be withdrawn from the waiting list.

A holder of a voucher shall be responsible for finding an existing housing unit suitable to the holder's needs and desires in the Jacksonville Metropolitan Statistical Area. A holder of a voucher may select the dwelling unit, which he/she already occupies if the unit qualifies as existing housing. Any housing assistance by the Program shall be in accordance with the approved Equal Opportunity Housing Plan.

The Project Based Voucher and Moderate Rehabilitation certification holders are selected for specific units and the certificate may not be used for any other unit.

1. Assignment of Housing Counselor

   Each family is assigned to a Housing Counselor (HC) who will be its liaison with the housing authority. No provisions are made to allow a change by the enrollee, applicant, or participant. A Housing Counselor must request a change if he/she is assigned a family member, close friend or other client, which might appear to be a conflict of interest. Administrative changes can be made in whole or in parts of caseloads.

2. Expirations

   The voucher is valid for a period of sixty (60) days from the date of issuance. Prior to expiration, the family may contact the housing authority to inquire about any help the housing authority can provide the family in locating suitable housing.

   To avoid any family obtaining a unit which they cannot afford, the voucher shall be issued based on the documents provided and verified by the JHA. Once the voucher has been issued, no changes shall be made to the amount or bedroom size. Any change in Total Tenant Payment based on income shall be calculated thirty (30) days after the authorized move in date.

   However, the JHA understands that there may be instances in which the income or bedroom size may change, which should be addressed.

   Those instances shall be:

   a. Receipt of a pending award of TANF, SSI, Social Security, Veterans income,
   b. Re-employment of a member of the family which has had verified continuous employment, for a period of six (6) consecutive months, but who had lost their employment due to an accident or lay off, at the issuance of the voucher, and prior to the expiration of the sixty (60) day voucher term,
   c. Death in the family
   d. Birth
   e. Reduction of any source of income

The family must submit a Request for Tenancy Approval within the sixty (60) day period unless an extension has been granted by the housing authority.

The housing authority will grant a family with a disabled member the full one hundred twenty (120) days at issuance as a reasonable accommodation.

3. Extensions

It is the policy of the JHA not to grant Voucher extensions. However, due to extenuating circumstances, an extension may be approved.

EXTENUATING CIRCUMSTANCES:

All requests for extensions must be in writing and received prior to the expiration date of the voucher.

Extensions are permissible at the discretion of the housing authority primarily for three (3) reasons:

a. Extenuating circumstances, such as hospitalization or a family emergency for an extended period of time, which has affected the family's ability to find a unit within the initial sixty (60) day period. Verification is required.
b. The family has evidence that they have made a consistent effort to locate a unit and has requested support services from the housing authority staff throughout the initial sixty (60) day period with regard to their inability to locate a unit.
c. The family has turned in a Request for Tenancy Approval form prior to the expiration of the sixty (60) day period, but the unit has not passed Housing Quality Standards.

The housing analysts may authorize extensions, but never to exceed 120 days from date of issue, taking suspension (tolling) into account. A supervisor may review the decision to extend or not when the participant questions it.

Extensions as a Reasonable Accommodation:
The JHA shall grant requests for extensions of the voucher as a reasonable accommodation. Those requests must be in writing and must be received prior to the expiration of the initial term of the voucher.

If a family believes discrimination because of race, color, religion, sex, national origin, age, familial status or disability has prevented them from finding or leasing a suitable unit, the housing authority will give the family information on how to fill out and file a housing discrimination complaint.

4. Suspension (Tolling)

On the date a completed (see below) Request for Tenancy Approval is received in our office, the time stops on the voucher. If the participant is unable to follow through with the leasing of the unit through no fault of theirs (for example: property manager refuses to accept the approvable rent or is unable to complete the repairs) then suspension starts. This does not include an instance of the participant's decision not to rent; a Request for Tenancy Approval does not stop the time if the participant changes her mind. The participant will receive the remaining time on their voucher.

The Request for Tenancy Approval is considered complete if all of the vital information is on the form. The minor missing information can be verified by the housing counselor calling the property manager.

Suspension does not occur when the Request for Tenancy Approval is submitted on the last day of the voucher or after the voucher has expired.

D. **Portability**
[24 CFR 982.353]

Portability applies to families moving out of or into the JHA's jurisdiction within the United States and its territories.

Outgoing Portability
[24 CFR 982.353, 982.355]

Within the limitations of the regulations and this policy, a participant family has the right to tenant-based voucher assistance outside the JHA's jurisdiction, anywhere in the United States that has an administering PHA. When a family provides written request to move outside of the JHA's jurisdiction, the request must specify the area to which the family wants to move, as well as the name and address of the appropriate PHA. Subsidy standards and income limits vary from PHA to PHA, and the JHA will advise the family to contact the receiving PHA regarding its policies and procedures and the JHA will make contact with the receiving PHA by telephone, fax, or e-mail.

The JHA may, if warranted by funding constraints, and if permitted under the regulations, deny a family's portability to a higher cost area.

The JHA will make its billing payments to the receiving PHA within 30 days of receiving Part II of form HUD-52665 from the receiving PHA and subsequent payments must be received by the receiving PHA no later than the fifth working day of each month.

If the JHA does not receive a billing from the receiving PHA within 60 days of the initial expiration date of the voucher, the JHA will contact the receiving PHA to ascertain the status of the family. If the family is not under lease, the JHA may, based on available vouchers, advise the receiving PHA that it will not accept subsequent billings on behalf of the family. If subsequent billings are received after contact with the receiving PHA, the JHA will return them and advise the receiving PHA to absorb the family. However, if the JHA is advised, at first contact, that the family is under a HAP contract and the receiving PHA cannot absorb the family, the JHA is required to accept the subsequent late billing.

Once the JHA (initial PHA) sends the family's portability paperwork to the receiving PHA, the JHA is no longer administering that family's voucher. The JHA cannot provide assistance for the family beyond their intended move-out date. If the family requests an extension of their assistance, the receiving PHA must return the portability paperwork to the JHA to reinstate the family's assistance. If the family then chooses to port, they must once again submit a written request to initiate the portability process.
The JHA cannot accept the return of a family with an expired voucher, but will accept the return of a family with an active voucher providing that family is returning no later than sixty days after the expiration of the initial voucher term.

Restrictions on Portability

Applicants

If neither the head nor spouse had a domicile (legal residence) in the JHA's jurisdiction at the date of initial application for assistance, the family may not be permitted to exercise portability upon initial issuance of a voucher, unless the JHA approves the move.

For a portable family not yet receiving assistance in the JHA's jurisdiction, the JHA must determine whether the family is eligible for admission under the receiving PHA's program. In order to make this determination, JHA will advise the family regarding the receiving PHA's income limits.

Participants

The JHA will not permit families to exercise portability if:

The family owes money to the JHA, or if the family is delinquent on repayment of monies owed to any other PHA.

The family is ineligible to move as outlined elsewhere in this Chapter.

The family is being investigated for possible ineligibility for the program.

If a PHA denies a family's move into its jurisdiction, the PHA must offer the family an opportunity for an informal hearing.

A family cannot extend its move-out notice if a portability packet has been issued to the receiving PHA.

SECTION IX – CONTINUED PARTICIPATION WHEN ASSISTED FAMILY MOVES

24 CFR 982.311 (2)

If an assisted family notifies the housing authority that it wishes to obtain another voucher for the purpose of finding another unit to which it wishes to move, the housing authority may (unless it does not have sufficient ACC authority for continued assistance to the family) issue another voucher or process a Request for Tenancy Approval as long as federal HUD rules and regulations have been followed, the family has met the requirements as outlined in this Plan and there exists no outstanding debt by the family to the housing authority which has not been paid as agreed.

The family must give the housing authority and owner thirty (30) days notice to move. If the participant remains in a unit after the agreed-upon move-out date, the participant is responsible for full rent.

If the new unit passes its inspection before the contract anniversary date, the housing authority will not pay rent on the new unit until after the previous contract payments have stopped, or after the date of the agreed upon date of cancellation. If a participant family moves from an assisted unit with continued tenant-based assistance, the term of the assisted lease for the new assisted unit may begin during the month the family moves out of the first assisted unit. Overlap of the last housing assistance payment (for the month when the family moves out of the old unit) and the first assistance payment for the new unit, is not considered to constitute a duplicative housing subsidy.

Failure of a participant to move into a unit by the effective date of contract/lease may be deemed 'good cause' for the owner/manager to terminate the lease in the first year of lease/contract.

Any family that owes the housing authority for unreported income, unpaid rent, vacancy or damages paid by the housing authority to a former landlord will not be allowed to move to a new unit until the debts are repaid in full or as agreed.

This amount will be established, notice shall be given to the family and an opportunity for hearing will be given.

If arrangements were made with the family for a reasonable repayment schedule to the housing authority, and the family does not pay all debts at the anniversary date of the lease or the expiration of the repayment agreement, whichever is later, their assistance will be terminated. A repayment agreement, paid as agreed, will not prevent the family from moving.

If the family enters into a repayment agreement at any other time during the term of the lease and they do not fulfill their promises to pay, the housing authority will not issue another voucher for any reason. The assistance will not be terminated (for lack of payment) but the family will not be allowed to move with continued assistance. This includes instances that are beyond the control of the family; for example, if the unit is not in compliance with HQS and owner will not make repairs. This can be reviewed on a case by case basis by the Vice President.

A family under housed or over housed with a project based certificate (Mod Rehab or PBC) will be offered an available unit in the same program. If none is available, these two programs will interchange to find a unit. If the proper unit size is not available in either program, a voucher will be issued. Refusal of a voucher will be grounds for termination.

In Mod Rehab or PBC, if there is a mutual agreement for the participant to move, they may do so even if there is no change in unit size. There will be no vacancy paid to owner or assessed to participant if there is a mutual agreement. In the event of the participant giving at least thirty (30) days notice to move, vacancy is paid to the owner, but not assessed to participant.

SECTION X – LOCATING SUITABLE HOUSING

A. Responsibility for Locating Housing

Once a voucher has been issued, it is the family's responsibility to locate suitable housing. This means that the housing must be within the rent limitations determined by a rent comparable study, must meet the Housing Quality Standards (HQS) and Jacksonville Housing Safety Codes requirements, including minimum bedroom size requirements for units.

The housing authority will maintain updated referral lists of owners who have called the housing authority to list their available units. The list will be made available to voucher holders. The housing authority will provide suitable assistance upon request, to those families with special needs. The housing authority will keep a list of known units which are accessible for persons with disabilities.

B. Eligible Types of Housing

All structure types can be utilized, including but not limited to, single family, duplex, triplex, quadruplex, townhouses, mobile homes and high-rises.

Families may not lease properties owned by relatives unless the housing authority determines that approving the unit would provide reasonable accommodation for a family member who has a disability.

C. Request for Tenancy Approval

1. When a family has found a unit it wants and the owner is willing to lease, the family shall submit to the housing authority a Request for Tenancy Approval signed by the owner of the unit and the family, together with the family's and owner's inspection report. The SRO Homeless will submit the documentation from the owner as prescribed by the housing authority.
2. The housing authority will not permit a family to submit more than one request at a time, nor shall the same property be accepted for more than one family at a time.
3. With the Request for Tenancy Approval, the property owner/manager will be notified of:
   a. The family's current address
   b. The name and address of the landlord at the family's current and prior address.

   No other information shall be given, unless authorized by law.

   In instances where not authorized by law, if the participant/applicant wishes a third party to have access to their file, they must submit a written authorization to the JHA. Special caution will be taken in cases of a battered spouse or family in protective services; these may be referred to a supervisor.

4. No present or former member or officer of the housing authority, no employee of the housing authority who formulates policy or influences decision with respect to the Section 8 Program and no public official of a governing body or State or local legislator or their spouses who exercise functions or responsibilities with respect to the Section 8 Program, during this person's tenure or for one year thereafter, shall have any direct or indirect interest in the Section 8 Contract between the housing authority and the program participant, or in any proceeds or benefits arising from it.

SECTION XI – HOUSING QUALITY STANDARDS AND JACKSONVILLE SAFETY CODES

A. General Purpose

The housing authority is required by HUD regulations to inspect the rental units to ensure that they are "decent, safe, and sanitary" in accordance with Housing Quality Standards and agency policy which includes the standards of the Jacksonville Housing Safety Code.

No unit will be initially placed on the voucher program unless these standards are met. Units must also meet the standards as long as the family is on the program.
The housing authority will conduct initial, annual and special inspections. The housing authority will conduct a move-out inspection if requested by the landlord on a unit under HAP contract prior to October 1995, to document potential claims for damages.

The housing authority provides owners and residents with move-in inspection forms and encourages their use.

B. Condition of Unit

1. Before approving a lease, the Section 8 housing inspector shall inspect the rental unit for compliance with the Housing Quality Standards and the City's Housing Safety Code. The unit shall be inspected on the date, which the owner indicates it is ready for inspection or as promptly as possible thereafter.

2. If there are defects or deficiencies which must be corrected in order for the unit to be decent, safe and sanitary, the owner shall be advised by the housing authority of the work required to be done and given a specific time for the work to be completed; usually seven (7) days for initial inspections or thirty (30) days for annual recertification inspections. Before a contract is executed or renewed, the unit must be re-inspected to ascertain that the necessary work has been performed and that the unit has been approved as decent, safe and sanitary.

3. A report of every inspection and re-inspection shall be prepared and maintained in the files of the housing authority. Each such report shall specify:

   a. Any defects or deficiencies, which must be corrected in order for the unit to be decent, safe and sanitary.
   b. A record of any other defects or deficiencies shall be maintained for use in the event of a subsequent claim by the owner that defects or deficiencies were caused during the period of occupancy by the family.

4. In order to ensure that the inspections department is adhering to the Section 8 Housing Quality Standards and Housing Safety Code and are providing consistent determinations, a random sample of the approved units shall be re-inspected by the inspections supervisor. Should numerous complaints be received by the inspection supervisor for a particular owner or apartment community an audit may be done on all assisted units in that community.

5. If the rental unit of an assisted family fails to meet Housing Quality Standards or Jacksonville City Code due to negligence by the owner and the owner fails to cooperate in making repairs within the time allowed by the housing authority, the rent will be abated and the assisted family may be given another voucher to look for another unit which meets inspection codes, provided the family is in good financial standing with the housing authority. If the family

wishes to remain in the unit and it fails to meet HQS within forty-five (45) days of the first inspection, assistance may be terminated.

6. The following variance waiving HQS under the thermal environment acceptability criteria has been approved by the HUD Field Office:

   Unvented fuel burning heaters--- The City of Jacksonville Housing Assistance program may allow the use of unvented fuel-burning heaters in units given the following specifications:

   1. The heater must be approved by American Gas Association and such approval seal fixed to the heater.
   2. It must not exceed an output of thirty (30) BTU's per hour per cubic foot of room space or space in which the heater is installed.

      Note: The heater, whether vented or not, must be properly installed at all times during the terms of the contract and lease.

   All complaints by families concerning non-compliance by the owner with the program's Housing Quality Standards or the Jacksonville Safety Code Standards shall be retained by the housing authority for three (3) years.

C. **Units Not Decent, Safe and Sanitary**

1. Owner Responsibilities

   If the housing authority notifies the owner that he has failed to maintain a dwelling unit in a decent, safe and sanitary condition and the owner fails to take corrective action within the time prescribed in the notice, the housing authority may exercise any of its rights or remedies under the Housing Assistance Payments Contract, including abatement of housing assistance payments (even if the family continues in occupancy) and termination of the contract. If the family does not owe the agency money or has a repayment agreement which is paid current, and wishes to be housed in another dwelling unit with Section 8 assistance and the housing authority determines to terminate the Housing Assistance Payments contract, the housing authority shall issue to the family another voucher. At any time the unit has failed a second inspection, the family may be allowed to move (unless a delinquent debt is owed). Any request for a third inspection must be in writing and approved by a supervisor.

2. Resident Responsibilities

   Those items, which cause the unit to fail, that are attributed to resident damage will not be cause for owner abatement. Residents will be given notice of termination if they have not brought their units into compliance at the time of the second inspection. The owner must agree, in writing, to a third inspection, which must be approved by a supervisor.

D. **Unit Size Which Varies from Certificate/Voucher Designation**

A voucher will be issued based on the smallest size for which the family qualifies; however, no otherwise acceptable unit shall be disapproved on the grounds that it is too large or too small for a family provided that U.S. Department of HUD rules and regulations and the provisions of this Plan are met. The participant must sign a waiver of the proper size unit. Approval for change of unit size will thereafter be denied unless there is also a change in family size.

1. Undersized Units

The family may select a smaller size unit provided that there is at least one (1) sleeping room or living/sleeping room of appropriate size for each two (2) persons in the household. The family will be required to sign an affidavit stating they accept a smaller unit than they are eligible for:

a. Any area used for sleeping must have a window and adequate heating source if it does not meet the HQS definition of a bedroom.
b. In the Moderate Rehabilitation and Project Based Voucher program, if a family chooses a smaller size unit, the Fair Market Rent (FMR) is based on actual bedroom size, not unit eligibility.
c. In the voucher program, if a family chooses a smaller size unit, the subsidy is based on the actual unit size. In all cases of family choice, no more than two (2) persons per bedroom are permitted.

2. Proper Sized Units

If the housing authority determines that the assisted unit occupied by a participant family has not met the space requirements because of a change in family composition, the housing authority shall issue the participant family a new voucher, and the family shall try to find an acceptable unit as soon as possible. If an acceptable unit is found that is available for occupancy by the family, the housing authority shall terminate the certificate/voucher contract for the original unit in accordance with its terms.

Resolution of critically overcrowded situations will be approved if at all possible. For instance, a single parent may be housed with a single child in a one (1) bedroom unit until the child is seven (7). Seven (7) people in a three (3) bedroom unit might be considered critically overcrowded. Critically overcrowded will be defined as one (1) or more persons over the established guidelines for bedroom size. Required bulky medical equipment (including wheelchairs) will be considered a factor in increasing a unit size.

Utility allowance will be completed in conformance with the actual number of bedrooms in the unit and not the number stated on the certificate/voucher.

SECTION XII – LEASE AND HAP/VOUCHER CONTRACT EXECUTION

A. **Documents Submitted**

The owner must submit to the agency a copy (does not have to have original signatures) of the lease. This will be completed once the effective date has been established. The effective date must be the later of:

a. Date unit passes inspection
b. Date unit is occupied by the resident

The Family shall be required to submit the Request for Lease Approval prior to the expiration of the Voucher.

B. **Rent Reasonableness Determination for Vouchers**

The housing authority will make a determination as to the reasonableness of the rent the owner is proposing in relation to the comparable units on the private unassisted market. Rent reasonableness determinations are made during the whole course of an assisted residency in accordance with Federal Law. Leasing a unit that does not meet the rent reasonableness determination will not be approved. Rent reasonableness determinations are to be conducted at:

- Initial leasing
- Before any rent increase to the owner
- If there is a five percent decrease in the published FMR in effect 60 days before the contract anniversary (for the unit size rented by the family) as compared to the FMR in effect one year before the contract anniversary: and
- If directed by HUD
- At the discretion of the JHA

The housing authority will certify and document on a case-by-case basis that the approved rent does not exceed rents charged by the owner for comparable unassisted units in the private market; and is reasonable in relation to rents charged by other owners for comparable units in the private market.

In determining whether the rent to owner is reasonable in comparison to other comparable unassisted units, the housing authority may consider:

- The location, quality, size, unit type, and age of the contract unit; and
- Any amenities, housing services, maintenance and utilities to be provided by the owner in accordance with the lease.

Rent reasonableness determinations will generally occur at the time the inspection has occurred for initial leasing or annual inspections. Information will be submitted to the inspectors by the housing analyst on the proposed rent and utilities to be paid by the owner and family. This information is supplied by the owner on the Request for Lease Approval. The inspectors will collect and document complete information on the program unit to make accurate rent reasonableness determinations. Inspectors will identify comparable units that are located, first in the same neighborhood, then within a two mile radius of the program unit to determine rent reasonableness. If there are few rental units in the noted area the inspector may increase the radius in order to make the best judgment possible.

If the requested rent has been determined unreasonable, owners are notified of this decision by the inspector and given the acceptable rent amount. Should the owner disagree with the

Inspector, the owner will be allowed to identify and document units in the area that he/she believes are comparable. The Inspector will review the information submitted for accuracy and make changes if warranted. The JHA is not obligated to use the comparables provided by the owner. If the decision does not change, the owner will be notified and the housing analyst will be informed. The family will be contacted to look for other housing.

C. **Separate Agreements**

Owners and residents may execute agreements for services, appliances (other than for range and refrigerator) and other items outside those, which are provided in the lease, if the agreement is in writing and reviewed by the housing authority.

Any appliance, service or other items, which are routinely provided to nonsubsidized residents as part of the lease (such as air conditioning, dishwasher or garage), or are permanently installed in the unit, cannot be put under separate agreement and must be included in the lease. For a separate agreement, the resident must have the option of not utilizing the service, appliance or other item.

The housing authority is not liable for unpaid charges of items covered by the separate agreement(s) and nonpayment of these agreements cannot be cause for eviction.

Copies of all separate agreements must be provided to the housing authority.

D. **Execution of Housing Assistance Payment Contract**

If the housing authority determines that a unit, which an eligible family wishes to lease, is in decent, safe and sanitary condition, and that the rent is approvable, the authority shall notify the owner and the family of its determination. The HAP Contract and the Lease shall thereafter be executed by the appropriate parties within sixty (60) days of the initial inspection. Although the effective date may have passed, no monies will be paid until the fully executed lease and contracts have been received by the housing authority. This may require retroactive payment. A copy of the notification shall be maintained in the authority's files together with the original Request for Tenancy Approval, HUD form 50058 and the inspection report(s) relating to the unit, and the Certificate of Rent Reasonableness.

Prior to HAP Contract execution, the housing authority will reconfirm the composition and critical information about income and allowances.

If significant changes have occurred, the information will be verified and the Total Tenant Payment will be recalculated.

The housing authority will prepare the HAP Contract and submit to the owner within ten (10) business days of receiving the complied inspection. Once an effective date is established, the housing authority will execute the contract, and send the contract to the owner, for their signature.

A contract must be fully executed within sixty (60) days of the effective date or it is void. If a supervisor determines there was owner delay, the contract will be re-negotiated for effective date. If it is determined there was agency delay, the effective date will be changed to within the sixty (60) days and the Vice President will authorize payment to the owner from the administrative fee.

E. **Lease Revisions**

With any new lease or lease revision, the housing authority and owner must execute a new HAP contract.

F. **Procedures for Setting and Revising Payment Standards**

At the discretion of the JHA, it may establish the payment standard amount from ninety percent (90%) to one hundred ten percent (110%) of the published Fair Market Rents, for each unit size. The payment standard shall be adjusted as needed to comply with any funding changes. The payment standard shall be fixed at ninety percent (90%). At the discretion of the JHA, the payment standard may be adjusted to one hundred percent (100%).

SECTION XIII – PAYMENT TO OWNER AND OWNER RESPONSIBILITIES

Once the HAP contract is fully executed and returned to the housing authority, payments will be made to the owner/manager. A HAP register will be used as a basis for monitoring the accuracy and timeliness of payments. Checks are disbursed by the housing authority at the first and in the middle of each month.

A. **Owner Payment in Certificate Program**
The payment to the owner/manager is based upon the contract rent approved by the housing authority less the resident rent determined by the housing authority. Payment to the owner/manager is called the Housing Assistance Payment.

B. **Owner Payment in Voucher Program**
Rents are not restricted by the Fair Market Rent in the Housing Voucher Program. The housing authority will approve all housing voucher rents to an owner based on a reasonableness comparison to open market rents. Approvable rents which the resident will pay, are restricted in the voucher program by the regulation which does not allow the family to pay over forty percent (40%) of their income for housing for the initial term of their lease.

C. **Late Fees Paid by Agency**
The housing authority, according to the HAP Contract, may be liable for late fees if payment is not promptly made to the owner. If the initial payment has not been made thirty (30) days after the first of the month following the effective date of the lease and HAP Contract, and there has been no owner delay in returning executed contracts, the housing authority will pay late fees, if assessed. The Vice President, or designee, may determine if there has been owner delay if our refusal to pay is challenged.

For subsequent payments due, late charges will not be paid if payments were generated but lost in the mail; for unforeseen computer difficulties causing delayed processing or when other owner or resident responsibilities have caused the delay.

D. **Tenant Screening**
24 CFR 982.307

It shall be the responsibility of the owner to screen potential tenants. The screening must be the same conducted for market rent families. The JHA shall not screen tenants as to their suitability to occupy a dwelling.

The Housing Assistance Payment Contract contains the entire agreement between the JHA and the owner and the owner is responsible for abiding by the terms as stated.

The JHA must give the owner, the name and address of the landlord (if known to the JHA) and the family's current and prior address (as shown in the JHA records). A statement must be given to the family regarding the JHA policy on providing information to owners. This must be included in the information packet that is given to the family selected to participate in the Section 8 program. The JHA will give the same type of information to all families and to all owners.

1. **Owner Disqualification**

A property owner does not have a right to participate in any Section 8 program.

The JHA shall disqualify an owner from participation in the Section 8 program for the following reasons:

a. Violation of obligations under one or more HAP contracts;
b. Threatening or abusive behavior towards JHA staff;
c. Acts of fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
d. Participation in any violent or drug-related criminal activity;
e. Current or previous practice of non compliance with HQS and or state local housing codes;
f. Fails to pay state or local real estate taxes, fines, or assessments;
g. Current or prior history of refusing to evict voucher or other assisted tenants for activity by the tenant, any member of the household, a guest, or another person under the control of any member of the household that:
   (1) unreasonably threatens the right to peaceful enjoyment of the premises by other residents;
   (2) unreasonably threatens the health, safety of residents, PHA employees, of owner employees;
   (3) unreasonably threatens the neighbors' health, safety or neighbors' right to peaceful enjoyment of their residences;

When the JHA disqualifies an owner from participation, current participants may be asked to move, if the violation is life threatening or egregious. In instances where the violation is not life threatening or egregious, and there is more than one participant located in an apartment complex or in separate dwellings located throughout the city, then, the participants will be permitted to remain in the unit, until their next annual re-examination.

2. **Change of Ownership**

The housing authority must receive a written request by the owner to make changes regarding the housing authority's rent payment or the address to which it is to be sent. For ownership changes, the written request must be accompanied by the recorded Deed.

3. **Abate Procedures**

a. The JHA requires all units to pass HQS inspection.
b. First failed Inspection:
   (1) Non life threatening: OWNER CAUSED: shall have thirty (30) days in which to clear the failed item.
   (2) PARTICIPANT CAUSED shall have thirty (30) days in which to clear the failed item.
   (3) Violation endangers health and safety: OWNER shall be given 24 to 48 hours to cure, PARTICIPANT: shall be given 24 to 48 hours to cure.
c. Second Failed inspection:
   (1) OWNER CAUSED: shall be given an abatement notice- may be given additional time to cure, while in abatement. The participant will be notified and may be issued a voucher to move.
   (2) PARTICIPANT CAUSED: shall be given a notice of termination, with a copy to the owner. If the HAP contract is in effect, the owner's payments shall not be withheld during this time, but will terminate after the 30 day notice and or hearing process has expired.
d. Third inspections will be granted if requested in writing and within the time allowed, and approved by a supervisor.

4. **Lead Based Paint Procedures**

Applies to all units built on or before January 1, 1978 and occupied or to be occupied by a family with one or more children under the age of 6.

The JHA shall conduct a visual assessment for deteriorated, cracking chipping peeling paint. The JHA shall conduct a visual assessment of the common areas servicing the unit, which will be frequented by children under the age of 6, such as play grounds.

The following shall be exempt:

a. Units built after January 1, 1978
b. SRO
c. Housing built for housing the elderly

E. **Deceased Residents**

(PIH 2010-50) For deceased single member households or a household where the remaining household member is a live-in aide, the JHA is required to discontinue HAP to the owner no later than the first of the following month after the month in which the death occurred. The owner is not entitled to HAP for any month following the month in which the death occurred. There are no exceptions to this policy. If an owner receives HAP for any month in which the owner is ineligible to receive HAP because of a deceased tenant, the JHA must immediately notify the owner in writing of the ineligible HAP and require the owner to repay the overpayment to the JHA within 30 days. If the owner does not comply, the JHA may deduct the amount due to the PHA from any amounts due to the owner under any other HAP contract.

SECTION XIV – <u>UTILITY ALLOWANCE</u>

The same utility allowance schedule is used for all programs. The housing authority will review the Utility Allowance Schedule on an annual basis. If a revision is needed, based on methods required by HUD, the schedule will be revised.
Approved Utility Allowance Schedule(s) will be given to families along with their voucher. The same schedule will be used by the housing authority to record the actual allowance for the unit the family selects if there are resident -paid utilities.

If an adjustment to the utility schedule is necessary, corresponding adjustments to rents will be made on the next annual examination following the change in chart. They will be effective on the anniversary date (not retroactive to the change date.)

1. Utility Reimbursement

Where the utility allowance exceeds the Total Tenant Payment of the family, the housing authority will provide a Utility Reimbursement Payment to the family each month. Utility reimbursement will initially be issued by the JHA in the form of a check. Thereafter, utility reimbursement will be issued through a Visa prepaid check card.

SECTION XV – ANNUAL ACTIVITIES

There are activities the housing authority conducts on an annual basis:

- Annual Recertification of Income
- Annual Housing Quality Standards Inspection
- Contract Rent Increase to Owner

The housing authority maintains a listing of units under contract by month to ensure systematic reviews of contract rent, allowances for utilities and other services, and housing quality in accordance with the requirement for annual reexamination.

A. **Annual Recertification**

1. Reexamination shall be made by the housing authority at least annually and the appropriate determination shall be made by the housing authority of the amount of Total Tenant Payment and the amount of the Housing Assistance Payment all in accordance with the schedule and criteria established by HUD. Reexamination Notice to the Family

   The housing authority will maintain a reexamination tracking system and at least ninety to one hundred twenty (90 to 120) days in advance of the scheduled annual reexamination date, the head of household will be notified by mail that he/she is required to attend a reexamination interview.

   A Personal Declaration Form will be mailed to the family. The family will be instructed to fill out the form and to bring it to the interview, along with any other requested documentation. All adult members of the household must sign the Personal Declaration Form.

2. Verification of Information Provided

   Eligibility for continued participation in the Section 8 Program shall be verified as described in Sections II, III, V, VI, VII, XVI, XX, XIX, and XXI.

3. Changes in Resident Rent

   When the information is analyzed, all necessary documents are prepared and signed by the resident, and when all other requirements have been met, the housing authority will recalculate the resident's portion of rent.

   The housing authority will notify both the owner and resident of its determination of the new rent to be paid by the resident and new Housing Assistance Payment to be paid by the housing authority.

   If there is a rent increase, the new rent portion will go into effect following a full twenty (20) day notice prior to the first of the month.

   a. A participant is allowed to have an income change for a period of up to fifty-nine (59) days before a payment change is effective. The change will be verified and a computer notation made.
   b. If more than sixty (60) days have passed since an effective date of change, and there is not sufficient time before check run to give property manager proper notice, the changes will become effective the following month and the participant will be required to sign a repayment agreement.

If there is a rent decrease, it will be effective the first day of the month following the date the change was reported. The housing authority may implement such reductions on a provisional basis prior to completion of verification to prevent undue hardship to the family.

1. Failure of an assisted family to provide information or cooperate in providing information for the housing authority required annual reexamination is a ground for termination of assistance.

2. All family members eighteen (18) years or older reporting "zero" income are to be recertified every thirty (30) days. It is required that all family members eighteen (18) years of age and older sign the recertification.

3. A family's eligibility for housing assistance continues until the amount payable by the family has totaled the gross rent or total tenant payment has equaled the gross rent for the dwelling unit it occupies for a six (6) month period.

B. **Annual Housing Quality Inspection**

General Policy

The housing authority will conduct an inspection using the Housing Quality Standards and Jacksonville Housing Safety Codes, at least annually. Comparables shall be obtained for all inspections. The JHA may cancel contracts if there is insufficient funding to support the obligations.

The owner will be given time to correct the failed items. There are two (2) guidelines to use:

a. If the item endangers the family's health or safety, such as electrical shortages, lack of hot water or heat (when needed), the violation must be taken care of within twenty-four (24) to (48) hours.
b. For less serious failures, the owner will be given thirty (30) days to correct the item(s). Longer time allowance may be made on a case by case basis while the HAP payment is in abatement.

1. <u>Family Responsibilities Regarding Housing Quality Inspections</u>

The family will be responsible for breach of HQS that is caused by any of the following:

- Failure to pay resident-required utilities
- Failure to provide and maintain resident-supplied appliances
- Any member of household or guest damages to the unit or premises
- If resident tenant breach is life-threatening, the family must correct the violation within no more than twenty-four (24) to (48) hours
- Other family caused defects must be corrected within no more than thirty (30) days
- If family caused breach, the housing authority must take action to enforce family obligations. The housing authority may terminate assistance to the family (giving the family and owner thirty (30) days notice) if the family fails to correct the violations within the specified time.

2. <u>Rent Increase to Owner</u>

Voucher Program owners must request a rent increase in writing. The increase must be requested at least sixty (60) days prior to the anniversary date of the contract. Rent increases to owners are to

be effective on or after the anniversary date of the HAP Contract, but shall not exceed the annual adjustment factor (AAF) as published by HUD.

The housing authority will certify and document on all inspections that the approved rent:

- Does not exceed rents charged by the owner for comparable unassisted units in the private market
- Is reasonable in relation to rents charged by other owners for comparable units in the private market, by providing comparables
- Rent increase request does not exceed the applicable Annual Adjustment Factor as published by HUD (where applicable)

The housing authority can decrease the rent amount if a rent reasonableness study shows that the unit is not at the appropriate value, supported by comparables.

SECTION XVI – INTERIM RECERTIFICATION

A. Required Changes to Report

Total Tenant Payment and Tenant Rent will remain in effect for the period between regularly scheduled reexaminations except that:

1. The resident must report all changes in the household composition, within ten (10) business days.
2. The resident may report any of the following changes which would result in a decrease in the resident's rent:
    a. Decrease in income
    b. Increase in allowances or deductions

The family must report all increases in income; however, the HEA will not make a payment change unless the increase in income is $100 or more per month.

To report a change in family composition or income, the family must complete a Notification of Change form. The housing analyst will secure third party verification of the change. Changes resulting in decreased rent will be processed to become effective the first of the month following the date change was reported. Increases will be effective the first of the month after twenty (20) days written notice has been given.

B. Other Interim Reporting Requirements

- For families with zero (0) income, reexamination will be scheduled every thirty (30) days. Any family member 18 years or older reporting zero income will have their income status reexamined every thirty (30) days. If no income is reported, JHA will use the actual utilities billed as income (not limited to water, gas, electric, etc.).

- For families whose annual income cannot be projected with any reasonable degree of accuracy, interim examination shall be reviewed at least every ninety (90) days.

- For families where an error was made at admission or reexamination (family will not be charged retroactively for error made by housing authority personnel), an interim examination will be processed, allowing a twenty (20) day notice to the owner and family.

- IRS request for the past three (3) years for zero income adults or persons claiming self employment. It is up to the PHA's discretion if IRS transcripts are necessary.

SECTION XVII – TIMELY REPORTING OF INFORMATION

All verification procedures shall be utilized as discussed in this document.

A. Notification of Changes

Written correspondence to participants as well as owners/managers will be mailed by regular first class mail and will be assumed to have been delivered. (Special circumstances may make an occasional certified mailing necessary.) All participant correspondence, which is mailed ----including utility reimbursement checks- will be sent directly to the assisted address only, not a post office box.

Some correspondence may be hand-delivered or picked up from our office, but only in an *extremely unusual circumstance*, will a utility reimbursement check or an owner check be permitted to be picked up.

Hand delivered and mail delivered by the post office to the housing authority is date stamped, recorded and delivered to the addressee on a daily basis. Faxed mail is routed to the addressee upon receipt.

B. Procedures When the Change is Reported in a Timely Manner

The housing authority will notify the family and the owner of any change in the Housing Assistance Payment to be effective according to the following:

- The family and owner will be given a twenty (20) notice for a rent increase change.
- Decreases in the resident rent are effective the first of the month after the facts have been verified.

Third party verification is made of all reported changes.

C. Procedures When the Change is Not Reported in a Timely Manner

All changes in family income or composition must be reported in writing to the JHA within ten (10) business days. Failure to report the changes within the ten (10) day period will result in the termination of the assistance. (See Section XX – Denial or Termination of Assistance to the Family by JHA & XXI Repayment Agreements and Collection Policy).

If the participant, while in the Section 8 program, fails to report changes for a second time, within a three (3) year period, which causes a debt of less than $100.00, on the second termination the participant will not be reinstated, even if the debt is paid. Participant has the option to request a hearing.

If the family does not report the change by the end of the month in which the change occurred (given the ten (10) business days required to report), the family will be determined to have caused an unreasonable delay in the interim reexamination processing.

- Decreased Resident Rent: The change will be effective on the first month following verification of the reported change.

If the participant does not come in during the month the change occurred and comes in at the beginning of the following month, the decrease cannot be retroactive to the first of the month since the decrease was not timely reported.

D. **Changes in Family Composition**

All changes in family composition must be reported within ten (10) business days of its occurrence. If this changes the bedroom size the change may be made effective immediately, giving proper thirty (30) day notice. On a case by case basis, a supervisor may approve the bedroom size change to occur at the annual recertification unless the change makes a very overcrowded condition.

If change in family composition that reduced the bedroom size is not reported in a timely manner, the family may be required to sign a repayment agreement for funds expended in excess of that allowed for a proper bedroom size.

Any additions to the household will be evaluated to assess the conduct of the requested additional member. JHA will conduct local and/or national police checks on requested household members to the extent allowable by Florida Law. Additional screening may be conducted on credit, evictions and checks of previous debt to JHA or other PHAs. A NCIC check will be conducted on any additional member request that has resided outside Duval County in the last five (5) years, prior to the request.

Family members age 18 and older who move from the dwelling unit to establish new households shall be removed from the lease and payment standard. Tenant must notify the JHA of the move-out within ten (10) business days of this occurrence. These individuals may not be readmitted to the unit if an additional bedroom will be needed due to overcrowding. The JHA will encourage this relative to apply as a new applicant for a placement on the waitlist. Medical hardship or extenuating circumstances will be considered by the JHA in making exceptions under this paragraph.

SECTION XVII – HOUSING QUALITY STANDARDS COMPLAINTS

A. General Policy

The housing authority will conduct an inspection using Housing Quality Standards and the Jacksonville Housing Safety Codes at least annually.

If the resident complains that the unit does not meet HQS, we will:

a) Request a statement in writing from the resident to the landlord; copy to the agency
b) Contact the landlord giving them an opportunity to correct the deficiency ---serious health or safety violations must be corrected within twenty-four (24) to (48) hours; other violations may be given up to thirty (30) days to correct;
c) Follow up with resident; if deficiency is not corrected, audit inspection will be requested

During the inspection, items that the resident has cited will be noticed; if other fail items are noted during the inspection those items must also be brought into compliance.

Owner complaints caused by resident damages should be resolved by them through the recourse set forth in the lease, including eviction. The housing staff may be asked to counsel with the resident to reinforce owner actions.

B. HAP Contract Termination

If the owner fails to correct the items cited within the deadline given, the housing authority may issue the owner an extension of up to an additional thirty (30) days (except in matters of health or safety issues). Rent will be abated after the first deadline. If the owner fails to complete repairs within the final deadline given, the housing authority may terminate the contract.

If repairs are completed before the effective termination date, the termination can be rescinded if the resident and owner choose to do so. The agreement must be made in writing and submitted to the housing authority.

SECTION XIX – TERMINATION AND FAMILY MOVES WITH CONTINUED ASSISTANCE

A. Family Moves

The housing authority will not issue a new housing voucher, nor honor a Request for Tenancy Approval until the resident has occupied the unit for twelve (12) months. If the family has violated any terms of the certificate or voucher or owes the housing authority money that is not being paid as agreed, a new voucher will not be issued.

If the family does not locate a new dwelling unit to move to, as long as they have approval from their owner (or a mutual rescission is voided), they may continue to reside where they currently are staying. In such case, continued payment to the owner would be determined by status of inspection and/or anniversary date of lease.

B. Family Notice to Move

Families are required to give thirty (30) days notice to the owner, to be in compliance with the lease. Briefing sessions emphasize the family's responsibility to give the owner and housing authority proper written notice of any intent to move. The family must provide the housing authority with written notice prior to vacating the unit.

C. Evictions

The owner shall not evict a family unless the owner complies with the requirements of local and state laws. If an eviction is upheld by the courts, assistance will be terminated for committing a serious lease violation.

When a family receives notice of eviction, they may request a voucher to move. The housing authority will not hold up that request pending outcome of the court eviction. However, the process for a move is followed as usual, including the required 'Moving in Compliance' form completed by the owner.

D. Owner Notice to Move

Owner may only give residents notice according to the Lease or HAP Contract Addendum provisions and state or local law.

SECTION XX – DENIAL OR TERMINATION OF ASSISTANCE TO THE FAMILY BY JHA

24 CFR 982.552

The Housing Authority may at any time terminate program assistance to a participant if:

A. If the family violates any family obligations under the program (24 CFR 982.551) because of any of the actions or inactions by the household:

1. The family must supply any information that the JHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. "Information" includes any requested certification, release or other documentation.
2. The family must supply any information requested by the JHA or HUD for use in a regularly scheduled reexamination or interim reexamination of the family income and composition in accordance with HUD requirements.
3. The family must disclose and verify social security numbers as provided by part 5, subpart B of the title and must sign and submit consent forms for obtaining information in accordance with part 5, subpart B, of this title.
4. All information supplied by the family must be true and complete.
5. The family is responsible for an HQS breach cased by the family as described in 982.404(b).
6. The family must allow the JHA to inspect the unit at reasonable times and after reasonable notice.
7. The family may not commit any serious or repeated violation of the lease.
8. The family must notify the owner in writing and at the same time, provide a copy of the notice to the JHA before the family moves out of the unit or terminates the lease on notice to the owner.
9. The family must promptly give the JHA a copy of the any owner eviction notice.
10. The family must use the assisted unit for residency by the family. The unit must be the family's only residence.
11. The composition of the assisted family residing in the unit must be approved by the JHA. The family must promptly inform the JHA of the birth, adoption or court-awarded custody of a child. The family must request JHA approval to add any other family member as an occupant of the unit.
12. The family must promptly notify the JHA if any family member no longer resides in the unit.
13. If the JHA has given approval, a foster child or live-in aide may reside in the unit. If the family does not request approval, or JHA approval is denied, the family may not allow a foster child or live-in aide to reside with the assisted family.
14. Members of the household may engage in legal profit-making activities in the unit, but only if such activities are incidental to primary use of the unit as a residence by members of the family.
15. The family must not sublease or sublet the unit.
16. The family must not assign the lease or transfer the unit.
17. The family must supply any information or certification requested by the JHA to verify that the family is living in the unit, or relating to family absence from the unit, including any JHA requested information or certification on the purposes of family absences. The family must cooperate with the JHA for this purpose. The family must promptly notify the JHA of absence from the unit.
18. The family must not own or have any interest in the unit.
19. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the programs.

20. The members of the household may not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises (see 24 CFR 982.553).
21. The members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises.
22. An assisted family, or members of the family, may not receive Section 8 tenant based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, State or local housing assistance program.

B. The JHA also has added the following additional Family Obligations which may result in termination of family assistance due to any action or inaction of the household:

1. If the failure to report the change causes the housing authority to over pay housing subsidy on behalf of the client in excess of five hundred dollars ($500.00), the family's Section 8 assistance shall be terminated and the family will be given the opportunity for a hearing.
    a. If for any reason, JHA turns your debt over to a collection agency, the additional cost of the collection agency will be passed on to the resident. After thirty (30) days, JHA reserves the right to send unpaid debts or debts without current repayment agreements to a collection agency. The resident will incur an additional cost not to exceed 50% of the entire or remaining debt, associated with the collection or pursuit of collection of the debt.

2. If a family breaches a repayment agreement.

3. Families whose Total Tenant Payment is sufficient to pay the full gross rent and 180 days have elapsed since the last HAP payment.

4. If your utilities are cut off and not restored after a seventy-two (72) hour notice from the JHA, your unit is in violation of the Housing Quality Standards and your assistance may be terminated. If your utilities have been turned off for more than thirty (30) days, the unit will be assumed vacant/abandoned and assistance may be terminated.

5. When a preponderance of evidence indicates violent criminal or drug related criminal activity by any family member or guest.

6. If the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel.

7. The JHA must deny assistance if any family member fails to meet the eligibility requirements concerning individuals enrolled at an institution of higher education as specified in the Student Rule 24 CFR 5.612.

8. Have any household member who has ever been convicted of drug-related criminal activity for methamphetamine production on the premises of federally assisted housing is permanently barred from housing assistance. If any household member has been convicted of drug-related criminal activity for methamphetamine production, they will be denied assistance for ten (10) years from the incarceration release date.

9. Have any household member who is subject to a lifetime registration requirement under any State or national sex offender registration program is denied participation in any housing assistance program. If any household member is subject to a less than lifetime registration requirement under any State or national sex offender registration program they will be denied assistance for ten (10) years from the date of conviction. The JHA may notify residents of the registered sex offender.

If the housing authority refuses the resident continued assistance, the resident must be notified in writing and offered an opportunity for an informal hearing. The hearing would take place prior to the termination of assistance.

In the event the resident makes written hearing appeal requests the agency may extend the HAP for an additional month to accommodate the hearing request schedule.

Whenever the housing authority terminates assistance to the family, the housing authority must give both the family and owner a full thirty (30) day written notice, which states:

- The reasons for the termination
- The effective date of the termination
- The family's right to request an informal hearing
- The household's responsibility to pay rent to the owner if it remains in occupancy.

For deceased single member households or a household where the remaining sole member is a live-in-aide, JHA is required to discontinue HAP to the owner no later than the first of the following month after death has occurred. If assistance has already been paid prior to the discovery of the death the agency will initiate action to recover the overpaid HAP from the Property Manager or Owner.

C. **Termination for Drug Related or Criminal Activity**

If it has been determined that drug related or criminal activity is cause for termination of assistance, and the family has requested a hearing, the Hearing Officer may consider the following to determine whether or not to reinstate the assistance:

a) The family member who is responsible for the drug related or criminal offense can be removed from the household with assurances to the agency they will not be allowed to return. The remaining household members may continue to receive assistance. The agency may require documentation that the removed member is housed elsewhere (copy of lease, change of address notification, rehab residency, jail, etc,)
b) If it is the head of household to be removed to allow continued assistance, the head may elect to give up rights to the assistance to leave it with the household as long as there is another adult family member in the household who was on the lease at the time of termination.
c) If a guest or visitor to the household or premises is the offender, and the Hearing Officer determines the participant innocent of responsibility, notification will be made to the owner/manager and the participant file. A second circumstance involving guests or visitors will be cause for family termination with no further exception or consideration.

If a family member is removed from the household and that causes a bedroom size reduction, the family will be required to move to a unit of the proper bedroom size within the applicable program they are under, giving proper notice to the owner. (During the initial term of the lease, the bedroom size reduction shall be made on the anniversary date of the lease.)

SECTION XXI – REPAYMENT AGREEMENTS AND COLLECTION POLICY

A. Repayment Agreement for Families with Debts (Other Than Fraud/Unreported Income)

A Repayment Agreement, as used in this Plan, is a document entered into between the JHA and a person who owes a debt to the JHA. It is similar to a promissory note, but contains more details regarding the nature of the debt, the terms of repayment, any special provisions of the agreement and the remedies available to the JHA upon default of the agreement.

- The maximum amount for which the JHA will enter into a repayment agreement with a family is $500.00.
- The maximum length of time the JHA will enter into a repayment agreement with a family is 6 months.
- Any exception to this policy must have approval from the Director of Section 8, Operations Compliance Manager, or any level higher.
- If housing assistance is terminated, JHA may pursue collections through a collection agency on any defaulted repayment agreements, passing the collection fees on to the family.

Late Payments: A payment will be considered to be in arrears if the:

- Payment has not been received by the close of the business day on which the payment was due
- Due date is on a weekend or holiday the due date will be at the close of the next business day

If the family's repayment agreement is in arrears the JHA will:

- Require the family to pay the balance in full, or pursue civil collection of the balance due, passing the collection fees on to the family, and terminate the housing assistance.

If the family has requested to move to another unit (also known as optional move):

- If the family requests a move to another unit and has a repayment agreement in place, and the repayment agreement is not in arrears, the family will be required to pay the balance in full prior to the unit transfer.
- If the family requests a move to another unit and is in arrears on a repayment agreement, the family must repay the past due amount prior to moving.

Guidelines for Repayment Agreements

- Repayment Agreements will be executed between the JHA and the head of household only.
- Monthly payments may be decreased in cases of hardship with the prior notice of the family, verification of the hardship and the approval of the Section 8 Director or Operations Compliance Manager.

Additional Monies Owed: If the family has a Repayment Agreement in place and incurs an additional debt to the JHA:

- The JHA will not enter into more than one Repayment Agreement at time with the same family
- Additional amounts owed by the family may be added to the existing repayment agreement, unless the additional amount is due to fraud or unreported income. In which case, the family must pay all other debts in full before entering into a new repayment agreement due to fraud or unreported income.
- If a Repayment Agreement is in arrears more than 30 days, any new debts must be paid in full

B. Debts Due to Fraud/Non-Reporting of Income

HUD's definition of program fraud and abuse is a single act or pattern of actions that: Constitutes false statement, omission, or concealment of a substantive fact, made with intent to deceive or mislead, and that results in an erroneous reduction in tenant rent.

Families who owe money to the JHA due to the family's failure to report income accurately, family composition, assets, or deductions will be required to repay in accordance with the guidelines in this Repayment Section of this Chapter.

Tenant Repayment Agreement
Tenants are required to reimburse the PHA if they were charged less rent than required by HUD's rent formula due to the tenant's underreporting or failure to report income. The tenant is required to reimburse the PHA for the difference between the tenant rent that should have been paid and the tenant rent that was charged. This rent underpayment is commonly referred to as retroactive rent. If the tenant refuses to enter into a repayment agreement or fails to make payments on an existing or new repayment agreement, the PHA must terminate the family's tenancy or assistance, or both. HUD does not authorize any PHA-sponsored amnesty or debt forgiveness programs. (PIH 2010-19)

All repayment agreements must be in writing, dated, signed by both the tenant and the PHA, include the total retroactive rent amount owed, amount of lump sum payment made at time of execution, if applicable, and the monthly repayment amount.

Repayment Procedures for Program Fraud
Families who commit program fraud or untimely reporting of increases in income and assets, deductions, or family composition changes will be subject to the following procedures:

- The maximum amount for which the JHA will enter into a repayment agreement with a family shall be less than $500.00.
- The maximum length of time the JHA will enter into a repayment agreement with a family is 6 months.
- Any exception to this policy must have approval from the Director of Section 8, Operations Compliance Manager, or any level higher.
- If a family owes an amount that equals or exceeds $1,000.00 as a result of program fraud, the case may be referred to the Inspector General and the household will be terminated from Housing Assistance.
- Where appropriate, in accordance with state law, the JHA will refer the case for criminal prosecution with the State Attorney's Office.
- If tenancy is terminated, JHA may pursue collections through a collection agency on any defaulted repayment agreements, passing the collection fees on to the family.

Late Payments: A payment will be considered to be in arrears if the:

- Payment has not been received by the close of the business day on which the payment was due
- Due date is on a weekend or holiday the due date will be at the close of the next business day

If the family's repayment agreement is in arrears the JHA will:

- Require the family to pay the balance in full, or pursue civil collection of the balance due, passing the collection fees on to the family, and terminate the housing assistance.

If the family has requested to move to another unit (also known as optional move):

- If the family requests a move to another unit and has a repayment agreement in place, and the repayment agreement is not in arrears, the family will be required to pay the balance in full prior to the move.
- If the family requests a move to another unit and is in arrears on a repayment agreement, the family must repay the past due amount prior to moving.

Guidelines for Repayment Agreements

- Repayment Agreements will be executed between the JHA and the head of household only.
- Monthly payments may be decreased in cases of hardship with the prior notice of the family, verification of the hardship and the approval of the Section 8 Director or Operations Compliance Manager.

Additional Monies Owed: If the family has a Repayment Agreement in place and incurs an additional debt to the JHA:

- The JHA will not enter into more than one Repayment Agreement at time with the same family
- Additional amounts owed by the family may be added to the existing repayment agreement, unless the additional amount is due to fraud or unreported income. In which case, the family must pay all other debts in full before entering into a new repayment agreement due to fraud or unreported income.
- If a Repayment Agreement is in arrears more than 30 days, any new debts must be paid in full

C. Owner Debts to JHA

If the JHA determines that the owner has retained Housing Assistance or Claim Payments the owner is not entitled to, JHA may reclaim the amounts from future Housing Assistance or Claim Payments owed to the owner for any units under contract.
If future Housing Assistance or Claim Payments were insufficient to reclaim the amounts owed, the JHA may exercise any or all of the following:

- Require the owner to pay the amount in full within 30 days
- Pursue collections through a collection agency, passing the collection fees on to the owner
- Pursue collections through the local court system
- Restrict the owner from future participation

SECTION XXII – ANNUAL CONTRIBUTIONS CONTRACT OPERATING RESERVE ACCOUNT AND ADMINISTRATIVE FEE RESERVE ACCOUNT

An Annual Contributions Contract reserve account is established and maintained in accordance with HUD regulations.

The housing authority may only authorize payments from this account for:

- Housing Assistance Payments
- Allowable fees for housing authority costs of administering the Section 8 Assistance programs
- Other costs specifically authorized or approved by the HUD Field Office

The operating reserve account is credited with earned administrative fees that exceed expenditures for program administration during the fiscal year.

The Board of Directors shall approve any disbursements from the Administrative Fee Reserve Account.

SECTION XXIII – HEARING PROCEDURES

See also the section on pre-application informal review for applicant complaints.

A. Definitions

1. *Housing Authority* is defined as the Housing Assistance Division of the Jacksonville Housing Authority.
2. *Complainant* is defined as any participant/applicant whose rights, duties, welfare or status is or may be adversely affected by an agency action regarding denial, reduction or termination of assistance, and one who files a grievance or complaint with the agency with respect to housing authority denial, reduction or termination of assistance.
3. *Grievance or Complaint* is defined as any dispute with respect to an agency action or failure to act in accordance with the program requirements, or any agency action or failure to act involving interpretation or application of the program's regulations, policies or procedures as it relates to denial, reduction or termination of assistance.

B. Right to a Hearing

Upon filing a written request as provided herein, complainant shall be entitled to an informal hearing/ review for the following:

1. Determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment,
2. Determination of the appropriate utility allowance for tenant paid utilities,
3. Determination that the family is residing in a unit with a larger number of bedrooms, or the JHA's determination to deny the family's request for an exception to these standards,
4. Determination to terminate assistance for a participant family because of a family's action or inaction
5. Determination to terminate assistance because the participant family has been absent in excess of the maximum period permitted by the JHA,
6. Determination to terminate assistance because breach of HQS caused by the family.

A hearing is not required:

1. Discretionary Administrative determinations by the JHA,
2. General policy issues or class grievances,
3. Establishment of JHA schedule of utility allowances for families in the program,
4. JHA determination not to provide an extension or suspension of a voucher term,
5. JHA determination not to approve a unit or tenancy,
6. JHA determination that an assisted unit is not in compliance with the HQS.
7. JHA determination that a unit is not in accordance with HQS because of the family size,
8. Determination by the JHA to exercise or not exercise any right or remedy against the Owner under the HAP contract.

C. Procedure Prior to a Hearing

1. Any grievance or complaint must be presented to the agency office so that the grievance may be informally discussed and settled without a hearing.

2. If the complainant is dissatisfied with the proposed disposition of his complaint, as stated in the official answer, he/she should submit the written request to the agency for a hearing. This written request must be received by the agency within ten (10) business days from the date of the agency action regarding denial, reduction or termination of assistance. The written request for a hearing must be date-stamped and filed in the appropriate agency office.

3. If the complainant does not request a hearing within the time period allowed in subsection above, he/she waives his/her right to the hearing, and the agency's proposed disposition of the grievance will become final.

D. **The Hearing**

1. The parties shall be entitled to a fair hearing before the Hearing Officer and may be represented by counsel or another person chosen as a representative.

2. The hearing shall be private unless complainant requests and the agency agree to a public hearing. This shall not be construed to limit the attendance of persons with a valid interest in the proceedings.

3. Complainant may examine before the hearing, and at his/her expense, copy all documents, records and regulations of the program that are relevant to the hearing.

4. If a complainant fails to appear at the hearing, the complainant has waived his/her right to the hearing.

E. **Decision of the Hearing Officer**

The Hearing Officer will base his determination solely on the preponderance of evidence presented at the hearing. The Hearing Officer may uphold the agency decision or reinstate a participant/applicant. The participant/applicant will be notified of the hearing officer's decision in writing within fourteen (14) business days after the hearing. The hearing Officer's decision shall be final and binding on the agency except in matters in which the agency is not required to provide an opportunity for a hearing or if the agency has determined that the hearing officer has exceeded his authority.

SECTION XXIV – FRAUD INVESTIGATIONS

NOTE: Payments to owners/managers (and participant, where applicable) will continue during investigations.

Fraud

If a family fails to report an increase in income, the housing authority will determine the amount of money the family would have paid had the information been reported. If it is determined that there was intent to commit fraud, the family may be referred to the State Attorney's Office for prosecution and the assistance will be terminated after reasonable notice to the property manager and resident.

Abuse

If a family fails to report income within the ten (10) business day period, the housing authority will determine the amount of money the family would have paid had the information been reported in a timely manner. If the amount that has been over paid in subsidy is five hundred dollars ($500.00) or less the family will be issued a letter of termination, which shall include the following language: debt of $__ must be paid in full before the effective date of this action. If you fail to pay this debt, this termination shall proceed as stated. The JHA management may exercise the option for a repayment agreement for first time offense. If a repayment agreement is requested by the client, the JHA will take into consideration the amounts owed and the likelihood that the debtor will repay the debt before determining a repayment plan. The option to pay in order to avoid termination is only allowed once during participation on the program. Second offense, regardless of amount, will be terminated and given the opportunity for a hearing.

Examples of Abuse may include, but are not limited to the following:

1. Persons without a six (6) consecutive month period employment, becoming employed to increase the amount of the voucher, and then subsequently voluntarily quitting the employment, after the voucher is issued or the family is housed.

2. Obtaining affidavits of financial assistance within six (6) months prior to the issuance of the voucher, so as to increase the amount of the voucher, then after the voucher is issued, or the family is housed, the financial assistance stops.

Once the agency has determined whether failure to report income or other changes is considered fraud or abuse, the following policies will determine action:

1. All cases of suspected or reported fraud by program participants or owners/managers will be investigated by the housing authority staff as soon as possible upon discovery or notification. Suspected fraud cases reported to agency staff, whether by phone or in writing shall be investigated. An attempt will be made to secure written statements of fraud cases reported by telephone; however, whether or not the report is received in writing, it will be investigated by agency staff.

2. Records of all fraud investigations will be maintained in administrative files to be utilized by HAD staff and auditors. A memorandum to participant files stating general information will be placed in the appropriate participant file. Records of owner/manager fraud investigations will be maintained in the administrative files if more than one participant is involved.

IMPORTANT: The family will be given an opportunity for a hearing in accordance with federal HUD regulations and guidelines when agency decisions are made.

3. When a family is determined by the agency to have intentionally reported false income or other information necessary to determine the amount of rental assistance to be paid, the family will be terminated from the program at the earliest possible date and may be referred for prosecution. The termination date will give at least thirty (30) days notice to the property manager and the family.

   In these instances where fraud has been determined, the family will be suspended from placing an application for a period not to exceed five (5) years. The family will also be required to make full restitution to the agency before they will be permitted to reapply.

4. If fraud investigations reveal that some type of civil action is warranted or if the case needs to be investigated beyond agency capabilities, the case will be forwarded to the appropriate investigative agencies.

   a. In an effort to prevent both abuse and fraud, the families will be fully informed of their obligations and the result of their failure to follow program rules, verbally and in writing.

SECTION XXV – PROJECT BASED VOUCHERS

A. **Voucher Use**

In accordance with the current HUD Project Based Voucher (PBV) rules, the Jacksonville Housing Authority may entertain proposals from qualified developers/owners for assignment of vouchers under the Project Based Voucher program. The availability of these vouchers will be advertised in the Jacksonville newspaper of general circulation and applications for the vouchers used under the PBV will be accepted after thirty (30) days.

B. **Ranking of Applications**

All applications from developers/owners will be accepted for ranking by the JHA thirty (30) days after the date of publication of PBV availability. Each application will be ranked on the basis of a point system set up as follows.

The tie breaker for any applications ranked equally will be how many units are rehabbed or made available for persons with disabilities and large families (four (4) or five (5) bedrooms) with the top ranked application that has the most of either or both of these units.

C. **Project Based Voucher Program**

Proposal ranking factors for rehabilitated or newly constructed units.

Project Based Voucher Program Proposal Ranking Factors		
Project:_____	Date: _____	
Owner : _____	Unit Distribution: _____	
1. **Amount of Rehabilitation:**		
a. $ 1,000- $5,000	10 points	
b. $5,001- $10,000	8 points	
c. $10,001- $15,000	5 points	
d. $15,001- up	0 points	Points _____
2. Project Size:		
a. 1-20 units	10 points	
b. 21-100 units	8 points	
c. 101-250 units	5 points	
d. 251-up units	0 points	Points _____
3. Previous Successful Experience in Development and Rehabilitation of Low Income Housing:		
a. No Demonstrated Experience	0 points	
b. 1-20 units	2 points	
c. 21-200 units	10 points	
d. 201-up units	10 points	Points _____
4. Previous Successful Experience in Management and Maintenance of Low Income Housing:		
a. No Demonstrated Experience	0 points	
b. 1-20 units	2 points	
c. 21-200 units	10 points	
d. 201- up units	10 points	Points _____
5. Financing and Construction Contract Commitment		
a. No Commitment	20 points	
b. Tentative Commitment	10 points	

c. Commitment with Contingencies d. Firm Commitment	5 points 10 points	Points _____
6. Neighborhood Improvement Due to Project Rehabilitation:		
a. No Impact b. Slight Impact c. Minor Impact d. Firm Impact	10 points 5 points 2 points 0 points	Points _____
7. HUD- Insured or Co-Insured Project:		
(Add 5 points)		Points _____
8. Resident Services Provided On-Site:		
a. Day Care Facility b. Laundry c. Recreational Activities d. Children's Club (Boy's & Girl's, ect) e. Security Services f. Continuing Education Classes g. On-site Manager h. On-site Maintenance	5 points 5 points 5 points 5 points 5 points 5 points 5 points 5 points	Points _____
9. Proximity to: (within 4 block walking distance)		
a. Public Transportation b. Schools c. Employment Opportunities d. Social Support Services e. Medical Facilities f. Shopping (Commercial & Grocery) g. Laundry	5 points 5 points 5 points 5 points 5 points 5 points 5 points	Points _____
10. Developer will pursue Tax Credit for Low Income Housing:		
(Add 5 points)		Points _____
11. Marketing of Project to Low Income Residents:		
a. Condition of Neighborhood: Poor – (0 points), Fair – (5 points), Good (10 points)		Points _____
b. Landscaping: Poor – (0 points), Fair – (5 points), Good (10 points)		Points _____
c. Unit Size: Small – (0 points), Adequate – (2 points), Excellent (5 points)		Points _____
d. Recreation Equipment: None – (0 points), Adequate – (2 points), Excellent –(5 points)		Points _____
e. Area Crime Statistics: High – (0 points), Medium – (2 points), Low – (5 points)		Points _____
12. Provision of Accessible and Large Family Units (4 and 5 bedrooms only)		

(Add 10 points) Points _____

Comments:

_____

_____

_____

Reviewers:

_____

_____

_____

SECTION XXVI – FAMILY UNIFICATION PROGRAM

The Family Unification Program is a program to promote family unification by providing rental assistance for families for whom the lack of adequate housing is a primary factor in the separation, or imminent separation of children from their families.

ELIGIBILITY – For a family to be eligible for the Family Unification Program (FUP), one of the following must apply:

A. The Social Services Agency (to be announced) has certified the family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care; or
B. The family is, or will be, involuntarily displaced from a housing unit because of:
   1. Actual or threatened violence against one or more family member(s) by a spouse or another member of the household; or
   2. Lives in a housing unit with such as individual who engages in such violence. The actual or threatened violence must have occurred recently or be of a continuing nature; or
C. The family is living in substandard housing or is homeless; and
D. The family is determined eligible for Section 8 Rental Assistance by the Housing Authority.

RESPONSIBILITIES

A. **THE SOCIAL SERVICE AGENCY** – The (to be announced) is responsible under state or tribal law for determining that a child is at imminent risk of placement in out-of-home care or that a child in out-of-home care under the supervision of the public agency may be returned to his or her family.

The Social Services will:
   1. Establish and implement a system to identify Family Unification eligible families within the agency's caseload and reviewing referrals from the Housing Authority.
   2. Provide written certification to the Housing Authority that a family qualifies as a Family Unification eligible family;
   3. Commit sufficient staff resources to ensure that Family Unification eligible families are identified and certified in a timely manner; and
   4. Cooperate with the evaluation that HUD intends to conduct on the Family Unification Program, and submit a certification with the Housing Authority's application for Family Unification funding that the Social Services will agree to cooperate with and provide requested data to the HUD office having responsibility for program evaluation.
   5. Make referrals to the Housing Authority of FUP eligible families on a regular basis.

B. **HOUSING AUTHORITY**
   1. START-UP WAITING LIST – The Housing Authority will send a partial listing of the names of families on the waiting list to the Social Services Agency (to be announced) to determine if the families meet the Family Unification Program eligibility requirements described in B-2. The Housing Authority will continue to send a list of family names to the Social Services until all rental certificates have been exhausted. After the Social Services determines that the family meets FUB eligibility requirements, the family shall be placed on the FUP waiting list. After the waiting list has been exhausted and new applicants appears to be eligible for the

FUP, the Housing Authority will refer the applicant to the Social Services to be screened for eligibility for the FUP.

2. **ELIGIBILITY** – The Housing Authority will determine if families referred by the Social Services are eligible for Section 8 rental assistance and will insure that they are or will be placed on the waiting list.
3. **SELECTION** – Selection for the FUP will be done based on the date and time of the FUP application submission and preferences (not the date and time of the Section 8 application). After it has been determined that the family is eligible for the Family Unification Program, a needs assessment will be conducted by the Program Coordinator to determine if the family needs any type of assistance (i.e., parenting classes, housekeeping techniques, budgeting classed, child care, adult education, vocational training, mental and physical health care, substance abuse testing and treatment, and family advocacy, ect.) to help keep the family together and to promote family self-sufficiency and get off public assistance.
4. **SERVICE PLAN** – For a family to participate in the Family Unification Program Service Plan will be established based on the results of the needs assessment. This plan will outline the services needed to assist the family. If it is determined that the family requires any of these social services, it will be highly recommended they attend classes and/or meetings to help achieve self sufficiency. The family will be jointly monitored by the Housing Authority and Public Child Welfare Agency on a regular basis for compliance with the Service Plan.
5. **FAMILY SELF-SUFFIENCY** – During the needs assessment process, the Program Coordinator will inform the family about the Family Self-Sufficiency (FSS) program.
   a. If the family elects to participate in the FSS program, an action plan, which will be coordinated with the client and the Program Coordinating Committee establishing the goals for the client to achieve, will be incorporated into the service plan.
   b. Once the family is enrolled in the FSS program, they will be monitored, as a minimum, on a quarterly basis for compliance with the FSS program. The purpose of the home visit is to:
      (1) If it is determined the family is having any difficulties or problems, the Program Coordinator will make all attempts to assist the family overcome the difficulties.
      (2) Ensure that the family is on the right track towards achieving their goals.
6. **MONITORING OF FAMILIES** – The families will be monitored for the term of the FSS Contract of Participation (up to five years).
7. **PROGRAM ADVISORY COMMITTEE (PAC)** – The Housing Authority currently has a Program Coordinating Committee for the FSS program which consists of local agencies. The Public Child Welfare Agency will be added to this committee to make up the PCC/PAC to reduce administration and costs.

TARGET POPULATION – The Social Services Agency – The (to be announced) and Housing Authority will try to target the following two populations for FUP consideration:

A. Battered women and their children who have been displaced because of the battering situation and have not secured permanent, standard, replacement housing; and
B. Families with children in placement who do not have permanent or adequate housing to which their children can be returned.

FUB WAITING LIST – A separate FUB waiting list will be maintained and subsidy will be issued without regard to bedroom size.

A. Open Waiting List – The Housing Authority and Social Services have prepared a fact sheet that will be provided to all Section 8 applicants at the time they apply for Section 8. If an applicant believes that they are eligible for the FUP, then the burden is on the applicant to request a referral.

When a referral is received for the family, the family will be placed on both FUP list and the conventional Section 8 waiting list. Any new FUP applicant will be placed at the bottom of the FUP waiting list based on the date and time of their application is submitted. If found ineligible for the FUP, they will retain their place on the conventional Section 8 waiting list.

B. Closed Waiting List – If the Section 8 waiting list is closed and has not been able to generate enough interest from eligible applicants on their current waiting list, the Housing Authority will be permitted to open a waiting list for the Family Unification eligible families only. In this case, the Housing Authority will advertise the opening of its FUP waiting list before accepting new applicants.

If these applicants are later found ineligible for the FUP they will be dropped from the waiting list because it was closed at the time they applied for the FUP.

SECTION XXVII – REASONABLE ACCOMODATIONS FOR PROGRAM ACCESS

Jacksonville Housing Authority is committed to making certain all citizens have equal opportunity for participation in housing programs. As such, the policies stated will be subordinate to a test of reasonable accommodation to comply with Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act and the Americans with Disabilities Act.

When requested, the JHA shall provide reasonable access to those requesting it, so long as it is reasonable.

Where permitted, all requests are subject to funding availability.

Examples of services/changes offered:

1. Providing the hearing impaired accessibility through TTD/TTY machines.
2. Providing a sign interpreter upon request.
3. Conducting home interviews for the elderly or persons with disabilities
4. Extension of voucher.
5. If the funding is available, increase the FMR to 100% percent.
6. Increase the bedroom size.
7. Live-in- Aide

In all cases where a client must read or sign a document, the instruction can be appropriately changed. If a client cannot read or read English, the document may be read and explained to him/her in plain language.

If a client is not sighted, the document may be read.

If a client cannot sign his/her name, a mark may be witnessed when the witness is confident the client understands the document.
In order to provide equal service to all, primary consideration will be given to the requests of an individual with disability for the auxiliary aids needed. This agency may provide an alternative accommodation if it is equally effective in creating two (2) way communication or other accessibility to the program.

If an applicant with a disability has failed to respond to a selection letter for reasons relating to their disability, they may be reinstated and put back on the waiting list with their original date of application. This contact and request must be made within sixty (60) days of the selection.

Any medical verification regarding a disability will be obtained in general terms and be maintained with regard to confidentiality.
If the family meets the definition of disabled, they may request a reasonable accommodation, which will eliminate the barrier to equal participation.

Section XXVIII– MICELLANEOUS

Combines the certificate and voucher programs. In all cases, regulatory changes will supersede these policies. Where not indicated, the verification procedures are applicable to all Section 8 programs and applicant files.

Section XXIX– IMPLEMENTATION OF COST SAVING MEASURES DUE TO HAP SHORTFALL AS A RESULT OF CONGRESSIONAL APPROPRIATIONS ACTIONS

If the JHA experiences a shortfall in Housing Assistance Payments (HAP) funding as a result of Congressional action thru the Federal Appropriations process, the JHA may implement a series of procedures to ensure that the fiscal solvency of the JHA is maintained while minimizing the impact on participating families.

These procedures may include but not limited to:
Implementing mass rent-reasonable re-determination

Adjusting the Payment Standard

Requesting HUD authority to adjust the percentage of income a family pays for rent

Not absorbing Portability Clients from jurisdictions with higher payment standards

Rescinding vouchers for a number of families necessary to meet financial obligations of the Section 8 Program. In the event this option is implemented, priority will be given to senior and/or disabled households. Following this exemption, selection will be done by random lottery.

Terminating Vouchers

Should HUD provide insufficient funding to support Housing Assistance Contracts (HAP) under the JHA Housing Choice Voucher Program, JHA will immediately implement a plan to bring the expenditure for HAP agreements into compliance with available funds. The following methods will be used to decrease the number of families receiving assistance:

1. Do not enter into contract for turnover units.
2. If not replacing turnover units will not lower the expenditures to meet the funding limitations in a timely manner, JHA will terminate housing assistance contracts selected via a lottery as follows:
    a. A lottery will be set to ensure fair and unbiased process in selecting Housing Assistance Payments to be terminated.
    b. Current Housing Choice Voucher participants will be placed in a selection pool.
    c. The elderly and disabled are exempt from the procedure for withdrawing vouchers for funding deficiencies.

JACKSONVILLE HOUSING AUTHORITY

FINANCIAL DATA

June 30, 2012

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Combined Balance Sheet - Prior Year Comparison

Period = Jun 2012

Book = Accrual

	2012	2011	Change
Assets			
Current Assets			
Cash - Unrestricted	11,994,717	11,158,819	835,898
Cash - Restricted	6,650,292	7,324,956	-674,664
Cash - Security Deposits	284,705	284,922	-217
Accounts Receivable , net of reserve for doubtful accounts	133,845	143,959	-10,114
Accrued Interest receivable	4,047	0	4,047
Due from other Governments	57,487	137,217	-79,730
Due from HUD	74,662	286,735	-212,073
Inventory	247,703	229,645	18,058
Prepaid insurance and expense	969,488	1,100,392	-130,904
Total current assets	20,416,947	20,666,646	-249,699
Non-current Assets			
Replacement/Operating reserve and deposits	558,265	546,459	11,806
Deferred costs, net of accumulated amortization	233,940	279,363	-45,423
Development deficit guaranty receivable	1,339,104	1,457,404	-118,300
Investments-Unrestricted	250,000	0	250,000
Mortgage receivable	13,857,561	13,857,561	0
Investment in BPAAL	5,418,551	5,418,551	0
Land, structures and equipment, net of accumulated depreciation	60,179,958	65,228,764	-5,048,806
Total non-current assets	81,837,379	86,788,103	-4,950,723
Total Assets	**102,254,327**	**107,454,749**	**-5,200,422**
Liabilities and Net Assets			
Current Liabilities			
Current portion of long-term debt	151,365	142,217	9,148
Accounts Payable	753,078	763,325	-10,247
Contract retention	28,700	87,305	-58,605
Tenant deposits	284,705	296,302	-11,597
Accrued wages payable	363,746	474,818	-111,073
Compensated absences	1,072,621	965,800	106,821
Unearned revenue	154,566	112,767	41,800
Total current liabilities	2,808,780	2,842,532	-33,753
Non-current Liabilities			
Long-term debt	5,048,635	5,197,783	-149,148
Other non-current liabilities	394,382	287,065	107,318
Total non-current Liabilities	5,443,018	5,484,848	-41,830
Total Liabilities	**8,251,798**	**8,327,380**	**-75,583**
Net Assets			
Invested in capital assets, net of related debt	54,979,958	59,888,764	-4,908,806
Restricted net assets	6,821,335	7,550,976	-729,641
Unrestricted net assets	32,201,236	31,687,628	513,608
Total net assets	94,002,529	99,127,368	-5,124,839
Total Liabilities and Net Assets	**102,254,327**	**107,454,749**	**-5,200,422**

Combined Income Statement

Period = Jun 2012

Book = Accrual

	Period to Date	%	Year to Date	%
OPERATING REVENUES				
Federal rent subsidies	4,909,450	83	44,214,894	83
HUD operating grant income	26,644	0	249,664	0
Other operating grant income	8,466	0	90,330	0
Rental income	438,269	7	3,948,952	7
Earned fees	405,929	7	3,820,879	7
Interest income	4,182	0	39,360	0
Other operating revenue	87,507	1	932,872	2
Total operating revenues	5,880,447	100	53,296,952	100
OPERATING EXPENSES				
Landlord and tenant payments	4,010,961	68	36,887,491	69
Salaries and benefits	908,329	15	8,512,696	16
Utilities	184,929	3	1,614,397	3
Contract costs	197,812	3	1,507,905	3
Insurance	97,553	2	906,528	2
Collection losses	11,760	0	107,211	0
Ordinary maintenance	67,364	1	475,913	1
Other operating expenses	324,475	6	2,298,710	4
Total operating expenses	5,803,184	99	52,310,850	98
OPERATING INCOME (LOSS)	77,263	1	986,102	2
NON-OPERATING REVENUES (EXPENSES)				
Other capital grants	30,822	1	275,877	1
Gain or (loss) on disposal of assets	4,040	0	-189,855	0
Mortgage interest income	0	0	1,200,000	2
Interest expense	-26,780	0	-243,279	0
Transfer in/(out)	-212,507	-4	-2,503,356	-5
Misc non-operating expense	0	0	-20,000	0
Planned expense	-14,963	0	-338,563	-1
Total non-operating revenues (expenses)	-219,389	-4	-1,819,175	-3
Amortization and Depreciation expense	-329,379	-6	-2,967,089	-6
NET INCOME (LOSS)	-471,504	-8	-3,800,162	-7

JACKSONVILLE HOUSING AUTHORITY
OPERATING INCOME BY SOURCE
NINE MONTHS ENDED JUNE 30, 2012

	Current Month	Year To Date
OPERATING FUNDS		
Central Office Cost Center	($4,330)	($366,906)
Public Housing	69,847	1,381,608
Section 8 (see below)	(24,336)	(443,804)
Affordable Housing	44,884	424,034
Oaks at Durkeeville Daycare	(8,270)	(8,158)
JHA Brentwood Park Devel., LLC	(532)	(672)
Total operating income by source	$77,263	$986,102

SECTION 8		
Operating income per above	($24,336)	($443,804)
Subsidy received in excess of payments	(5,068)	
HAP in excess of Subsidy		694,432
Operating income exclusive of housing assistance subsidy/payments	($29,404)	$250,628

All COCC cost centers (.cocc)

Budget Comparison (with PTD)

Period = Oct 2011-Jun 2012

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
OPERATING REVENUES								
Earned fees	313,769	291,839	21,930	8	2,614,864	2,626,548	-11,684	0
Interest income	306	600	-294	-49	3,856	5,400	-1,544	-29
Other operating revenue	82	100	-18	-18	4,055	900	3,155	351
Total operating revenues	314,157	292,539	21,618	7	2,622,775	2,632,848	-10,073	0
OPERATING EXPENSES								
Salaries and benefits	232,369	233,109	740	0	2,214,750	2,156,682	-58,069	-3
Utilities	12,975	11,911	-1,064	-9	116,219	123,053	6,834	6
Contract costs	14,452	15,534	1,081	7	181,872	136,148	-45,724	-34
Insurance	7,359	6,208	-1,151	-19	66,049	55,872	-10,177	-18
Ordinary maintenance	4,632	3,893	-739	-19	25,606	35,040	9,434	27
Other operating expenses	46,698	48,836	2,138	4	385,183	441,938	56,755	13
Total operating expenses	318,486	319,491	1,005	0	2,989,681	2,948,733	-40,948	-1
OPERATING INCOME (LOSS)	-4,330	-26,953	22,623	84	-366,906	-315,885	-51,021	-16
NON-OPERATING REVENUES (EXPENSES)								
Gain or (loss) on disposal of assets	759	0	759	N/A	-56,604	0	-56,604	N/A
Total non-operating revenues (expenses)	759	0	759	N/A	-56,604	0	-56,604	N/A
Amortization and Depreciation expense	-9,613	-8,267	-1,346	-16	-85,175	-74,400	-10,775	-14
NET INCOME (LOSS)	-13,183	-35,219	22,036	63	-508,685	-390,285	-118,400	-30

All COCC cost centers (.cocc)

Prior Year Comparison

Period = Jun 2012

Book = Accrual

	2012	2011	CHANGE
OPERATING REVENUES			
HUD operating grant income	0	5,738	-5,738
Earned fees	2,614,864	3,298,203	-683,340
Interest income	3,856	3,284	572
Other operating revenue	4,055	2,171	1,884
Total operating revenues	2,622,775	3,309,396	-686,622
OPERATING EXPENSES			
Salaries and benefits	2,214,751	2,149,267	65,484
Utilities	116,219	116,010	209
Contract costs	181,872	141,689	40,183
Insurance	66,049	50,884	15,165
Ordinary maintenance	25,606	47,412	-21,805
Other operating expenses	385,183	385,883	-701
Total operating expenses	2,989,681	2,891,145	98,535
OPERATING INCOME (LOSS)	-366,906	418,251	-785,157
NON-OPERATING REVENUES (EXPENSES)			
Gain or (loss) on disposal of assets	-56,604	0	-56,604
Planned expense	0	-48,258	48,258
Total non-operating revenues (expenses)	-56,604	-48,258	-8,346
Amortization and Depreciation expense	-85,175	-91,184	6,009
NET INCOME (LOSS)	-508,685	278,809	-787,494

All COCC cost centers (.cocc)

13 Month Rolling Income Statement

Period = Jun 2012

Book = Accrual

	Jun-12	May-12	Apr-12	Mar-12	Feb-12	Jan-12	Dec-11	Nov-11	Oct-11	Sep-11	Aug-11	Jul-11	Jun-11	Monthly Average
OPERATING REVENUES														
HUD operating grant income	0	0	0	0	0	0	0	0	0	0	-5,738	0	0	-441
Earned fees	313,769	286,691	284,322	280,071	281,132	297,003	290,848	296,595	284,434	254,610	335,494	341,816	352,972	299,981
Interest income	306	355	85	649	384	513	463	597	505	1,060	591	903	702	547
Other operating revenue	82	582	80	1,441	1,515	86	84	95	90	98,426	4,114	93	635	8,256
Total operating revenues	314,157	287,627	284,487	282,161	283,031	297,601	291,395	297,287	285,029	354,096	334,461	342,812	354,309	308,342
OPERATING EXPENSES														
Salaries and benefits	232,369	256,174	242,723	259,327	230,382	246,795	256,617	264,148	226,215	250,100	241,557	226,135	230,074	243,278
Utilities	12,975	12,741	11,971	13,133	12,866	14,743	13,615	11,555	12,620	13,358	13,936	13,666	14,014	13,169
Contract costs	14,452	18,641	24,435	23,182	23,086	24,569	12,179	22,602	18,727	25,982	15,013	15,456	14,104	19,417
Insurance	7,359	7,359	7,366	7,413	7,893	7,176	7,176	7,176	7,130	5,056	5,046	5,474	5,352	6,691
Ordinary maintenance	4,632	2,880	1,239	3,233	3,601	3,497	3,690	-533	3,367	6,972	3,009	3,454	2,955	3,230
Other operating expenses	46,698	57,368	40,960	44,108	45,172	49,236	36,584	38,376	26,680	42,857	46,077	51,403	49,584	44,239
Total operating expenses	318,486	355,163	328,694	350,396	323,001	346,016	329,861	343,324	294,740	344,324	324,638	315,589	316,082	330,024
OPERATING INCOME (LOSS)	-4,330	-67,536	-44,208	-68,235	-39,970	-48,415	-38,466	-46,037	-9,711	9,771	9,822	27,223	38,227	-21,682
NON-OPERATING REVENUES (EXPENSES)														
Gain or (loss) on disposal of assets	759	0	0	0	-57,363	0	0	0	0	1,400	0	0	0	-4,246
Planned expense	0	0	0	0	0	0	0	0	0	-1,600	-1,600	-1,600	-1,600	-492
Total non-operating revenues (expenses)	759	0	0	0	-57,363	0	0	0	0	-200	-1,600	-1,600	-1,600	-4,739
Amortization and Depreciation expense	-9,613	-9,901	-9,912	-9,928	-9,389	-8,898	-9,128	-9,070	-9,337	-9,276	-9,523	-9,651	-9,947	-9,506
NET INCOME (LOSS)	-13,183	-77,437	-54,119	-78,163	-106,721	-57,313	-47,594	-55,106	-19,048	296	-1,301	15,972	26,680	-35,926

Low Income PH (operating) (.ph_fs)

Budget Comparison (with PTD)

Period = Oct 2011-Jun 2012

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
OPERATING REVENUES								
Federal rent subsidies	903,668	835,342	68,327	8	8,096,930	7,518,075	578,855	8
Rental income	332,448	313,167	19,281	6	2,864,584	2,818,500	46,084	2
Interest income	1,450	1,540	-89	-6	13,295	13,857	-563	-4
Other operating revenue	32,947	31,644	1,303	4	370,058	284,798	85,260	30
Total operating revenues	1,270,514	1,181,692	88,822	8	11,344,867	10,635,230	709,637	7
OPERATING EXPENSES								
Salaries and benefits	393,200	384,416	-8,784	-2	3,597,668	3,556,789	-40,879	-1
Utilities	161,046	166,535	5,489	3	1,360,710	1,446,663	85,952	6
Contract costs	163,879	134,751	-29,128	-22	1,176,220	1,069,739	-106,481	-10
JHA fees for service	41,000	35,236	-5,764	-16	282,857	317,124	34,267	11
Insurance	78,109	83,676	5,567	7	705,881	753,086	47,205	6
Collection losses	12,363	19,958	7,596	38	109,644	179,625	69,981	39
COCC fees	142,628	142,248	-380	0	1,284,337	1,280,234	-4,104	0
Ordinary maintenance	59,872	52,039	-7,833	-15	406,390	468,349	61,959	13
Other operating expenses	148,569	103,698	-44,872	-43	1,039,550	986,827	-52,723	-5
Total operating expenses	1,200,667	1,122,559	-78,108	-7	9,963,259	10,058,436	95,176	1
OPERATING INCOME (LOSS)	69,847	59,134	10,713	18	1,381,608	576,795	804,813	140
NON-OPERATING REVENUES (EXPENSES)								
Gain or (loss) on disposal of assets	3,281	0	3,281	N/A	-133,251	0	-133,251	N/A
Mortgage interest income	0	0	0	N/A	1,200,000	0	1,200,000	N/A
Transfer in/(out)	25,600	0	25,600	N/A	348,605	0	348,605	N/A
Equity Transfer/Prior Period Adjustment	30,822	0	30,822	N/A	275,877	0	275,877	N/A
Planned expense	-14,963	0	-14,963	N/A	-141,036	0	-141,036	N/A
Total non-operating revenues (expenses)	44,739	0	44,739	N/A	1,550,196	0	1,550,196	N/A
Amortization and Depreciation expense	-303,587	-319,122	15,535	5	-2,709,384	-2,872,096	162,713	6
NET INCOME (LOSS)	-189,000	-259,988	70,988	27	222,420	-2,295,302	2,517,722	110

JACKSONVILLE HOUSING AUTHORITY
SITE SUMMARY
NINE MONTHS ENDED JUNE 30, 2012

	Jax Beach # Units 126 - Vacant 0 # SS Units 25 - Vacant 0 Total Units 151 - Vacant 0		Twin Towers # Units 201 - Vacant 1		Fairway # Units 61 - Vacant 1 # SS Units 4 - Vacant 0 Total Units 65 - Vacant 1	
	MTD	YTD	MTD	YTD	MTD	YTD
Operating Revenue	$64,475	$571,033	$102,424	$900,892	$33,868	$312,795
Operating Expense	69,893	546,560	99,791	802,430	32,676	252,361
Operating Income(Loss)	($5,418)	$24,473	$2,633	$98,462	$1,192	$60,434
Budget	3,591	39,151	5,717	26,524	(1,176)	(5,694)
Over (under)	($9,009)	($14,678)	($3,084)	$71,938	$2,368	$66,128

	Southwind # Units 244 - Vacant 2		Victory Point # Units 200 - Vacant 1		Anders FME/FMW # Units 172 - Vacant 4 # SS Units 19 - Vacant 0 Total Units 191 - Vacant 4	
	MTD	YTD	MTD	YTD	MTD	YTD
Operating Revenue	$130,145	$1,144,205	$105,377	$918,612	$89,883	$823,975
Operating Expense	108,318	969,590	83,876	743,413	90,040	744,764
Operating Income(Loss)	$21,827	$174,615	$21,501	$175,199	($157)	$79,211
Budget	17,966	163,255	8,542	89,475	7,152	55,713
Over (under)	$3,861	$11,360	$12,959	$85,724	($7,309)	$23,498

	Centennial Tower # Units 208 - Vacant 0		Centennial Townhouses # Units 89 - Vacant 2		Hogan Creek # Units 183 - Vacant 4	
	MTD	YTD	MTD	YTD	MTD	YTD
Operating Revenue	$102,926	$931,374	$49,736	$441,011	$95,302	$852,640
Operating Expense	101,180	783,736	54,914	391,398	88,545	739,311
Operating Income(Loss)	$1,746	$147,638	($5,178)	$49,613	$6,757	$113,329
Budget	2,452	26,214	1,060	12,174	2,079	28,540
Over (under)	($706)	$121,424	($6,238)	$37,439	$4,678	$84,789

	Scattered Sites # Units 250 - Vacant 4		Blodgett Villas # Units 156 - Vacant 3		Oaks at Durkeeville # Units 199 - Vacant 1	
	MTD	YTD	MTD	YTD	MTD	YTD
Operating Revenue	$119,988	$1,099,251	$80,905	$701,923	$90,780	$796,120
Operating Expense	117,985	1,039,953	62,360	555,074	87,123	689,831
Operating Income(Loss)	$2,003	$59,298	$18,545	$146,849	$3,657	$106,289
Budget	4,215	23,176	791	19,481	4,038	65,452
Over (under)	($2,212)	$36,122	$17,754	$127,368	($381)	$40,837

	Lindsey Terrace # Units 84 - Vacant 0		Colonial Village # Units 118 - Vacant 1		Riviera # Units 117 - Vacant 6	
	MTD	YTD	MTD	YTD	MTD	YTD
Operating Revenue	$31,215	$285,429	$52,032	$469,728	$63,253	$565,202
Operating Expense	29,293	266,032	62,054	457,735	53,644	451,081
Operating Income(Loss)	$1,922	$19,397	($10,022)	$11,993	$9,609	$114,121
Budget	(275)	1,159	834	16,288	2,147	15,886
Over (under)	$2,197	$18,238	($10,856)	($4,295)	$7,462	$98,235

	Brentwood PH # Units 226 - Vacant 4 AH #Units 102 - Vacant 3	
	MTD	YTD
Operating Revenue	$160,284	$1,007,277
Operating Expense	187,986	902,472
Operating Income(Loss)	($27,702)	$104,805
Budget	15,473	154,786
Over (under)	($43,175)	($49,981)

NOTE: Number of units excludes non-dwelling units.

JACKSONVILLE HOUSING AUTHORITY
FINANCIAL INDICATORS: QUICK RATIO AND MENAR
AS OF JUNE 30, 2012

	QUICK RATIO	MENAR
Jax Beach	6.12	3.9
Twin Towers	6.57	4.6
Fairway	9.88	5.9
Southwind	4.69	4.4
Victory Point	7.56	5.7
Anders FME/FMW	6.80	4.5
Centennial Tower	8.05	5.4
Centennial Townhouses	7.51	5.5
Hogan Creek	6.73	5.6
Scattered Sites	3.70	3.8
Blodgett Villas	6.91	5.9
Oaks at Durkeeville	7.00	5.2
Lindsey Terrace	NA	NA
Colonial Village	6.06	4.1
Riviera	8.10	4.7
PH Weighted Average MENAR		4.9

Low Income PH (operating) (.ph_fs)

Prior Year Comparison

Period = Jun 2012

Book = Accrual

	2012	2011	CHANGE
OPERATING REVENUES			
Federal rent subsidies	8,096,930	7,143,800	953,130
Rental income	2,864,584	2,819,820	44,764
Interest income	13,295	8,265	5,029
Other operating revenue	370,058	294,153	75,905
Total operating revenues	11,344,867	10,266,038	1,078,829
OPERATING EXPENSES			
Salaries and benefits	3,597,668	3,412,511	185,158
Utilities	1,360,710	1,337,030	23,680
Contract costs	1,176,220	1,228,149	-51,928
JHA fees for service	282,857	273,726	9,132
Insurance	705,881	735,393	-29,512
Collection losses	109,644	145,722	-36,078
COCC fees	1,284,337	1,167,142	117,196
Ordinary maintenance	406,390	355,226	51,164
Other operating expenses	1,039,550	922,347	117,202
Total operating expenses	9,963,259	9,577,247	386,012
OPERATING INCOME (LOSS)	1,381,608	688,792	692,816
NON-OPERATING REVENUES (EXPENSES)			
Gain or (loss) on disposal of assets	-133,251	-392,433	259,182
Mortgage interest income	1,200,000	0	1,200,000
Transfer in/(out)	348,605	5,645	342,961
Equity Transfer/Prior Period Adjustment	275,877	0	275,877
Planned expense	-141,036	-7,393	-133,643
Total non-operating revenues (expenses)	1,550,196	-394,181	1,944,377
Amortization and Depreciation expense	-2,709,384	-2,873,257	163,873
NET INCOME (LOSS)	222,420	-2,578,646	2,801,066

Low Income PH (operating) (.ph_fs)

13 Month Rolling Income Statement

Period = Jun 2012

Book = Accrual

	Jun-12	May-12	Apr-12	Mar-12	Feb-12	Jan-12	Dec-11	Nov-11	Oct-11	Sep-11	Aug-11	Jul-11	Jun-11	Monthly Average
OPERATING REVENUES														
Federal rent subsidies	903,668	903,668	903,668	913,160	913,180	884,643	891,641	891,641	891,641	1,618,536	843,126	843,126	767,997	936,132
Rental income	332,448	327,123	323,055	322,634	316,994	312,525	308,494	307,834	313,477	299,567	307,424	307,673	318,823	315,236
Interest income	1,450	1,612	1,658	1,003	1,301	1,778	1,536	1,504	1,452	2,709	1,229	1,339	1,415	1,537
Other operating revenue	32,947	30,727	34,507	97,275	46,115	37,421	27,734	29,225	34,109	38,824	46,150	41,575	34,796	40,877
Total operating revenues	1,270,514	1,263,130	1,262,888	1,334,092	1,277,589	1,236,367	1,229,404	1,230,204	1,240,680	1,959,636	1,197,929	1,193,712	1,123,031	1,293,783
OPERATING EXPENSES														
Salaries and benefits	393,201	418,773	393,552	395,834	368,816	413,846	420,259	399,941	393,447	415,940	428,169	381,655	392,585	401,248
Utilities	161,046	142,187	134,233	140,494	159,944	162,805	165,396	139,678	154,926	174,131	172,165	168,936	161,788	156,748
Contract costs	163,879	142,626	134,943	119,393	123,986	118,816	107,316	142,306	122,954	160,354	148,644	105,986	141,775	133,306
JHA fees for service	41,000	30,445	27,438	25,706	24,781	38,078	31,165	37,428	26,816	31,789	38,689	27,731	35,332	32,031
Insurance	78,109	78,109	78,455	78,455	78,455	78,493	78,493	78,493	78,819	80,775	80,775	81,158	81,053	79,203
Collection losses	12,363	14,308	23,761	11,897	8,127	15,285	13,207	1,354	9,342	165	6,647	13,606	21,338	11,646
COCC fees	142,628	142,628	142,628	142,689	142,689	142,505	142,857	142,857	142,857	132,765	129,964	129,964	129,421	138,958
Ordinary maintenance	59,672	39,183	33,089	39,060	46,615	56,646	34,974	54,234	42,718	77,953	65,837	40,927	49,051	49,243
Other operating expenses	148,569	106,309	110,185	100,127	108,497	157,149	102,538	109,028	97,147	148,197	114,620	105,169	97,292	115,756
Total operating expenses	1,200,667	1,114,569	1,078,283	1,053,655	1,061,911	1,183,623	1,096,206	1,105,318	1,069,028	1,222,069	1,165,509	1,055,332	1,109,635	1,118,139
OPERATING INCOME (LOSS)	69,847	148,561	184,605	280,437	215,678	52,744	133,199	124,886	171,652	737,567	12,420	138,381	13,396	175,644
NON-OPERATING REVENUES (EXPENSES)														
Gain or (loss) on disposal of assets	3,281	0	0	0	-118,903	-819	-4,109	0	-12,701	-81,904	-4,078	0	-92,264	-23,961
Mortgage interest income	0	1,200,000	0	0	0	0	0	0	0	602,804	0	0	0	138,677
Transfer in/(out)	25,600	21,956	45,694	33,107	20,826	64,029	131,300	5,253	840	68,646	1,533	0	600	32,260
Equity Transfer/Prior Period Adjustment	30,822	-54,909	32,070	212,497	55,398	0	0	0	0	0	4,284	261,807	0	41,690
Planned expense	-14,963	-21,956	-45,694	-33,107	-9,262	-9,960	0	-5,253	-840	-32,968	-17,010	-7,790	-2,348	-15,473
Total non-operating revenues (expenses)	44,739	1,145,091	32,070	212,497	-51,941	53,250	127,191	0	-12,701	556,578	-15,271	254,017	-94,012	173,193
Amortization and Depreciation expense	-303,587	-304,018	-304,433	-304,899	-304,461	-305,218	-310,493	-303,055	-269,221	-234,164	-310,309	-311,150	-313,360	-298,337
NET INCOME (LOSS)	-189,000	989,634	-87,758	188,035	-140,724	-199,225	-50,103	-178,169	-110,270	1,059,962	-313,160	81,248	-393,976	50,499

Housing Assistance Programs (.s8_fs)

Budget Comparison (with PTD)

Period = Oct 2011-Jun 2012

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
OPERATING REVENUES								
Federal rent subsidies	4,005,782	4,083,333	-77,551	-2	36,117,964	36,750,000	-632,036	-2
Earned fees	356,788	364,212	-7,424	-2	3,513,063	3,277,908	235,155	7
Interest income	2,192	4,333	-2,141	-49	20,008	39,000	-18,992	-49
Other operating revenue	14,180	10,833	3,347	31	180,115	97,500	82,615	85
Total operating revenues	4,378,943	4,462,712	-83,769	-2	39,831,150	40,164,408	-333,258	-1
OPERATING EXPENSES								
Landlord and tenant payments	4,000,714	4,083,333	82,619	2	36,812,396	36,750,000	-62,396	0
Salaries and benefits	216,152	220,055	3,903	2	2,063,707	2,032,912	-30,795	-2
Insurance	5,880	3,695	-2,185	-59	52,869	33,253	-19,615	-59
Collection losses	-530	0	530	N/A	-13,242	0	13,242	N/A
COCC fees	78,000	78,000	0	0	702,000	702,000	0	0
Other operating expenses	103,063	64,486	-38,576	-60	657,225	644,503	-12,722	-2
Total operating expenses	4,403,279	4,449,570	46,291	1	40,274,953	40,162,668	-112,285	0
OPERATING INCOME (LOSS)	-24,336	13,142	-37,479	-285	-443,804	1,740	-445,543	-25,609
NON-OPERATING REVENUES (EXPENSES)								
Transfer in/(out)	-238,107	0	-238,107	N/A	-1,080,843	0	-1,080,843	N/A
Total non-operating revenues (expenses)	-238,107	0	-238,107	N/A	-1,080,843	0	-1,080,843	N/A
Amortization and Depreciation expense	-1,504	-2,300	796	35	-14,687	-20,700	6,013	29
NET INCOME (LOSS)	-263,947	10,842	-274,790	-2,534	-1,539,334	-18,960	-1,520,374	-8,019

Federal rent subsidies	4,005,782	36,117,964
Landlord and tenant payments (HAP)	-4,000,714	-36,812,396
Over/(short)	5,068	-694,432
HAP Project Reserve 9/30/11		6,495,844
Recapture VPS reserve in December		-738,553
HAP Project Reserve Balance		5,062,859

Housing Assistance Programs (.s8_fs)

Prior Year Comparison

Period = Jun 2012

Book = Accrual

	2012	2011	CHANGE
OPERATING REVENUES			
Federal rent subsidies	36,117,964	39,591,024	-3,473,060
Earned fees	3,513,063	3,670,215	-157,152
Interest income	20,008	16,270	3,738
Other operating revenue	180,115	149,872	30,243
Total operating revenues	39,831,150	43,427,382	-3,596,232
OPERATING EXPENSES			
Landlord and tenant payments	36,812,396	36,727,576	84,819
Salaries and benefits	2,063,707	1,926,698	137,009
Insurance	52,869	29,902	22,967
Collection losses	-13,242	0	-13,242
COCC fees	702,000	1,116,000	-414,000
Other operating expenses	657,225	612,554	44,671
Total operating expenses	40,274,953	40,412,730	-137,776
OPERATING INCOME (LOSS)	-443,804	3,014,652	-3,458,456
NON-OPERATING REVENUES (EXPENSES)			
Transfer in/(out)	-1,080,843	-600	-1,080,243
Total non-operating revenues (expenses)	-1,080,843	-600	-1,080,243
Amortization and Depreciation expense	-14,687	-23,888	9,201
NET INCOME (LOSS)	-1,539,334	2,990,164	-4,529,499

Housing Assistance Programs (.s8_fs)

13 Month Rolling Income Statement

Period = Jun 2012

Book = Accrual

	Jun-12	May-12	Apr-12	Mar-12	Feb-12	Jan-12	Dec-11	Nov-11	Oct-11	Sep-11	Aug-11	Jul-11	Jun-11	Monthly Average
OPERATING REVENUES														
Federal rent subsidies	4,005,782	4,019,174	4,010,154	3,981,781	3,975,229	3,994,338	4,043,929	4,047,171	4,040,406	4,052,827	4,048,552	4,041,342	4,410,827	4,051,655
Earned fees	356,788	581,339	356,062	360,492	362,674	364,722	393,571	419,753	317,660	377,002	365,451	371,511	393,757	386,214
Interest income	2,192	1,825	2,080	1,415	1,741	2,360	2,807	2,816	2,773	-11,972	3,007	3,235	3,487	1,367
Other operating revenue	14,180	12,111	16,665	27,510	35,167	19,262	32,984	11,349	10,886	66,168	18,908	11,569	8,949	21,978
Total operating revenues	4,378,943	4,614,449	4,384,962	4,371,199	4,374,811	4,380,682	4,473,291	4,481,088	4,371,726	4,484,026	4,435,917	4,427,657	4,817,020	4,461,213
OPERATING EXPENSES														
Landlord and tenant payments	4,000,714	4,022,438	4,105,841	4,105,095	4,054,537	4,058,808	4,121,475	4,155,411	4,188,076	4,270,708	4,195,259	4,205,255	4,106,835	4,122,342
Salaries and benefits	216,153	244,857	224,302	233,439	224,921	227,082	236,680	236,727	219,545	214,580	230,790	203,668	216,873	225,355
Insurance	5,880	5,880	5,880	5,880	5,880	5,880	5,880	5,880	5,832	3,421	3,356	3,356	3,356	5,104
Collection losses	-530	3,975	-2,328	-2,374	-1,648	-1,126	-7,160	-4,937	2,867	0	0	0	0	-1,019
COCC fees	78,000	78,000	78,000	78,000	78,000	78,000	78,000	78,000	78,000	124,000	124,000	124,000	124,000	92,154
Other operating expenses	103,063	57,485	75,021	60,872	57,033	134,333	61,184	53,435	54,798	75,413	72,825	63,544	61,367	71,567
Total operating expenses	4,403,279	4,412,635	4,486,715	4,480,912	4,418,722	4,502,977	4,496,059	4,524,516	4,549,138	4,688,123	4,626,229	4,599,823	4,512,430	4,515,504
OPERATING INCOME (LOSS)	-24,336	201,814	-101,753	-109,714	-43,911	-122,295	-22,768	-43,428	-177,412	-204,097	-190,312	-172,166	304,591	-54,291
NON-OPERATING REVENUES (EXPENSES)														
Transfer in/(out)	-238,107	-113,941	-266,524	-89,457	-112,749	-87,177	-166,794	-5,253	-840	-75,224	0	0	-600	-88,974
Total non-operating revenues (expenses)	-238,107	-113,941	-266,524	-89,457	-112,749	-87,177	-166,794	-5,253	-840	-75,224	0	0	-600	-88,974
Amortization and Depreciation expense	-1,504	-1,558	-1,623	-1,644	-1,654	-1,654	-1,664	-1,683	-1,704	-1,778	-1,838	-1,838	-1,816	-1,689
NET INCOME (LOSS)	-263,947	86,315	-369,901	-200,815	-158,314	-211,126	-191,226	-50,363	-179,956	-281,099	-192,151	-174,004	302,175	-144,955

Gregory West Apartments (gregory)

Budget Comparison (with PTD)

Period = Oct 2011-Jun 2012

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
OPERATING REVENUES								
Rental income	105,821	104,000	1,821	2	944,818	936,000	8,818	1
Interest income	234	17	217	1,303	1,992	150	1,842	1,228
Other operating revenue	2,589	2,875	-286	-10	26,465	25,875	590	2
Total operating revenues	108,644	106,892	1,752	2	973,275	962,025	11,250	1
OPERATING EXPENSES								
Salaries and benefits	15,936	12,100	-3,836	-32	113,539	108,900	-4,639	-4
Utilities	9,659	11,200	1,541	14	94,330	100,800	6,470	6
Contract costs	18,560	15,693	-2,867	-18	116,903	116,240	-663	-1
Insurance	5,018	5,674	657	12	43,639	51,070	7,430	15
Collection losses	-73	1,417	1,490	105	8,037	12,750	4,713	37
COCC fees	2,000	2,000	0	0	18,000	18,000	0	0
Ordinary maintenance	2,829	6,565	3,736	57	28,770	59,085	30,315	51
Other operating expenses	9,830	7,599	-2,231	-29	83,968	72,609	-11,360	-16
Total operating expenses	63,759	62,249	-1,511	-2	507,186	539,454	32,268	6
OPERATING INCOME (LOSS)	44,884	44,643	241	1	466,090	422,571	43,518	10
NON-OPERATING REVENUES (EXPENSES)								
Interest expense	-26,780	-26,843	63	0	-243,279	-243,837	558	0
Transfer in/(out)	0	0	0	N/A	-35	0	-35	N/A
Misc non-operating expense	0	-1,667	1,667	100	-20,000	-15,000	-5,000	-33
Planned expense	0	0	0	N/A	-107,317	0	-107,317	N/A
Total non-operating revenues (expenses)	-26,780	-28,510	1,730	6	-370,631	-258,837	-111,794	-43
Amortization and Depreciation expense	-14,474	-14,478	3	0	-130,268	-130,298	30	0
NET INCOME (LOSS)	3,630	1,656	1,974	119	-34,809	33,436	-68,245	-204

Gregory West Apartments (gregory)

Prior Year Comparison

Period = Jun 2012

Book = Accrual

	2012	2011	CHANGE
OPERATING REVENUES			
Rental income	944,818	933,435	11,383
Interest income	1,992	2,048	-57
Other operating revenue	26,465	23,345	3,120
Total operating revenues	973,275	958,828	14,447
OPERATING EXPENSES			
Salaries and benefits	113,539	110,309	3,231
Utilities	94,330	84,801	9,529
Contract costs	116,903	115,036	1,867
Insurance	43,639	40,098	3,542
Collection losses	8,037	3,716	4,320
COCC fees	18,000	18,000	0
Ordinary maintenance	28,770	39,011	-10,241
Other operating expenses	83,968	77,687	6,281
Total operating expenses	507,186	488,658	18,528
OPERATING INCOME (LOSS)	466,090	470,170	-4,080
NON-OPERATING REVENUES (EXPENSES)			
Interest expense	-243,279	-249,809	6,530
Transfer in/(out)	-35	-571,668	571,633
Misc non-operating expense	-20,000	-20,000	0
Planned expense	-107,317	0	-107,317
Total non-operating revenues (expenses)	-370,631	-841,477	470,846
Amortization and Depreciation expense	-130,268	-130,268	0
NET INCOME (LOSS)	-34,809	-501,575	466,766

Gregory West Apartments (gregory)

13 Month Rolling Income Statement

Period = Jun 2012

Book = Accrual

	Jun-12	May-12	Apr-12	Mar-12	Feb-12	Jan-12	Dec-11	Nov-11	Oct-11	Sep-11	Aug-11	Jul-11	Jun-11	Monthly Average
OPERATING REVENUES														
Rental income	105,821	107,633	106,094	109,106	105,124	103,263	103,021	100,896	103,861	104,514	103,370	104,032	103,479	104,632
Interest income	234	227	220	187	225	227	199	234	238	479	256	271	310	254
Other operating revenue	2,589	2,654	2,362	5,728	3,442	2,806	2,824	2,083	1,979	3,156	2,131	2,571	2,158	2,806
Total operating revenues	108,644	110,514	108,676	115,021	108,791	106,296	106,044	103,213	106,078	108,150	105,757	106,874	105,947	107,693
OPERATING EXPENSES														
Salaries and benefits	15,936	11,227	11,635	11,247	11,201	11,256	18,775	11,019	11,243	11,067	11,045	15,614	10,996	12,482
Utilities	9,659	10,053	11,414	10,456	10,401	11,382	10,802	10,701	9,461	8,696	8,504	8,376	10,095	10,000
Contract costs	18,560	14,169	12,790	12,265	13,491	6,003	14,312	12,024	13,289	10,934	19,766	19,894	12,987	13,883
JHA fees for service	0	0	0	0	0	0	0	0	0	0	0	400	0	31
Insurance	5,018	5,007	5,029	5,029	5,029	5,029	5,329	4,970	3,199	4,969	4,969	4,791	4,791	4,858
Collection losses	-73	2,382	-263	-113	460	1,073	-25	1,608	2,988	1,982	476	-25	-102	797
CDCC fees	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Ordinary maintenance	2,829	3,582	6,039	3,167	3,267	1,837	3,184	907	3,959	9,985	3,978	1,583	2,886	3,631
Other operating expenses	9,830	9,406	11,428	7,773	8,304	11,750	8,980	7,846	8,652	8,267	7,823	7,947	7,882	8,914
Total operating expenses	63,759	57,826	60,071	51,824	54,152	50,330	63,358	51,075	54,790	57,898	58,561	60,579	51,533	56,597
OPERATING INCOME (LOSS)	44,884	52,688	48,604	63,197	54,639	55,965	42,687	52,138	51,287	50,252	47,196	46,294	54,414	51,096
NON-OPERATING REVENUES (EXPENSES)														
Interest expense	-26,780	-26,844	-26,907	-26,970	-27,032	-27,094	-27,156	-27,218	-27,279	-27,340	-27,400	-27,461	-27,521	-27,154
Transfer in/(out)	0	0	0	0	0	0	0	-2,875	2,840	-2,840	0	0	0	-221
Misc non-operating expense	0	0	0	0	0	0	0	-20,000	0	0	0	0	0	-1,538
Planned expense	0	0	0	0	0	0	0	-76,808	-30,509	-13,187	-34,863	0	0	-11,951
Total non-operating revenues (expenses)	-26,780	-26,844	-26,907	-26,970	-27,032	-27,094	-27,156	-126,901	-54,947	-43,367	-62,263	-27,461	-27,521	-40,865
Amortization and Depreciation expense	-14,474	-14,474	-14,474	-14,474	-14,474	-14,474	-14,474	-14,474	-14,474	-14,474	-14,474	-14,474	-14,474	-14,474
NET INCOME (LOSS)	3,630	11,370	7,223	21,753	13,133	14,397	1,056	-89,237	-18,134	-7,590	-29,541	4,359	12,419	-4,243

JACKSONVILLE HOUSING AUTHORITY
FUNDS AVAILABLE FOR SPECIFIED PROJECTS
JUNE 30, 2012

	TOTAL
UNRESTRICTED CASH AVAILABLE - BEFORE COMMITMENTS	
Gregory West Apartments	$ 943,875
TOTAL UNRESTRICTED CASH AVAILABLE - BEFORE COMMITMENTS	$ 943,875

UNRESTRICTED CASH COMMITTED TO PROJECTS	
Carrington Place Apartments - Renovations	$ 423,287 *
Gregory West Apartments - HVAC Replacement Program	48,000
TOTAL UNRESTRICTED CASH COMMITTED TO PROJECTS	$ 471,287
AVAILABLE BALANCE OF UNRESTRICTED CASH	**$ 472,588**

RESTRICTED HUD FUNDS COMMITTED TO PROJECTS	
Riviera North Conversion	$ 225,120
Carrington Place Conversion	203,917
TOTAL RESTRICTED HUD FUNDS COMMITTED TO PROJECTS	$ 429,037 *

* Will be expended on Carrington Place and Riviera North Apartments conversions to Public Housing

Brentwood PH & Affordable (.bpaal)

Balance Sheet - Prior Year Comparison

Period = Jun 2012

Book = Accrual

	2012	2011	Change
Assets			
Current Assets			
Cash - Unrestricted	379,280	914,605	-535,325
Cash - Restricted	925,477	200,407	725,070
Cash - Security Deposits	69,824	73,797	-3,973
Accounts Receivable , net of reserve for doubtful accounts	13,504	14,253	-748
Accounts receivable other	263	375	-113
Inventory	18,290	17,347	943
Prepaid Insurance and expense	192,105	110,813	81,292
Total current assets	1,598,742	1,331,597	267,145
Non-current Assets			
Deferred costs, net of accumulated amortization	373,448	410,448	-37,000
Development deficit guaranty receivable	195,530	195,530	0
Land, structures and equipment, net of accumulated depreciation	29,189,063	30,033,984	-844,921
Total non-current assets	29,758,042	30,639,962	-881,920
Total Assets	**31,356,784**	**31,971,560**	**-614,775**
Liabilities and Partners' Capital			
Current Liabilities			
Accounts Payable	51,928	45,646	6,282
Due to General Partner	101,790	68,938	32,852
Accrued real estate taxes	25,000	25,000	0
Tenant deposits	74,065	75,315	-1,250
Unearned revenue	1,995	1,366	629
Total current liabilities	254,778	216,264	38,514
Non-current Liabilities			
Long-term debt	13,857,561	13,857,561	0
Deferred developers' fee	1,339,104	1,457,404	-118,300
Accrued interest - JHA	1,584,422	2,181,618	-597,196
Total non-current Liabilities	16,781,086	17,496,582	-715,496
Total Liabilities	**17,035,864**	**17,712,846**	**-676,982**
Partners' Capital			
General partner	5,417,376	5,417,595	-219
Limited partners	9,471,112	9,342,444	128,668
Current year net income (loss)	-567,567	-501,326	-66,241
Total Partners' Capital	14,320,920	14,258,713	62,207
Total Liabilities and Partners' Capital	**31,356,784**	**31,971,560**	**-614,775**

Brentwood PH & Affordable (.bpaal)

Budget Comparison (with PTD)

Period = Jan 2012-Jun 2012

Book = Accrual

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
OPERATING REVENUES								
Federal rent subsidies	51,938	53,917	-1,979	-4	351,421	363,294	-11,873	-3
Rental Income	103,700	100,000	3,700	4	613,792	600,000	13,792	2
Other operating revenue	4,646	4,158	488	12	42,065	24,950	17,115	69
Total operating revenues	160,284	158,075	2,209	1	1,007,277	988,244	19,033	2
OPERATING EXPENSES								
Salaries and benefits	26,721	25,670	-1,050	-4	156,668	158,238	1,570	1
Utilities	35,943	32,838	-3,105	-9	200,325	191,113	-9,212	-5
Contract costs	39,110	41,817	2,706	6	165,153	186,327	21,174	11
JHA fees for service	6,262	3,417	-2,846	-83	16,234	20,500	4,266	21
Insurance	25,746	13,875	-11,871	-86	159,174	83,250	-75,924	-91
Collection losses	1,819	3,000	1,181	39	12,094	18,000	5,906	33
Ordinary maintenance	7,580	8,357	777	9	38,701	54,850	16,150	29
Other operating expenses	44,805	13,628	-31,176	-229	154,124	121,180	-32,944	-27
Total operating expenses	187,986	142,602	-45,383	-32	902,472	833,458	-69,014	-8
OPERATING INCOME (LOSS)	-27,702	15,473	-43,175	-279	104,805	154,785	-49,980	-32
NON-OPERATING REVENUES (EXPENSES)								
Interest expense	-50,234	-50,234	0	0	-301,402	-301,402	0	0
Total non-operating revenues (expenses)	-50,234	-50,234	0	0	-301,402	-301,402	0	0
Amortization and Depreciation expense	-60,860	-67,847	6,987	10	-370,970	-407,080	36,110	9
NET INCOME (LOSS)	-138,795	-102,607	-36,187	-35	-567,567	-553,697	-13,870	-3

Brentwood PH & Affordable (.bpaal)

Prior Year Comparison

Period = Jun 2012

Book = Accrual

	2012	2011	CHANGE
OPERATING REVENUES			
Federal rent subsidies	351,421	375,155	-23,734
Rental income	613,792	612,731	1,061
Other operating revenue	42,065	26,547	15,517
Total operating revenues	1,007,277	1,014,434	-7,156
OPERATING EXPENSES			
Salaries and benefits	156,668	151,658	5,010
Utilities	200,325	175,734	24,592
Contract costs	165,153	141,449	23,704
JHA fees for service	16,234	20,329	-4,095
Insurance	159,174	81,062	78,111
Collection losses	12,094	24,967	-12,873
Ordinary maintenance	38,701	57,650	-18,950
Other operating expenses	154,124	137,539	16,584
Total operating expenses	902,472	790,389	112,083
OPERATING INCOME (LOSS)	104,805	224,045	-119,239
NON-OPERATING REVENUES (EXPENSES)			
Gain or (loss) on disposal of assets	0	-53	53
Interest expense	-301,402	-301,402	0
Total non-operating revenues (expenses)	-301,402	-301,455	53
Amortization and Depreciation expense	-370,970	-423,915	52,945
NET INCOME (LOSS)	-567,567	-501,326	-66,241

Brentwood PH & Affordable (.bpaal)

13 Month Rolling Income Statement

Period = Jun 2012

Book = Accrual

	Jun-12	May-12	Apr-12	Mar-12	Feb-12	Jan-12	Dec-11	Nov-11	Oct-11	Sep-11	Aug-11	Jul-11	Jun-11	Monthly Average
OPERATING REVENUES														
Federal rent subsidies	51,938	66,294	56,055	62,099	57,847	57,188	62,390	68,731	82,549	125,360	66,292	63,459	57,663	67,528
Rental income	103,700	102,752	101,520	102,173	101,552	102,095	97,557	100,584	99,820	97,844	100,820	101,428	104,820	101,282
Other operating revenue	4,646	4,280	4,760	14,404	7,256	6,719	4,787	1,534	4,125	4,895	4,273	4,195	3,185	5,312
Total operating revenues	160,284	173,325	162,335	178,676	166,655	166,002	164,735	170,849	186,494	228,099	171,386	169,082	165,668	174,122
OPERATING EXPENSES														
Salaries and benefits	26,721	26,959	26,601	26,343	26,026	24,018	26,374	30,350	27,715	26,527	30,581	25,082	25,607	26,839
Utilities	35,943	32,322	30,151	31,932	34,166	35,812	36,930	34,153	32,516	31,872	35,620	30,764	29,955	33,241
Contract costs	39,110	36,649	22,535	16,583	29,496	18,780	37,377	16,477	61,913	130,341	37,195	32,645	20,034	38,549
JHA fees for service	6,263	2,365	2,840	1,049	1,217	2,502	1,121	2,050	2,611	3,149	4,524	2,274	3,939	2,777
Insurance	25,746	25,746	25,458	26,393	30,372	25,459	12,564	12,564	12,558	17,319	12,319	17,324	17,321	20,088
Collection losses	1,819	998	2,741	3,413	2,319	805	-7,823	1,904	695	-68	909	2,844	1,669	940
Ordinary maintenance	7,580	9,943	5,360	5,811	4,757	5,249	-1,788	6,221	25,838	24,944	6,400	7,108	13,673	9,315
Other operating expenses	44,805	20,603	18,065	34,414	17,544	18,694	17,467	28,929	22,674	26,553	18,106	19,841	23,643	23,949
Total operating expenses	187,986	155,584	133,751	147,938	145,896	131,317	122,221	132,649	186,720	260,637	145,653	137,881	135,842	155,698
OPERATING INCOME (LOSS)	-27,702	17,741	28,584	30,737	20,759	34,685	42,514	38,201	-226	-32,538	25,732	31,200	29,827	18,424
NON-OPERATING REVENUES (EXPENSES)														
Gain or (loss) on disposal of assets	0	0	0	0	0	0	-3	0	0	0	0	0	-23	-2
Interest expense	-50,234	-50,234	-50,234	-50,234	-50,234	-50,234	-50,234	-50,234	-50,234	-50,234	-50,234	-50,234	-50,234	-50,234
Total non-operating revenues (expenses)	-50,234	-50,234	-50,234	-50,234	-50,234	-50,234	-50,237	-50,234	-50,234	-50,234	-50,234	-50,234	-50,257	-50,236
Amortization and Depreciation expense	-60,860	-60,882	-61,293	-61,777	-62,373	-63,787	-65,096	-65,734	-66,265	-66,614	-66,792	-67,065	-67,679	-64,324
NET INCOME (LOSS)	-138,795	-93,374	-82,942	-81,273	-91,848	-79,335	-72,819	-77,767	-116,725	-149,386	-91,294	-86,098	-88,109	-96,136

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:	**Grant Type and Number**		**FFY of Grant:**
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29R001502-12	Replacemnt Housing Factor Grant No:	2012
	Date of CFFP:		**FFY of Grant Approval:** 2012

Type of Grant:

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no: 1) 03 31 12**
☐ **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-CFRG Funds				
2	1406 Operations (may not exceed 20% of line 21)[3]	-	-	-	-
3	1408 Management Improvements Soft Costs	-	-	-	-
4	1410 Administration (may not exceed 10% of line 21)	-			
5	1411 Audit	-			
6	1415 Liquidated Damages	-			
7	1430 Fees and Costs	-			
8	1440 Site Acqusition	-			
9	1450 Site Improvement	-			
10	1460 Dwelling Structures	-			
11	1465.1 Dwelling Equipment--Nonexpendable	-			
12	1470 Nondwelling Structures	-			
13	1475 Nondwelling Equipment	-			
14	1485 Demolition	-			
16	1492 Moving to Work Demonstration	-			
17	1495.1 Relocation Costs	-			
18	1499 Development Activties[4]	442,390.00	442,390.00		
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)	442,390.00	442,390.00	-	-
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities		-	-	-
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				

[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
Expires 4/30/2011

Part I: Summary

PHA Name:	**Grant Type and Number**		**FFY of Grant:**
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29R001502-12 Date of CFFP:	Replacemnt Housing Factor Grant No:	2012
			FFY of Grant Approval: 2012

Type of Grant:

- [ ] **Original Annual Statement**
- [ ] **Reserve for Disasters/Emergencies**
- [x] **Revised Annual Statement (revision no: 1) 03 31 12**
- [ ] **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

Signature of Executive Director	Date	Signature of Public Housing Director	Date
	7/3/12		

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

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29R001502-12 CFFP (Yes/No): Replacement Housing Factor Grant No:				Federal FY of Grant 2012	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised[1]	Funds Obligated[2]	Funds Expended[2]
Administration	Development Activities	1499		13,271.00	13,271.00		
PHA Wide FL01	Development Activities	1499		429,119.00	12,393.00		
Carington Place FL01-050	Development Activities	1499			416,726.00		
Total				442,390.00	442,390.00	-	-

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

Part II: Supporting Pages

PHA Name:	Grant Type and Number	FFY of Grant
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29R001502-12 Replacement Housing Factor Grant No: CFFP (Yes/No):	2012

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
		Original Obligation End Date	Actual Obligation End Date		Original Expenditure End Date	Actual Expenditure End Date		
Administration		09/30/14			09/30/16			
Development Activities		09/30/14			09/30/16			

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

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 3/31/2014

Part I: Summary

PHA Name:	**Grant Type and Number**		**FFY of Grant:**
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29E00150111 Date of CFFP:	Replacemnt Housing Factor Grant No:	2012
			FFY of Grant Approval: 2012

Type of Grant:

- [ ] **Original Annual Statement**
- [ ] **Reserve for Disasters/Emergencies**
- [X] **Revised Annual Statement (revision no: 1) 03 2012**
- [ ] **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]	-	-	-	-
3	1408 Management Improvements	-	-	-	-
4	1410 Administration (may not exceed 10% of line 21)	-	-	-	-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	-	-	-	-
8	1440 Site Acqusition	-	-	-	-
9	1450 Site Improvement	133,000.00	133,000.00	-	-
10	1460 Dwelling Structures	-	-	-	-
11	1465.1 Dwelling Equipment--Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	-	-	-	-
14	1485 Demolition				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activties[4]				
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)	133,000.00	133,000.00	-	-
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	-	-	-	-
23	Amount of line 20 Related to Security--Soft Costs			-	-
24	Amount of line 20 Related to Security--Hard Costs	133,000.00	133,000.00		
25	Amount of line 20 Related to Energy Conservation Measures				

[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 Expires 3/31/2014
Part I: Summary		
PHA Name: Jacksonville Housing Authority	**Grant Type and Number** Capital Fund Program Grant No: FL29E00150111 Date of CFFP: _____ Replacemnt Housing Factor Grant No:	**FFY of Grant:** 2012 **FFY of Grant Approval:** 2012

Type of Grant:

- [ ] **Original Annual Statement**
- [ ] **Reserve for Disasters/Emergencies**
- [x] **Revised Annual Statement (revision no: 1) 03 2012**
- [ ] **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
Signature of Executive Director		Date 7/3/12	Signature of Public Housing Director		Date

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29E00150111 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2012

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised1	Funds Obligated2	Funds Expended2	
Southwind FL1-13	Security Lighting	1450		83,000.00	83,000.00			
	Security Cameras	1450		50,000.00	50,000.00			
Total				133,000.00	133,000.00	-	-	

1 To be completed for the Perfromance and Evaluation Report or a Revised Annual Statement
2 To be completed for the Performance and Evaluation Report
FL29E00150111_5 yr plan_03 2012 h

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
Expires 3/31/2014

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority		**Grant Type and Number** Capital Fund Program Grant No: FL29E00150111 CFFP (Yes/No): Replacement Housing Factor Grant No:						**FFY of Grant** 2012
Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
		Original Obligation End Date	Actual Obligation End Date		Original Expenditure End Date	Actual Expenditure End Date		
Southwind FL1-13	Security Lighting	03/31/13			03/31/14			
	Security Cameras	03/31/13			03/31/14			

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

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 8/30/2011

Part I: Summary

PHA Name:	**Grant Type and Number**		**FFY of Grant:**
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29R001502-11 Date of CFFP:	Replacemnt Housing Factor Grant No:	2011
			FFY of Grant Approval: 2011

Type of Grant:

- [ ] **Original Annual Statement**
- [ ] **Reserve for Disasters/Emergencies**
- [x] **Revised Annual Statement (revision no: 1) as of 03 31 12**
- [ ] **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-CFRG Funds				
2	1406 Operations (may not exceed 20% of line 21)[3]	-	-	-	-
3	1408 Management Improvements Soft Costs	-	-	-	-
4	1410 Administration (may not exceed 10% of line 21)	-			
5	1411 Audit	-			
6	1415 Liquidated Damages	-			
7	1430 Fees and Costs	-			
8	1440 Site Acqusition	-			
9	1450 Site Improvement	-			
10	1460 Dwelling Structures	-			
11	1465.1 Dwelling Equipment--Nonexpendable	-			
12	1470 Nondwelling Structures	-			
13	1475 Nondwelling Equipment	-			
14	1485 Demolition	-			
16	1492 Moving to Work Demonstration	-			
17	1495.1 Relocation Costs	-			
18	1499 Development Activties[4]	425,231.00	425,231.00		
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)	425,231.00	425,231.00	-	-
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities		-	-	-
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				

[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
Expires 8/30/2011

Part I: Summary

PHA Name:	**Grant Type and Number**		**FFY of Grant:**
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29R001502-11 Date of CFFP:	Replacemnt Housing Factor Grant No:	2011
			FFY of Grant Approval: 2011

Type of Grant:

- [ ] **Original Annual Statement**
- [ ] **Reserve for Disasters/Emergencies**
- [x] **Revised Annual Statement (revision no: 1) 03 31 12**
- [ ] **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**

Signature of Executive Director	**Date**	**Signature of Public Housing Director**	**Date**
	7/3/12		

Part II: Supporting Pages

PHA Name:	Grant Type and Number	Federal FY of Grant
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29R001502-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	2011

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised[1]	Funds Obligated[2]	Funds Expended[2]	
Administration	Development Activities	1499		12,757.00	12,757.00			
Riviera North FL01-049	Development Activities	1499		412,474.00				
Carrington Place FL01-50	Development Activities	1499			412,474.00			
Total				425,231.00	425,231.00	-	-	

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

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
Expires 3/31/2014

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29R001502-11 Replacement Housing Factor Grant No:	CFFP (Yes/No):	FFY of Grant 2011

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)		All Funds Expended (Quarter End Date)		Reasons for Revised Target Dates[1]
		Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Administration	Development Activities	09/30/13		09/30/15		
Carrington Place FL01-50	Development Activities	09/30/13		09/30/15		

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

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 3/31/2014

Part I: Summary

PHA Name:	**Grant Type and Number**		**FFY of Grant:**
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29P001501-12	Replacemnt Housing Factor Grant No:	2012
	Date of CFFP:		**FFY of Grant Approval:** 2012

Type of Grant:

- [ ] **Original Annual Statement**
- [ ] **Reserve for Disasters/Emergencies**
- [x] **Revised Annual Statement (revision no: 1) 3/31/12**
- [ ] **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]	1,000.00	1,000.00	-	-
3	1408 Management Improvements	598,116.00	598,116.00	-	-
4	1410 Administration (may not exceed 10% of line 21)	299,058.00	299,058.00	-	-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	49,700.00	92,406.00	-	-
8	1440 Site Acqusition	-	-	-	-
9	1450 Site Improvement	388,000.00	418,500.00	-	-
10	1460 Dwelling Structures	1,162,706.00	1,049,000.00	-	-
11	1465.1 Dwelling Equipment--Nonexpendable	20,000.00	20,000.00	-	-
12	1470 Nondwelling Structures	125,600.00	225,600.00	-	-
13	1475 Nondwelling Equipment	344,100.00	284,600.00	-	-
14	1485 Demolition				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,300.00	2,300.00	-	-
18	1499 Development Activties[4]				
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)	2,990,580.00	2,990,580.00	-	-
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	74,500.00	84,500.00	-	-
23	Amount of line 20 Related to Security--Soft Costs	436,700.00	436,600.00	-	-
24	Amount of line 20 Related to Security--Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

[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
Expires 3/31/2014

Part I: Summary

PHA Name:	**Grant Type and Number**		**FFY of Grant:**
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29P001501-12 Date of CFFP:	Replacemnt Housing Factor Grant No:	2012
			FFY of Grant Approval: 2012

Type of Grant:

- [ ] **Original Annual Statement**
- [ ] **Reserve for Disasters/Emergencies**
- [x] **Revised Annual Statement (revision no: 1) 3/31/12**
- [ ] **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

Signature of Executive Director	Date	Signature of Public Housing Director	Date
	7/3/12		

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-12 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2012

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised1	Funds Obligated2	Funds Expended2	
Anders FL1-15	Security Services	1408		100.00	100.00	-		
	Management Improvement	1408		100.00	100.00	-		
	A&E Services	1430		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Fencing	1450		500.00	500.00	-		
	Porch Columns	1450		5,000.00	5,000.00	-		
	Landscaping	1450		2,000.00	2,000.00	-		
	Site Lighting	1450		1,000.00	1,000.00	-		
	Unit Renov/Modernization	1460		9,500.00	9,500.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Cabinets	1460		500.00	500.00	-		
	Roofing	1460		50,000.00	50,000.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Anders Scattered Sites FL1-1	ADA Sidewalks	1450		500.00	500.00	-		
	Security Services	1408		100.00	100.00	-		
	Landscaping	1450		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	Concrete Work	1450			5,000.00	-		
	Fencing	1450			1,000.00	-		
	Site Lighting	1450		500.00	500.00	-		
	Unit Renov/Modernization	1460		5,000.00	5,000.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	500.00	-		
	Paint/Pressure Wash	1460		500.00	500.00	-		
	Window Replacement	1460		500.00	500.00	-	-	
	Roofing	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Baldwin FL1-08	Security Services	1408		100.00	100.00	-		
	Social Services	1408		100.00	100.00	-		
	A&E Services	1430		200.00	200.00	-		
	Sidewalks/Curbs	1450		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Landscaping	1450		1,000.00	1,000.00	-		

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

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-12 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2012

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Paving	1450		500.00	500.00	-		
	Tree Trimming	1450		1,000.00	1,000.00	-		
	Site Lighting	1450		10,000.00	-	-		
	Paint/Pressure Wash	1460		500.00	500.00	-		
	Unit Renov/Modernization	1460		5,000.00	5,000.00	-	-	
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	500.00	-		
	Roofs	1460		1,000.00	1,000.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	HVAC	1460		1,000.00	1,000.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-Dwelling Equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Blodgett FL1-32	Security Services	1408		100.00	100.00	-		
	Social Services	1408		8,000.00	8,000.00	-	-	
	A&E Services	1430		500.00	500.00	-		
	Sidewalks	1450		1,000.00	1,000.00	-		
	Landscaping	1450		1,000.00	1,000.00	-		
	Fencing	1450		1,000.00	1,000.00	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Tree Trimming	1450		500.00	500.00	-		
	Unit Renov/Modernization	1460		10,000.00	10,000.00	-		
	Roofs	1460		100,000.00	65,000.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Painting/Pressure Washing	1460		1,000.00	1,000.00	-		
	Gutters	1460		20,000.00	20,000.00	-		
	Cabinets	1460		10,000.00	10,000.00	-	-	
	HVAC	1460		5,000.00	40,000.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		1,000.00	1,000.00	-	-	
	Relocation	1495		100.00	100.00	-		
Brentwood FL1-48	Security Services	1408		80,000.00	80,000.00	-	-	
	Social Services	1408		100.00	100.00	-		
	A&E Services	1430		500.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-	-	
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1460		1,000.00	1,000.00	-	-	
	HVAC	1460		500.00	500.00	-		
	Unit Renovation/Modernization	1460		5,000.00	5,000.00	-		
	Painting/Pressure Washing	1460		500.00	500.00	-		
	Cabinets	1460		1,000.00	1,000.00	-		

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Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-12 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2012

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Elevator		1460		500.00	500.00	-		
	Non-dwelling structure		1470		500.00	500.00	-		
	Security Cameras-Faith Bldg		1475		39,000.00	-	-	-	
	Dumpster Can Repair (PH portion)		1475		20,000.00	20,000.00	-	-	
	Non-dwelling equipment		1475		1,000.00	1,000.00	-		
	Relocation		1495		100.00	100.00	-		
Centennial Tower FL1-17	Security Services		1408		80,000.00	80,000.00	-	-	
	Social Services		1408		5,000.00	5,000.00	-		
	A&E Services		1430		500.00	500.00	-	-	
	Landscaping		1450		9,000.00	9,000.00	-		
	Site Improvement		1450		500.00	500.00	-		
	ADA Compliance		1450		1,000.00	1,000.00	-		
	Site Lighting		1450		1,000.00	1,000.00	-		
	Sidewalks/Paving		1450		3,000.00	3,000.00	-		
	Roof Repair		1460		7,500.00	7,500.00	-		
	Unit Renovation/Modernization		1460		5,000.00	5,000.00	-		
	Bathroom Ventalation		1460		25,000.00	-	-		
	Elevators		1460		1,000.00	1,000.00	-		
	ADA Compliance		1460		1,000.00	1,000.00	-		
	Site Lighting		1450		1,000.00	1,000.00	-		
	Cabinets		1460		5,000.00	5,000.00	-		
	Dwelling Equipment		1465		5,000.00	5,000.00	-		
	Non-dwelling Structure		1470		5,000.00	5,000.00	-	-	
	Security Cameras-All Floors		1475		50,000.00	36,000.00	-		
	Replace Call System		1475		50,000.00	100,000.00	-		
	Non-dwelling equipment		1475		500.00	500.00	-		
	Relocation		1495		100.00	100.00	-		
Centennial TH East FL1-18 (	Security Services		1408		100.00	100.00	-		
	Social Services		1408		100.00	100.00	-		
	A&E Services		1430		500.00	500.00	-		
	Paving		1450		500.00	500.00	-		
	Site Improvement		1450		500.00	500.00	-	-	
	ADA Compliance		1450		500.00	500.00	-		
	Landscaping		1450		500.00	20,000.00	-		
	Site Lighting		1450		6,000.00	500.00	-		
	Tree Removal/Maintenance		1450		500.00	500.00	-		
	Unit Renovation/Modernization		1460		5,000.00	5,000.00	-		
	Gutters		1460		500.00	500.00	-		
	Paint/Pressure Wash		1460		1,000.00	1,000.00	-		
	Vinyl Siding		1460		500.00	500.00	-		
	Cabinets		1460		1,000.00	1,000.00	-		
	ADA Compliance		1460		500.00	500.00	-		
	Dwelling Equipment		1465		500.00	500.00	-		

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Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-12 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2012

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	1,000.00	-		
	Meter Centers	1475		5,000.00	-	-		
	Cuircuit Panel Inspect/Replace	1475		11,000.00		-		
	Relocation	1495		100.00	100.00	-		
Centennial TH West FL1-18	Security Services	1408		100.00	100.00	-		
	Social Services	1408		100.00	100.00	-		
	A&E Services	1430		500.00	500.00	-	-	
	Tree Removal/Maintenance	1450		500.00	500.00	-		
	Dumpster Enclosures	1450		500.00	500.00	-		
	Site Improvement	1450		1,000.00	1,000.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Landscaping	1450		500.00	20,000.00	-		
	Paving	1450		20,000.00	55,000.00	-		
	Site Lighting	1450		500.00	500.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Unit Renovation/Modernization	1460		5,000.00	5,000.00	-		
	Cabinets	1460		1,000.00	1,000.00	-		
	Gutters	1460		500.00	500.00	-		
	Vinyl Siding	1460		500.00	500.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Cuircuit Panel Inspect/Replace	1475		13,000.00	-	-		
	Meter Centers	1475		5,000.00	-	-		
	Relocation	1495		100.00	100.00	-		
Colonial FL 1-46	Security Services	1408		100.00	100.00	-		
	Social Services	1408		100.00	100.00	-		
	A&E Services	1430		500.00	500.00	-		
	ADA Sidewalks	1450		500.00	500.00	-		
	Landscaping	1450		10,000.00	10,000.00	-		
	Site Lighting	1450		500.00	500.00	-		
	Paving	1450		50,000.00	50,000.00	-	-	
	Sidewalks	1450		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	Site Lighting	1450		500.00	500.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Unit Renovation/Modernization	1460		5,000.00	5,000.00	-		
	Window Replacement	1460		50,000.00	50,000.00	-		
	Roofing	1460		1,000.00	1,000.00	-		
	HVAC	1460		10,000.00	5,000.00	-		
	Cabinets	1460		500.00	500.00	-		

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Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-12 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2012

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	ADA Compliance	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Fairway Oaks FL1-12	Security Services	1408		100.00	100.00	-		
	A&E Services	1430		500.00	500.00	-	-	
	Sidewalks	1450		500.00	500.00	-		
	Site Lighting	1450		500.00	500.00	-		
	ADA Sidewalks	1450		500.00	500.00	-		
	Landscaping	1450		500.00	20,000.00	-		
	Paving	1450		1,000.00	1,000.00	-		
	Fencing	1450		500.00	500.00	-		
	Dumpster Enclosures	1450		7,000.00	-	-		
	Site Improvement	1450		500.00	500.00	-		
	Tree Removal/Maintenance	1450		500.00	500.00	-	-	
	Unit Renovation/Modernization	1460		5,000.00	5,000.00	-		
	Renov Computer Lab to (504) Units	1460		50,000.00	60,000.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Cabinets	1460		500.00	500.00	-		
	Roofing	1460		25,000.00	25,000.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Fairway Oaks-Scattered Sites	Site Improvement	1450		500.00	500.00	-		
	Site Lighting	1450		500.00	500.00	-	-	
	Landscaping	1450		500.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Paint/Pressure Wash	1460		500.00	500.00	-		
	Unit Renovation/Modernization	1460		1,000.00	1,000.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		100.00	100.00	-		
	Non-dwelling equipment	1475		100.00	100.00	-		
	Relocation	1495		100.00	100.00	-		
Forest Meadows E FL1-15 (2	Security Services	1408		100.00	100.00	-		
	A&E Services	1430		500.00	500.00	-	-	
	Sidewalks/Curbs	1450		500.00	500.00	-		
	Fencing	1450		10,000.00	1,000.00	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Sidewalks/Railings	1450		500.00	500.00	-		

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Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-12 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2012

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Site Lighting	1450		500.00	500.00	-		
	Landscaping	1450		500.00	500.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Unit Renov/Modernization	1460		10,000.00	10,000.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	500.00	-		
	Roofs	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-Dwelling Equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Forest Meadows W FL1-15 (2	Security Services	1408		100.00	100.00	-		
	A&E Services	1430		500.00	500.00	-	-	
	Sidewalks/Patios	1450		20,000.00	20,000.00	-	-	
	Fencing	1450		500.00	500.00	-		
	Paving	1450		500.00	500.00	-		
	Community Sign	1450		8,000.00	-	-		
	Site Improvement	1450		500.00	500.00	-		
	Site Improvement-ADA Compliance	1450		500.00	500.00	-		
	Landscaping	1450		500.00	500.00	-		
	Tree Removal/Maintenance	1450		5,000.00	5,000.00	-		
	Unit Renov/Modernization	1460		10,000.00	10,000.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Roofs	1460		500.00	500.00	-		
	Gutters	1460		500.00	500.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-Dwelling Equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Hogan Creek FL1-19	Security Services	1408		80,000.00	80,000.00	-	-	
	Social Services	1408		10,000.00	10,000.00	-	-	
	A&E	1430		500.00	500.00	-	-	
	Landscaping	1450		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	Fencing	1450		500.00	500.00	-		
	Paving	1450		500.00	500.00	-		
	ADA Sidewalks	1450		500.00	500.00	-		
	Unit Renovation/Modernization	1460		10,000.00	10,000.00	-	-	
	Elevator	1460		10,000.00	1,000.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Cabinets	1460		5,000.00	5,000.00	-	-	

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Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-12 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2012

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	ADA Compliance	1460		500.00	500.00	-		
	Clean/ Repair Windows	1460		500.00	500.00	-		
	Dwelling Equipment	1465		5,000.00	5,000.00	-		
	Extend Office Area	1470				-		
	Non-dwelling structure	1470		1,000.00	1,000.00	-		
	Camera System	1475		50,000.00	75,000.00	-		
	Awning	1475		10,000.00	15,000.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-	-	
	Relocation	1495		100.00	100.00	-		
Jax Beach FL1-07	Security Services	1408		100.00	100.00	-		
	A&E Services	1430		500.00	500.00	-		
	ADA Sidewalks/Railings	1450		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	Site Lighting	1450		20,000.00	500.00	-		
	Landscaping	1450		500.00	500.00	-		
	Paving/Parking Lots/Concrete Pavers	1450		25,000.00	25,000.00	-		
	Tree Removal/Maintenance	1450		500.00	500.00	-		
	Concrete Walkways	1450		10,000.00	10,000.00	-		
	Paint/Pressure Wash	1460		25,000.00	500.00	-		
	Aluminum Facia-2 Story Bldgs	1460		30,000.00	-	-	-	
	Unit Renovation/Modernization	1460		10,000.00	5,000.00	-	-	
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-	-	
	Non-dwelling equipment	1475		500.00	500.00	-	-	
	Relocation	1495		100.00	100.00	-		
Jax Beach FL1-07 (Scat Sites	A&E Services	1430		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Window Replacement	1450				-		
	Window Replacement	1460		500.00	500.00	-	-	
	Cabinets	1460		500.00	500.00	-		
	Paint/Pressure Wash	1460		500.00	500.00	-		
	Unit Renovation/Modernization	1460		5,000.00	5,000.00	-	-	
	ADA Compliance	1460		500.00	500.00	-		
	Roofs	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Lindsey Terrace	Security Services	1408		100.00	100.00	-		
Oaks FL1-36	Security Services	1408		45,000.00	45,000.00	-	-	
	A&E Services	1430		500.00	500.00	-		
	Landscaping/Tree Maintenance	1450		1,000.00	1,000.00	-		

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PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-12 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2012

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Site Lighting	1450		5,000.00	5,000.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Dumpster Enclosures	1450		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	Paving	1450		500.00	500.00	-		
	Elevator	1460		1,000.00	1,000.00	-		
	HVAC	1460		1,000.00	1,000.00	-		
	Roofing	1460		25,000.00	25,000.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Stucco Fixed/Covered w/ Vinyl Siding	1460		25,000.00	-	-		
	Paint/Pressure Wash	1460		50,000.00	500.00	-		
	Vinyl Siding	1460		500.00	500.00	-		
	Cabinets	1460		500.00	500.00	-		
	Unit Renovation/Modernization	1460		10,000.00	10,000.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Riviera South FL 1-47	Security Services	1408		100.00	100.00	-		
	A&E Services	1430		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Landscaping	1450		4,000.00	4,000.00	-		
	Painting/Pressure Washing	1460		10,000.00	500.00	-		
	Paving	1450		500.00	500.00	-		
	Window Replacement	1460		50,000.00	103,000.00	-		
	Unit Renovation/Modernization	1460		10,000.00	5,000.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	500.00	-		
	HVAC	1460		1,000.00	1,000.00	-	-	
	Dwelling Equipment	1465		500.00	500.00	-		
	Community Center	1470		100,000.00	-	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Fire Pull Station	1475		50,000.00	-	-		
	Electrical Meter Banks	1475		10,000.00	12,000.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Riviera North FL 1-49	Security Services	1408		100.00	100.00	-		
	A&E Services	1430		500.00	15,000.00	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Landscaping	1450		1,000.00	1,000.00	-		
	Painting/Pressure Washing	1460		10,000.00	500.00	-		

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Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant 2012

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Paving	1450		500.00	500.00	-		
	Window Replacement	1460		50,000.00	103,000.00	-		
	Unit Renovation/Modernization	1460		10,000.00	5,000.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	500.00	-		
	HVAC	1460		1,000.00	1,000.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Community Center	1470			200,000.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Scattered Sites FL1-27,28,29	Security Services	1408		100.00	100.00	-		
	Social Services	1408		20,000.00	20,000.00	-	-	
	A&E Services	1430		500.00	500.00	-	-	
	Sidewalks	1450		25,000.00	25,000.00	-		
	Fencing	1450		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance/Sidewalk	1450		500.00	500.00	-		
	Parking Pads	1450		500.00	500.00	-		
	Landscaping	1450		500.00	500.00	-		
	Tree Maintenance	1450		15,000.00	15,000.00	-		
	Unit Renovation/Modernization	1460		10,000.00	10,000.00	-	-	
	Exhaust Fan Replacement	1460		5,000.00	-	-	-	
	Window Repair/Replacement	1460		500.00	500.00	-	-	
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	500.00	-	-	
	HVAC	1460		1,000.00	1,000.00	-	-	
	Gutters	1460		5,000.00	30,000.00	-	-	
	Roofing	1460		50,000.00	60,000.00	-	-	
	Painting/Pressure Washing	1460		10,000.00	10,000.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Southwind FL1-13	Security Services	1408		100.00	100.00	-		
	Social Services	1408		10,000.00	10,000.00	-	-	
	A&E Services	1430		20,000.00	20,000.00	-	-	
	Site Improvement	1450		500.00	500.00	-		
	Guardrail for wall (Bldg 42)	1450		10,000.00	-	-		
	Site Lighting	1450		500.00	500.00	-		
	ADA Compliance/Sidewalk	1450		500.00	500.00	-		
	Roof Replacement	1460		500.00	500.00	-	-	
	Unit Renovation/Modernization	1460		15,000.00	15,000.00	-		

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

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-12 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2012

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	ADA Compliance	1460		500.00	500.00	-		
	Painting/Pressure Washing	1460		33,706.00	30,000.00	-		
	Cabinets	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Twin Towers FL1-10	Security Services	1408		150,000.00	150,000.00	-	-	
	Social Services	1408		100.00	100.00	-		
	A & E Services	1430		20,000.00	45,000.00	-		
	Sidewalks	1450		500.00	500.00	-		
	ADA Sidewalks	1450		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	Concrete Pads	1450		500.00	500.00	-		
	Landscaping/Tree Maintenance	1450		500.00	500.00	-		
	Elevators	1460		500.00	500.00	-		
	Site Lighting	1460		500.00	500.00	-		
	Unit Renovation/Modernization	1460		15,000.00	15,000.00	-		
	Replace Electrical Panels	1460		5,000.00	-	-		
	Window Wall Replacement	1460		50,000.00	50,000.00	-		
	ADA Compliance	1460		500.00	500.00	-	-	
	Roofs	1460		500.00	500.00	-		
	Painting/Pressure Washing	1460		1,000.00	1,000.00	-		
	Spall Repairs	1460		50,000.00	50,000.00	-		
	Cabinets	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		5,000.00	5,000.00	-	-	
	Non-dwelling equipment	1475		20,000.00	15,000.00	-	-	
	Relocation	1495		100.00	100.00	-		
Victory Point FL1-14	Security Services	1408		100.00	100.00	-		
	Social Services	1408		10,000.00	10,000.00	-	-	
	A&E Services	1430		1,000.00	4,206.00	-		
	Sidewalks	1450		500.00	500.00	-		
	Dumpster Enclosures	1450		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	Tree Maintenance	1450		500.00	500.00	-		
	ADA Sidewalks	1450		500.00	500.00	-		
	Paving	1450		50,000.00	50,000.00	-		
	Unit Renovation/Modernization	1460		20,000.00	20,000.00	-	-	
	Painting/Pressure Washing	1460		1,000.00	1,000.00	-		
	Screen Replacement	1460		500.00	500.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Roofing	1460		5,000.00	5,000.00	-		

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

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-12 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2012

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Cabinets	1460		50,000.00	1,000.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Admin	Non-dwelling Structure	1470		5,000.00	5,000.00	-		
	Elevator	1470		1,000.00	1,000.00	-		
Management Imp	Training	1408		5,000.00	5,000.00	-		
	Remaing Budget Security	1408				-		
	Other Management/Resident Services	1408		20,000.00	20,000.00	-	-	
PHA Wide	Operations	1406		1,000.00	1,000.00	-		
	Planned Management Fees	1408		72,716.00	72,716.00	-		
Admin	Central Office Fees	1410		299,058.00	299,058.00	-	-	
Total				2,990,580.00	2,990,580.00	-	-	

1 To be completed for the Perfromance and Evaluation Report or a Revised Annual Statement
2 To be completed for the Performance and Evaluation Report
FL29P0010112_cf12 FY 2012_03 12_5yr plan h

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
Expires 3/31/2014

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 Replacement Housing Factor Grant No:	CFFP (Yes/No):	FFY of Grant 2012

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)		All Funds Expended (Quarter End Date)		Reasons for Revised Target Dates[1]
		Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
Anders FL1-15	Security Services	03/31/14		03/31/16		
	Management Improvement	03/31/14		03/31/16		
	A&E Services	03/31/14		03/31/16		
	Site Improvement	03/31/14		03/31/16		
	ADA Compliance	03/31/14		03/31/16		
	Fencing	03/31/14		03/31/16		
	Porch Columns	03/31/14		03/31/16		
	Landscaping	03/31/14		03/31/16		
	Site Lighting	03/31/14		03/31/16		
	Unit Renov/Modernization	03/31/14		03/31/16		
	ADA Compliance	03/31/14		03/31/16		
	Paint/Pressure Wash	03/31/14		03/31/16		
	Cabinets	03/31/14		03/31/16		
	Roofing	03/31/14		03/31/16		
	Dwelling Equipment	03/31/14		03/31/16		
	Non-dwelling structure	03/31/14		03/31/16		
	Non-dwelling equipment	03/31/14		03/31/16		
	Relocation	03/31/14		03/31/16		
Anders Scattered Sites FL1-15 (162)	ADA Sidewalks	03/31/14		03/31/16		
	Security Services	03/31/14		03/31/16		
	Landscaping	03/31/14		03/31/16		
	Site Improvement	03/31/14		03/31/16		
	Concrete Work	03/31/14		03/31/16		
	Fencing	03/31/14		03/31/16		
	Site Lighting	03/31/14		03/31/16		
	Unit Renov/Modernization	03/31/14		03/31/16		
	ADA Compliance	03/31/14		03/31/16		
	Cabinets	03/31/14		03/31/16		
	Paint/Pressure Wash	03/31/14		03/31/16		
	Window Replacement	03/31/14		03/31/16		
	Roofing	03/31/14		03/31/16		
	Dwelling Equipment	03/31/14		03/31/16		
	Non-dwelling equipment	03/31/14		03/31/16		
	Relocation	03/31/14		03/31/16		

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 Replacement Housing Factor Grant No:			CFFP (Yes/No):			FFY of Grant 2012
Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
Baldwin FL1-08	Security Services	03/31/14			03/31/16			
	Social Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Sidewalks/Curbs	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Paving	03/31/14			03/31/16			
	Tree Trimming	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	Paint/Pressure Wash	03/31/14			03/31/16			
	Unit Renov/Modernization	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	Roofs	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	HVAC	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Non-Dwelling Equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Blodgett FL1-32	Security Services	03/31/14			03/31/16			
	Social Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Sidewalks	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Fencing	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Tree Trimming	03/31/14			03/31/16			
	Unit Renov/Modernization	03/31/14			03/31/16			
	Roofs	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Painting/Pressure Washing	03/31/14			03/31/16			
	Gutters	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	HVAC	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 Replacement Housing Factor Grant No:	CFFP (Yes/No):	FFY of Grant 2012

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Non-dwelling structure	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Brentwood FL1-48	Security Services	03/31/14			03/31/16			
	Social Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	HVAC	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	Painting/Pressure Washing	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	Elevator	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Security Cameras-Faith Bldg	03/31/14			03/31/16			
	Dumpster Can Repair (PH portion	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Centennial Tower FL1-17	Security Services	03/31/14			03/31/16			
	Social Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	Sidewalks/Paving	03/31/14			03/31/16			
	Roof Repair	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	Bathroom Ventalation	03/31/14			03/31/16			
	Elevators	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling Structure	03/31/14			03/31/16			
	Security Cameras-All Floors	03/31/14			03/31/16			

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 Replacement Housing Factor Grant No:	CFFP (Yes/No):	FFY of Grant 2012

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Replace Call System	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Centennial TH East FL1-18 (17)	Security Services	03/31/14			03/31/16			
	Social Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Paving	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	Tree Removal/Maintenance	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	Gutters	03/31/14			03/31/16			
	Paint/Pressure Wash	03/31/14			03/31/16			
	Vinyl Siding	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Meter Centers	03/31/14			03/31/16			
	Cuircuit Panel Inspect/Replace	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Centennial TH West FL1-18 (18)	Security Services	03/31/14			03/31/16			
	Social Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Tree Removal/Maintenance	03/31/14			03/31/16			
	Dumpster Enclosures	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Paving	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	Paint/Pressure Wash	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 Replacement Housing Factor Grant No:	CFFP (Yes/No):	FFY of Grant 2012

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Gutters	03/31/14			03/31/16			
	Vinyl Siding	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Cuircuit Panel Inspect/Replace	03/31/14			03/31/16			
	Meter Centers	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Colonial FL 1-46	Security Services	03/31/14			03/31/16			
	Social Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	ADA Sidewalks	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	Paving	03/31/14			03/31/16			
	Sidewalks	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	Paint/Pressure Wash	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	Window Replacement	03/31/14			03/31/16			
	Roofing	03/31/14			03/31/16			
	HVAC	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Fairway Oaks FL1-12	Security Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Sidewalks	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	ADA Sidewalks	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Paving	03/31/14			03/31/16			

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 Replacement Housing Factor Grant No:	CFFP (Yes/No):	FFY of Grant 2012

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Fencing	03/31/14			03/31/16			
	Dumpster Enclosures	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	Tree Removal/Maintenance	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	Renov Computer Lab to (504) Uni	03/31/14			03/31/16			
	Paint/Pressure Wash	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	Roofing	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Fairway Oaks-Scattered Sites FL1-12	Site Improvement	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Paint/Pressure Wash	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Forest Meadows E FL1-15 (21)	Security Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Sidewalks/Curbs	03/31/14			03/31/16			
	Fencing	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	ADA Sidewalks/Railings	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Paint/Pressure Wash	03/31/14			03/31/16			
	Unit Renov/Modernization	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			

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
Expires 3/31/2014

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 Replacement Housing Factor Grant No:	CFFP (Yes/No):	FFY of Grant 2012

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Roofs	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Non-Dwelling Equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Forest Meadows W FL1-15 (20)	Security Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Sidewalks/Patios	03/31/14			03/31/16			
	Fencing	03/31/14			03/31/16			
	Paving	03/31/14			03/31/16			
	Community Sign	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	Site Improvement-ADA Compliance	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Tree Removal/Maintenance	03/31/14			03/31/16			
	Unit Renov/Modernization	03/31/14			03/31/16			
	Paint/Pressure Wash	03/31/14			03/31/16			
	Roofs	03/31/14			03/31/16			
	Gutters	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Non-Dwelling Equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Hogan Creek FL1-19	Security Services	03/31/14			03/31/16			
	Social Services	03/31/14			03/31/16			
	A&E	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	Fencing	03/31/14			03/31/16			
	Paving	03/31/14			03/31/16			
	ADA Sidewalks	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	Elevator	03/31/14			03/31/16			
	Paint/Pressure Wash	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 Replacement Housing Factor Grant No:	CFFP (Yes/No):	FFY of Grant 2012

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	ADA Compliance	03/31/14			03/31/16			
	Clean/ Repair Windows	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Extend Office Area	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Camera System	03/31/14			03/31/16			
	Awning	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Jax Beach FL1-07	Security Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	ADA Sidewalks/Railings	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Paving/Parking Lots/Concrete Pav	03/31/14			03/31/16			
	Tree Removal/Maintenance	03/31/14			03/31/16			
	Concrete Walkways	03/31/14			03/31/16			
	Paint/Pressure Wash	03/31/14			03/31/16			
	Aluminum Facia-2 Story Bldgs	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Jax Beach FL1-07 (Scat Sites 161)	A&E Services	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Window Replacement	03/31/14			03/31/16			
	Window Replacement	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	Paint/Pressure Wash	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Roofs	03/31/14			03/31/16			

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 Replacement Housing Factor Grant No:	CFFP (Yes/No):	FFY of Grant 2012

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Dwelling Equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Lindsey Terrace	Security Services	03/31/14			03/31/16			
Oaks FL1-36	Security Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Landscaping/Tree Maintenance	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Dumpster Enclosures	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	Paving	03/31/14			03/31/16			
	Elevator	03/31/14			03/31/16			
	HVAC	03/31/14			03/31/16			
	Roofing	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Stucco Fixed/Covered w/ Vinyl Sic	03/31/14			03/31/16			
	Paint/Pressure Wash	03/31/14			03/31/16			
	Vinyl Siding	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Riviera South FL 1-47	Security Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Painting/Pressure Washing	03/31/14			03/31/16			
	Paving	03/31/14			03/31/16			
	Window Replacement	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	HVAC	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 Replacement Housing Factor Grant No:	CFFP (Yes/No):	FFY of Grant 2012

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Community Center	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Fire Pull Station	03/31/14			03/31/16			
	Electrical Meter Banks	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Riviera North FL 1-49	Security Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Painting/Pressure Washing	03/31/14			03/31/16			
	Paving	03/31/14			03/31/16			
	Window Replacement	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	HVAC	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Community Center	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Scattered Sites FL1-27,28,29,31	Security Services	03/31/14			03/31/16			
	Social Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Sidewalks	03/31/14			03/31/16			
	Fencing	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	ADA Compliance/Sidewalk	03/31/14			03/31/16			
	Parking Pads	03/31/14			03/31/16			
	Landscaping	03/31/14			03/31/16			
	Tree Maintenance	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	Exhaust Fan Replacement	03/31/14			03/31/16			
	Window Repair/Replacement	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 CFFP (Yes/No): Replacement Housing Factor Grant No:	FFY of Grant 2012

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Cabinets	03/31/14			03/31/16			
	HVAC	03/31/14			03/31/16			
	Gutters	03/31/14			03/31/16			
	Roofing	03/31/14			03/31/16			
	Painting/Pressure Washing	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Southwind FL1-13	Security Services	03/31/14			03/31/16			
	Social Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	Guardrail for wall (Bldg 42)	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	ADA Compliance/Sidewalk	03/31/14			03/31/16			
	Roof Replacement	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Painting/Pressure Washing	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Twin Towers FL1-10	Security Services	03/31/14			03/31/16			
	Social Services	03/31/14			03/31/16			
	A & E Services	03/31/14			03/31/16			
	Sidewalks	03/31/14			03/31/16			
	ADA Sidewalks	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	Concrete Pads	03/31/14			03/31/16			
	Landscaping/Tree Maintenance	03/31/14			03/31/16			
	Elevators	03/31/14			03/31/16			
	Site Lighting	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	Replace Electrical Panels	03/31/14			03/31/16			

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 Replacement Housing Factor Grant No:			CFFP (Yes/No):			FFY of Grant 2012
Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Window Wall Replacement	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Roofs	03/31/14			03/31/16			
	Painting/Pressure Washing	03/31/14			03/31/16			
	Spall Repairs	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Victory Point FL1-14	Security Services	03/31/14			03/31/16			
	Social Services	03/31/14			03/31/16			
	A&E Services	03/31/14			03/31/16			
	Sidewalks	03/31/14			03/31/16			
	Dumpster Enclosures	03/31/14			03/31/16			
	Site Improvement	03/31/14			03/31/16			
	Tree Maintenance	03/31/14			03/31/16			
	ADA Sidewalks	03/31/14			03/31/16			
	Paving	03/31/14			03/31/16			
	Unit Renovation/Modernization	03/31/14			03/31/16			
	Painting/Pressure Washing	03/31/14			03/31/16			
	Screen Replacement	03/31/14			03/31/16			
	ADA Compliance	03/31/14			03/31/16			
	Roofing	03/31/14			03/31/16			
	Cabinets	03/31/14			03/31/16			
	Dwelling Equipment	03/31/14			03/31/16			
	Non-dwelling structure	03/31/14			03/31/16			
	Non-dwelling equipment	03/31/14			03/31/16			
	Relocation	03/31/14			03/31/16			
Admin	Non-dwelling Structure	03/31/14			03/31/16			
	Elevator	03/31/14			03/31/16			
Management Imp	Training	03/31/14			03/31/16			
	Remaing Budget Security	03/31/14			03/31/16			
	Other Management/Resident Serv	03/31/14			03/31/16			
PHA Wide	Operations	03/31/14			03/31/16			
	Planned Management Fees	03/31/14			03/31/16			
Admin	Central Office Fees	03/31/14			03/31/16			

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P001501-12 Replacement Housing Factor Grant No:			CFFP (Yes/No):			FFY of Grant 2012
Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]

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 3/31/2014

Part I: Summary

PHA Name:	**Grant Type and Number**		**FFY of Grant:**
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29P001501-11 Date of CFFP:	Replacemnt Housing Factor Grant No:	2011
			FFY of Grant Approval: 2011

Type of Grant:

☐ **Original Annual Statement** ☐ **Reserve for Disasters/Emergencies** ☒ **Revised Annual Statement (revision no: 1) 3/31/12**

☐ **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]	1,000.00	1,000.00	-	-
3	1408 Management Improvements	653,358.80	653,358.80	246,046.84	241,106.29
4	1410 Administration (may not exceed 10% of line 21)	326,679.40	326,679.00	326,679.00	326,679.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,200.00	243,609.51	116,189.20	625.00
8	1440 Site Acqusition	-	-	-	-
9	1450 Site Improvement	223,000.00	420,317.93	17,645.17	8,702.17
10	1460 Dwelling Structures	1,238,876.80	1,144,512.22	191,248.07	120,112.84
11	1465.1 Dwelling Equipment--Nonexpendable	45,536.00	7,400.00	-	-
12	1470 Nondwelling Structures	206,243.00	47,524.23	26,132.23	1,683.71
13	1475 Nondwelling Equipment	554,600.00	419,992.31	67,080.19	25,346.04
14	1485 Demolition				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,300.00	2,400.00	-	-
18	1499 Development Activties[4]				
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)	3,266,794.00	3,266,794.00	991,020.70	724,255.05
21	Amount of line 20 Related to LBP Activities		97,715.27		
22	Amount of line 20 Related to Section 504 Activities	24,500.00	40,309.32	9,404.63	-
23	Amount of line 20 Related to Security--Soft Costs	436,600.00	559,285.37	187,032.86	187,032.86
24	Amount of line 20 Related to Security--Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

[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
Expires 3/31/2014

Part I: Summary

PHA Name:	**Grant Type and Number**		**FFY of Grant:**
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29P001501-11 Date of CFFP:	Replacemnt Housing Factor Grant No:	2011
			FFY of Grant Approval: 2011

Type of Grant:

- [ ] **Original Annual Statement**
- [ ] **Reserve for Disasters/Emergencies**
- [x] **Revised Annual Statement (revision no: 1) 3/31/12**
- [ ] **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**

Signature of Executive Director	**Date**	**Signature of Public Housing Director**	**Date**
	7/3/12		

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2011

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised1	Funds Obligated2	Funds Expended2	
Anders FL1-15	Security Services	1408		100.00	-	-		
	Management Improvement	1408		100.00	135.00	135.00	135.00	
	A&E Services	1430		500.00	4,555.97	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Landscaping	1450		4,500.00	500.00	-		
	Site Lighting	1450		1,000.00	100.00	-		
	Unit Renov/Modernization	1460		9,500.00	14,726.02	8,681.02	8,681.02	
	ADA Compliance	1460		500.00	500.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Cabinets	1460		500.00	500.00	-		
	Roofing	1460		500.00	37,495.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Anders Scattered Sites FL1-1	ADA Sidewalks	1450		500.00	500.00	-		
	A&E Services	1430			138.06	-		
	Security Services	1408		100.00	-	-		
	Landscaping	1450		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1450			500.00	-		
	Site Lighting	1450		500.00	500.00	-		
	Unit Renov/Modernization	1460		5,000.00	8,588.00	8,588.00	-	
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	2,997.00	2,997.00	-	
	Paint/Pressure Wash	1460		1,000.00	500.00	-		
	Window Replacement	1460		1,000.00	-	-		
	Roofing	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	200.00	-		
	Non-dwelling equipment	1475		500.00	100.00	-		
	Relocation	1495		100.00	100.00	-		
Baldwin FL1-08	Security Services	1408		100.00	-	-		
	Social Services	1408		100.00	-	-		
	A&E Services	1430		200.00	4,994.83	-		
	Sidewalks/Curbs	1450		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Landscaping	1450		1,000.00	500.00	-		
	Paving	1450		500.00	500.00	-		
	Tree Trimming	1450		1,000.00	500.00	-		

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

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2011

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Site Lighting	1450		1,000.00	500.00	-		
	Paint/Pressure Wash	1460		500.00	500.00	-		
	Unit Renov/Modernization	1460		2,000.00	7,090.00	3,990.00	3,990.00	
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	500.00	-		
	Roofs	1460		1,000.00	44,082.50	-		
	Dwelling Equipment	1465		500.00	200.00	-		
	HVAC	1460		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-Dwelling Equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Blodgett FL1-32	Security Services	1408		100.00	-	-		
	Social Services	1408		8,000.00	4,327.92	4,327.92	4,327.92	
	A&E Services	1430		500.00	1,148.07	-		
	Sidewalks	1450		1,000.00	500.00	-		
	Landscaping	1450		1,000.00	500.00	-		
	Fencing	1450		18,000.00	-	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Tree Trimming	1450		500.00	500.00	-		
	Unit Renov/Modernization	1460		25,000.00	1,925.00	1,925.00	975.00	
	Roofs	1460		150,000.00	25,000.00	-		
	ADA Compliance	1460		500.00	2,475.00	-		
	Painting/Pressure Washing	1460		16,000.00	1,000.00	-		
	Storm Screens	1460		40,000.00	-	-		
	Gutters	1460		500.00	500.00	-		
	Cabinets	1460		1,000.00	15,596.60	10,596.60	6,336.00	
	HVAC	1460		50,000.00	38,731.00	7,000.00	4,685.00	
	Dwelling Equipment	1465		500.00	-	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		1,000.00	1,895.00	1,395.00	-	
	Relocation	1495		100.00	100.00	-		
Brentwood FL1-48	Security Services	1408		80,000.00	32,158.49	32,158.49	32,158.49	
	Social Services	1408		100.00	-	-		
	A&E Services	1430		500.00	1,642.18	-		
	ADA Compliance	1450		500.00	2,616.69	2,587.00	-	
	Site Improvement	1450		500.00	-	-		
	ADA Compliance	1460		1,000.00	3,967.63	3,967.63	-	
	HVAC	1460		500.00	-	-		
	Unit Renovation/Modernization	1460		5,000.00	3,151.16	1,905.00	1,905.00	
	Painting/Pressure Washing	1460		500.00	500.00	-		
	Cabinets	1460		1,000.00	-	-		
	Elevator	1460		500.00	780.00	-		

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Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2011

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Non-dwelling structure	1470		500.00	1,092.00	-		
	Non-dwelling equipment	1475			9,176.76	1,176.76	1,176.76	
	Security Cameras Faith Bldg	1475		39,000.00	39,000.00	-		
	Relocation	1495		100.00	100.00	-		
Carrington Place FL1-50	Security Services	1408			500.00	-	-	
	Management Improvement	1408				-	-	
	A&E Services	1430			500.00	-	-	
	Landscaping	1450			100.00	-		
	Site Improvement	1450			500.00	-		
	ADA Compliance	1450			100.00	-		
	Site Lighting	1450			100.00	-		
	Sidewalks/Paving	1450			100.00	-		
	Roof Repair/Replacement	1460			25,000.00	-		
	Unit Renovation/Modernization	1460			5,000.00	-		
	Painting/Pressure Washing	1460			500.00	-		
	ADA Compliance	1460			500.00	-		
	Cabinets	1460			500.00	-		
	Dwelling Equipment	1465			500.00	-		
	Non-dwelling Structure	1470			500.00	-	-	
	Non-dwelling equipment	1475			500.00	-		
	Relocation	1495			100.00	-		
Centennial Tower FL1-16	Security Services	1408		80,000.00	31,267.84	31,267.84	31,267.84	
	Management Improvement	1408		5,000.00	135.00	135.00	135.00	
	A&E Services	1430		500.00	20,228.52	11,301.10	-	
	Landscaping	1450		9,000.00	-	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1450		1,000.00	500.00	-		
	Site Lighting	1450		36,000.00	500.00	-		
	Sidewalks/Paving	1450		3,000.00	500.00	-		
	Roof Repair	1460		7,500.00	500.00	-		
	Unit Bathroom Ventilation	1460			50,000.00	-		
	Unit Renovation/Modernization	1460		5,000.00	5,350.00	-		
	Painting/Pressure Washing	1460			500.00	-		
	Elevators	1460		1,000.00	780.00	-		
	ADA Compliance	1460		1,000.00	500.00	-		
	Cabinets	1460		50,000.00	500.00	-		
	Dwelling Equipment	1465		30,536.00	500.00	-		
	Non-dwelling Structure	1470		22,643.00	23,463.52	23,463.52	-	
	Call Station Replacement	1475		25,000.00	25,000.00	-		
	Replace Generator	1475		95,000.00	-	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Centennial TH East FL1-18 (	Security Services	1408		100.00	-	-		

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Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2011

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Management Improvement	1408		100.00	135.00	135.00	135.00	
	A&E Services	1430		500.00	5,139.73	-		
	Cuircuit Panel Inspection	1430			6,000.00	-		
	Paving	1450		500.00	-	-		
	Site Improvement	1450		500.00	1,892.17	1,892.17	1,892.17	
	ADA Compliance	1450		500.00	500.00	-		
	Landscaping	1450		500.00	500.00	-		
	Site Lighting	1450		500.00	6,000.00	-		
	Tree Removal/Maintenance	1450		500.00	500.00	-		
	Unit Renovation/Modernization	1460		5,000.00	5,000.00	-		
	Gutters	1460		500.00	-	-		
	Cuircuit Panel Replacement	1460			5,500.00	-		
	Meter Centers	1460			5,000.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Vinyl Siding	1460		500.00	-	-		
	Cabinets	1460		1,000.00	500.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	200.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Centennial TH West FL1-18 (	Security Services	1408		100.00	-	-		
	Social Services	1408		100.00	-	-		
	A&E Services	1430		500.00	14,959.13	7,789.47	-	
	Cuircuit Panel Inspection	1430			7,500.00	-		
	Tree Removal/Maintenance	1450		500.00	500.00	-		
	Dumpster Enclosures	1450		500.00	-	-		
	Site Improvement	1450		1,000.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Landscaping	1450		500.00	500.00	-		
	Paving	1450		500.00	500.00	-		
	Site Lighting	1450		500.00	500.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Unit Renovation/Modernization	1460		5,000.00	5,000.00	-		
	Meter Centers	1460			5,000.00	-		
	Cuircuit Panel Replacement	1460			5,500.00	-		
	Cabinets	1460		1,000.00	500.00	-		
	Gutters	1460		500.00	-	-		
	Vinyl Siding	1460		500.00	-	-		
	ADA Compliance	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	200.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		

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Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2011

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Relocation	1495		100.00	100.00	-		
Colonial FL 1-46	Security Services	1408		100.00	-	-		
	Management Improvement	1408		100.00	135.00	135.00	135.00	
	A&E Services	1430		500.00	733.89	-		
	ADA Sidewalks	1450		500.00	500.00	-		
	Landscaping	1450		500.00	500.00	-		
	Site Lighting	1450		500.00	500.00	-		
	Paving	1450		500.00	160,000.00	-	-	
	Sidewalks	1450		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	Site Lighting	1450		500.00	500.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Unit Renovation/Modernization	1460		10,000.00	5,000.00	-	-	
	Roofing	1460		1,000.00	500.00	-		
	HVAC	1460		1,000.00	12,150.00	-		
	Cabinets	1460		500.00	500.00	-		
	ADA Compliance	1460		500.00	600.00	-		
	Dwelling Equipment	1465		500.00	200.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Fairway Oaks FL1-12	Security Services	1408		100.00	-	-		
	Management Improvement	1408			135.00	135.00	135.00	
	A&E Services	1430		500.00	16,555.61	14,642.24	625.00	
	Sidewalks	1450		500.00	500.00	-		
	Site Lighting	1450		500.00	500.00	-		
	ADA Sidewalks	1450		500.00	500.00	-		
	Landscaping	1450		500.00	500.00	-		
	Paving	1450		45,000.00	500.00	-		
	Fencing	1450		500.00	500.00	-		
	Dumpster Enclosures	1450		7,000.00	-	-		
	Site Improvement	1450		500.00	500.00	-		
	Tree Removal/Maintenance	1450		500.00	950.00	950.00	950.00	
	Unit Renovation/Modernization	1460		10,000.00	5,000.00	-		
	Computer Lab Renovation to 504 Units	1460			60,000.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Cabinets	1460		500.00	500.00	-		
	Roofing	1460		1,000.00	40,000.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	200.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		

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Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2011

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Fairway Oaks-Scattered Sites	Site Improvement	1450		500.00	-	-		
	A&E Services	1430			29.07	-		
	Site Lighting	1450			1,500.00	1,500.00	-	
	Landscaping	1450		500.00	-	-		
	ADA Compliance	1450		500.00	500.00	-		
	Paint/Pressure Wash	1460		500.00	500.00	-		
	Unit Renovation/Modernization	1460		1,000.00	200.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Roofing	1460			8,000.00	-		
	Dwelling Equipment	1465		500.00	200.00	-		
	Non-dwelling structure	1470		100.00	100.00	-		
	Non-dwelling equipment	1475		100.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Forest Meadows E FL1-15 (2	Security Services	1408		100.00	-	-		
	A&E Services	1430		500.00	6,366.05	6,366.05	-	
	Sidewalks/Retention Wall	1450		7,000.00	2,627.78	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Sidewalks/Railings	1450		500.00	500.00	-		
	Site Lighting	1450		500.00	-	-		
	Fencing	1450			25,000.00		-	
	Landscaping	1450		500.00	10,200.00	-	-	
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Unit Renov/Modernization	1460		10,000.00	5,000.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	500.00	-		
	Roofs	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	200.00	-		
	Office Security Camera	1475			2,900.00	-		
	Non-Dwelling Equipment	1475		500.00	200.00	-		
	Relocation	1495		100.00	100.00	-		
Forest Meadows W FL1-15 (1	Security Services	1408		100.00	-	-		
	A&E Services	1430		500.00	21,043.69	20,175.70	-	
	Sidewalks	1450		500.00	12,608.00	2,985.00	2,985.00	
	Sidewalks - ADA	1450			8,173.00	4,761.00	2,875.00	
	Fencing	1450		500.00	500.00	-		
	Paving	1450		500.00	500.00	-		
	Community Sign	1450		8,000.00	8,000.00	-		
	Site Improvement	1450		500.00	500.00	-		
	Site Improvement-ADA Compliance	1450		500.00	500.00	-		
	Landscaping/Tree Maintenance	1450		500.00	7,000.00	-		
	Unit Renov/Modernization	1460		10,000.00	5,000.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		

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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Roofs	1460		500.00	500.00	-		
	Gutters	1460		500.00	500.00	-		
	ADA Compliance	1460		500.00	1,675.00	1,675.00	-	
	Cabinets	1460		500.00	5,854.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-Dwelling Equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Hogan Creek FL1-19	Security Services	1408		80,000.00	30,036.56	30,036.56	30,036.56	
	Social Services	1408		10,000.00	4,327.92	4,327.92	4,327.92	
	A&E	1430		500.00	11,079.73	9,750.00		
	Landscaping	1450		500.00	10,374.72	-		
	Site Improvement	1450		500.00	500.00	-		
	Fencing	1450		15,000.00	-	-		
	Paving	1450		500.00	-	-		
	ADA Sidewalks	1450		500.00	500.00	-		
	Unit Renovation/Modernization	1460		10,000.00	6,172.00	1,172.00	1,172.00	
	Elevator	1460		1,000.00	2,000.00	-		
	Paint/Pressure Wash	1460		1,000.00	1,000.00	-		
	Cabinets	1460		1,000.00	3,756.00	3,756.00	3,756.00	
	ADA Compliance	1460		500.00	500.00	-		
	HVAC	1460			12,032.94	-		
	Clean/ Repair Windows	1460		500.00	-	-		
	Dwelling Equipment	1465		5,000.00	200.00	-		
	Extend Office Area	1470		16,000.00	-	-		
	Non-dwelling structure	1470		1,000.00	12,850.00	850.00	850.00	
	Call Station Replacement	1475		25,000.00	88,000.00	-		
	Awning	1475		15,000.00	-	-		
	Non-dwelling equipment	1475		500.00	3,159.60	1,880.00	1,880.00	
	Relocation	1495		100.00	100.00	-		
Jax Beach FL1-07	Security Services	1408		100.00	-	-		
	Management Improvement	1408			135.00	135.00	135.00	
	A&E Services	1430		500.00	11,290.27	-		
	ADA Sidewalks/Railings	1450		500.00	500.00	-		
	Site Improvement	1450		500.00	500.00	-		
	Site Lighting	1450		500.00	35,000.00	-		
	Landscaping	1450		500.00	500.00	-		
	Paving/Parking Lots	1450		500.00	500.00	-		
	Tree Removal/Maintenance	1450		500.00	500.00	-		
	Recirculating Hood Fans in Kitchen	1460		500.00	500.00	-		
	Paint/Pressure Wash	1460		1,000.00	25,000.00	-		
	Unit Renovation/Modernization	1460		10,000.00	9,581.00	4,581.00	2,681.00	
	Aluminum Fascia 2 Story Bldgs	1460			31,000.00	-		

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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	1,495.00	1,495.00	-	
	Dwelling Equipment	1465		500.00	200.00	-		
	Non-dwelling structure	1470		500.00	985.00	985.00	-	
	Non-dwelling equipment	1475		500.00	9,154.00	9,154.00	9,154.00	
	Relocation	1495		100.00	100.00	-		
Jax Beach FL1-07 (Scat Sites	A&E Services	1430		500.00	188.92	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Window Replacement	1450		500.00	-	-		
	Window Replacement	1460			46,601.32	46,601.32	46,601.32	
	Cabinets	1460		500.00	500.00	-		
	Paint/Pressure Wash	1460		500.00	500.00	-		
	Unit Renovation/Modernization	1460		5,000.00	5,000.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Roofs	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470			500.00			
	Non-dwelling equipment	1475			100.00	-		
	Relocation	1495		100.00	100.00	-		
Lindsey Terrace	Security Services	1408		100.00	100.00	-		
Oaks FL1-36	Security Services	1408		45,000.00	37,539.65	37,539.65	37,539.65	
	Management Improvement	1408			135.00	135.00	135.00	
	A&E Services	1430		500.00	1,453.26	-		
	Landscaping/Tree Maintenance	1450		5,000.00	8,195.57	-		
	Site Lighting	1450		500.00	10,000.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Dumpster Enclosures	1450		500.00	-	-		
	Site Improvement	1450		500.00	500.00	-		
	Paving	1450		500.00	500.00	-		
	Elevator	1460		1,000.00	780.00	-		
	HVAC	1460		1,000.00	500.00	-		
	Roofing	1460		500.00	50,000.00	-		
	ADA Compliance	1460		500.00	1,275.00	1,075.00	-	
	Paint/Pressure Wash	1460		10,000.00	76,000.00	-		
	Stucco Repair/Vinyl Siding	1460		500.00	50,000.00	-		
	Cabinets	1460		500.00	500.00	-		
	Unit Renovation/Modernization	1460		10,000.00	5,000.00	-		
	Dwelling Equipment	1465		500.00	200.00	-		
	Non-dwelling structure	1470		500.00	833.71	833.71	833.71	
	Non-dwelling equipment	1475		500.00	1,595.12	1,595.12	1,595.12	
	Relocation	1495		100.00	100.00	-		
Riviera South FL 1-47	Security Services	1408		100.00	-	-		

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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	A&E Services	1430		500.00	5,630.60	-		
	Site Improvement	1450		500.00	500.00	-		
	Site Lighting	1450			1,570.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Landscaping	1450		4,000.00	500.00	-		
	Painting/Pressure Washing	1460		50,000.00	20,000.00	-		
	Paving	1450		500.00	500.00	-		
	Window Replacement	1460		100,000.00	-	-		
	Unit Renovation/Modernization	1460		10,000.00	5,000.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	2,400.00	-		
	HVAC	1460		1,000.00	5,000.00	5,000.00	5,000.00	
	Dwelling Equipment	1465		500.00	200.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Fire Pull Station	1475		150,000.00	73,000.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Riviera North FL 1-49	Security Services	1408		100.00	-	-		
	Management Improvement	1408			135.00	135.00	135.00	
	A&E Services	1430		500.00	5,187.36	-		
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance	1450		500.00	500.00	-		
	Landscaping	1450		4,000.00	200.00	-		
	Painting/Pressure Washing	1460		50,000.00	20,000.00	-		
	Paving	1450		500.00	500.00	-		
	Window Replacement	1460		92,456.80	-	-		
	Unit Renovation/Modernization	1460		10,000.00	5,000.00	-		
	ADA Compliance	1460		500.00	500.00	-		
	Cabinets	1460		500.00	500.00	-		
	HVAC	1460		1,000.00	500.00	-		
	Dwelling Equipment	1465		500.00	200.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Fire Pull Station	1475		195,000.00	73,000.00	-		
	Non-dwelling equipment	1475		500.00	500.00	-		
	Relocation	1495		100.00	100.00	-		
Scattered Sites FL1-27,28,29	Security Services	1408		100.00	-	-		
	Social Services	1408		20,000.00	4,462.91	4,462.91	4,462.91	
	A&E Services	1430		500.00	15,687.12	13,856.02	-	
	Sidewalks	1450		500.00	-	-		
	Fencing	1450		500.00	1,520.00	1,520.00	-	
	Site Improvement	1450		500.00	500.00	-		
	ADA Compliance/Sidewalk	1450		500.00	500.00	-		
	Walkways/Parking Pads	1450		500.00	25,000.00	-		

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

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2011

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Landscaping/Tree Maintenance		1450		500.00	16,450.00	1,450.00	-	
	Unit Renovation/Modernization		1460		15,000.00	20,896.35	17,898.35	17,898.35	
	Window Repair/Replacement		1460		500.00	1,220.00	1,220.00	1,220.00	
	Exhaust Fans in Units		1460			7,000.00	-		
	ADA Compliance		1460		500.00	500.00	-		
	Cabinets		1460		500.00	19,874.00	10,792.00	-	
	HVAC		1460		1,000.00	9,933.15	9,933.15	7,953.15	
	Roofing		1460		500.00	45,290.00	2,970.00	2,970.00	
	Painting/Pressure Washing		1460		1,000.00	24,000.00	-		
	Non-dwelling structure		1470		500.00	500.00	-		
	Dwelling Equipment		1465		500.00	500.00	-		
	Non-dwelling equipment		1475		500.00	500.00	-		
	Relocation		1495		100.00	100.00	-		
Southwind FL1-13	Security Services		1408		100.00	-	-		
	Social Services		1408		10,000.00	4,327.81	4,327.81	4,327.81	
	A&E Services		1430		500.00	63,811.61	32,308.62	-	
	Site Improvement		1450		500.00	500.00	-		
	Guardrail		1450			20,000.00	-		
	Site Lighting		1450		500.00	500.00	-		
	ADA Compliance/Sidewalk		1450		500.00	500.00	-		
	Roof Replacement		1460		500.00	39,720.00	24,720.00	-	
	Unit Renovation/Modernization		1460		15,000.00	7,230.25	-		
	ADA Compliance		1460		500.00	500.00	-		
	Painting/Pressure Washing		1460		35,000.00	1,000.00	-		
	Cabinets		1460		500.00	500.00	-		
	HVAC		1460			2,899.00	2,899.00	2,899.00	
	Dwelling Equipment		1465		500.00	500.00	-		
	Non-dwelling structure		1470		500.00	500.00	-		
	Non-dwelling equipment		1475		500.00	1,900.00	1,900.00	1,900.00	
	Relocation		1495		100.00	100.00	-		
Twin Towers FL1-10	Security Services		1408		150,000.00	59,930.87	60,430.87	55,490.32	
	Management Improvement		1408		100.00	135.00	135.00	135.00	
	A & E Services		1430		5,000.00	12,255.02	-		
	Sidewalks		1450		500.00	500.00	-		
	ADA Sidewalks		1450		500.00	500.00	-		
	Site Improvement		1450		500.00	500.00	-		
	Site Lighting		1450			1,440.00	-		
	Concrete Pads		1450		500.00	-	-		
	Landscaping/Tree Maintenance		1450		500.00	500.00	-		
	Elevators		1460		500.00	1,560.00	-		
	Site Lighting		1460		500.00	500.00	-		
	Unit Renovation/Modernization		1460		15,000.00	15,000.00	-		
	Replace Electrical Panels		1460		100,000.00	-	-		

1 To be completed for the Perfromance and Evaluation Report or a Revised Annual Statement
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Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number: Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant: 2011

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Window Replacement	1460		100,000.00	-	-		
	ADA Compliance	1460		500.00	100.00	100.00	-	
	Roofs	1460		500.00	500.00	-		
	Painting/Pressure Washing	1460		1,000.00	1,000.00	-		
	HVAC	1460			2,134.22	-		
	Cabinets	1460		500.00	500.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Auditorium Roof	1470		130,000.00	-	-		
	Picnic Shelter	1470		17,000.00	-	-		
	Non-dwelling structure	1470		5,000.00	500.00	-		
	Security Cameras Upgrade	1475			12,000.00	-		
	Non-dwelling equipment	1475		500.00	67,983.32	44,650.80	8,045.04	
	Relocation	1495		100.00	100.00	-		
Victory Point FL1-14	Security Services	1408		100.00	-	-		
	Social Services	1408		10,000.00	4,327.84	4,327.84	4,327.84	
	A&E Services	1430		1,000.00	5,490.82	-		
	Sidewalks	1450		500.00	500.00	-		
	Dumpster Enclosures	1450		500.00	-	-		
	Site Improvement	1450		500.00	500.00	-		
	Tree Maintenance	1450		500.00	500.00	-		
	ADA Sidewalks	1450		500.00	500.00	-		
	Paving	1450		500.00	500.00	-		
	Unit Renovation/Modernization	1460		15,920.00	34,253.08	5,710.00	1,390.00	
	Painting/Pressure Washing	1460		1,000.00	1,000.00	-		
	Screen Replacement	1460		500.00	-	-		
	ADA Compliance	1460		500.00	500.00	-		
	Roofing	1460		5,000.00	500.00	-		
	HVAC	1460			2,095.00	-		
	Cabinets	1460		100,000.00	17,000.00	-		
	Dwelling Equipment	1465		500.00	500.00	-		
	Non-dwelling structure	1470		500.00	500.00	-		
	Non-dwelling equipment	1475		500.00	5,328.51	5,328.51	1,595.12	
	Relocation	1495		100.00	100.00	-		
Admin	Non-dwelling Structure	1470		5,000.00	-	-		
	Elevator	1470		1,000.00	-	-		
Management Imp	Training	1408		5,000.00	-	-		
	Remaing Budget Security	1408			367,211.96	-		
	Other Management/Resident Services	1408		20,000.00	61,624.03	31,624.03	31,624.03	
PHA Wide	Operations	1406		1,000.00	1,000.00	-		
	Planned Management Fees	1408		127,958.80	10,000.00	-		
Admin	Central Office Fees	1410		326,679.40	326,679.00	326,679.00	326,679.00	

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

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-11 , CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FY of Grant 2011

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Total					3,266,794.00	3,266,794.00	991,020.70	724,255.05	

1 To be completed for the Perfromance and Evaluation Report or a Revised Annual Statement
2 To be completed for the Performance and Evaluation Report
FL290010111_cf11 FY 2011_03 12_5yr plan h

Part II: Supporting Pages

PHA Name:	Grant Type and Number	FFY of Grant
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29P001501-11 Replacement Housing Factor Grant No: CFFP (Yes/No):	2011

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
		Original Obligation End Date	Actual Obligation End Date		Original Expenditure End Date	Actual Expenditure End Date		
Anders FL1-15	Security Services	09/30/13			09/30/15			
	Management Improvement	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	Unit Renov/Modernization	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Roofing	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Anders Scattered Sites FL1-15 (162)	ADA Sidewalks	09/30/13			09/30/15			
	Management Improvement	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	Unit Renov/Modernization	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Window Replacement	09/30/13			09/30/15			
	Roofing	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Baldwin FL1-08	Security Services	09/30/13			09/30/15			
	Social Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Sidewalks/Curbs	09/30/13			09/30/15			

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
Expires 3/31/2014

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**FFY of Grant**
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	2011

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Site Improvement	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	Paving	09/30/13			09/30/15			
	Tree Trimming	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Unit Renov/Modernization	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Roofs	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	HVAC	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-Dwelling Equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Blodgett FL1-32	Security Services	09/30/13			09/30/15			
	Social Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Sidewalks	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	Fencing	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Tree Trimming	09/30/13			09/30/15			
	Unit Renov/Modernization	09/30/13			09/30/15			
	Roofs	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Painting/Pressure Washing	09/30/13			09/30/15			
	Storm Screens	09/30/13			09/30/15			
	Gutters	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	HVAC	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			

Part II: Supporting Pages

PHA Name:		Grant Type and Number						FFY of Grant
Jacksonville Housing Authority		Capital Fund Program Grant No: FL29P001501-11 Replacement Housing Factor Grant No:			CFFP (Yes/No):			2011
Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
Brentwood FL1-48	Security Services	09/30/13			09/30/15			
	Social Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	HVAC	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	Painting/Pressure Washing	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Elevator	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Centennial Tower FL1-16	Security Services	09/30/13			09/30/15			
	Social Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	Sidewalks/Paving	09/30/13			09/30/15			
	Roof Repair	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	Elevators	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling Structure	09/30/13			09/30/15			
	Call Station Replacement	09/30/13			09/30/15			
	Replace Generator	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Centennial TH East FL1-18 (17)	Security Services	09/30/13			09/30/15			
	Social Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-11 Replacement Housing Factor Grant No:	CFFP (Yes/No):	FFY of Grant 2011

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Paving	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	Tree Removal/Maintenance	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	Gutters	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Vinyl Siding	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Centennial TH West FL1-18 (18)	Security Services	09/30/13			09/30/15			
	Social Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Tree Removal/Maintenance	09/30/13			09/30/15			
	Dumpster Enclosures	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	Paving	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Gutters	09/30/13			09/30/15			
	Vinyl Siding	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Colonial FL 1-46	Security Services	09/30/13			09/30/15			

Part II: Supporting Pages

PHA Name:	Grant Type and Number	FFY of Grant
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	2011

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Social Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	ADA Sidewalks	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	Paving	09/30/13			09/30/15			
	Sidewalks	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	Roofing	09/30/13			09/30/15			
	HVAC	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Fairway Oaks FL1-12	Security Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Sidewalks	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	ADA Sidewalks	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	Paving	09/30/13			09/30/15			
	Fencing	09/30/13			09/30/15			
	Dumpster Enclosures	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	Tree Removal/Maintenance	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Roofing	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			

Part II: Supporting Pages

PHA Name:	Grant Type and Number	FFY of Grant
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	2011

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Fairway Oaks-Scattered Sites FL1-12	Site Improvement	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Forest Meadows E FL1-15 (21)	Security Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Sidewalks/Retention Wall	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	ADA Sidewalks/Railings	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Unit Renov/Modernization	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Roofs	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-Dwelling Equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Forest Meadows W FL1-15 (20)	Security Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Sidewalks	09/30/13			09/30/15			
	Fencing	09/30/13			09/30/15			
	Paving	09/30/13			09/30/15			
	Community Sign	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	Site Improvement-ADA Compliand	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			

Part II: Supporting Pages

PHA Name:	Grant Type and Number	FFY of Grant
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	2011

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Unit Renov/Modernization	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Roofs	09/30/13			09/30/15			
	Gutters	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-Dwelling Equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Hogan Creek FL1-19	Security Services	09/30/13			09/30/15			
	Social Services	09/30/13			09/30/15			
	A&E	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	Fencing	09/30/13			09/30/15			
	Paving	09/30/13			09/30/15			
	ADA Sidewalks	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	Elevator	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Clean/ Repair Windows	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Extend Office Area	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Call Station Replacement	09/30/13			09/30/15			
	Awning	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Jax Beach FL1-07	Security Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	ADA Sidewalks/Railings	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			

Part II: Supporting Pages

PHA Name:	Grant Type and Number	FFY of Grant
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	2011

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Paving/Parking Lots	09/30/13			09/30/15			
	Tree Removal/Maintenance	09/30/13			09/30/15			
	Recirculating Hood Fans in Kitche	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Jax Beach FL1-07 (Scat Sites 161)	A&E Services	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Window Replacement	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Roofs	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Lindsey Terrace	Security Services	09/30/13			09/30/15			
Oaks FL1-36	Security Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Landscaping/Tree Maintenance	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Dumpster Enclosures	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	Paving	09/30/13			09/30/15			
	Elevator	09/30/13			09/30/15			
	HVAC	09/30/13			09/30/15			
	Roofing	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Paint/Pressure Wash	09/30/13			09/30/15			
	Vinyl Siding	09/30/13			09/30/15			

Part II: Supporting Pages

PHA Name: Jacksonville Housing Authority	Grant Type and Number Capital Fund Program Grant No: FL29P001501-11 Replacement Housing Factor Grant No:	CFFP (Yes/No):	FFY of Grant 2011

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Cabinets	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Riviera South FL 1-47	Security Services	09/30/13			09/30/15			
	Social Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	Painting/Pressure Washing	09/30/13			09/30/15			
	Paving	09/30/13			09/30/15			
	Window Replacement	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	HVAC	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Fire Pull Station	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Riviera North FL 1-49	Security Services	09/30/13			09/30/15			
	Social Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Landscaping	09/30/13			09/30/15			
	Painting/Pressure Washing	09/30/13			09/30/15			
	Paving	09/30/13			09/30/15			
	Window Replacement	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	HVAC	09/30/13			09/30/15			

Part II: Supporting Pages

PHA Name:	Grant Type and Number	FFY of Grant
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29P001501-11 Replacement Housing Factor Grant No: CFFP (Yes/No):	2011

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Fire Pull Station	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Scattered Sites FL1-27,28,29,31	Security Services	09/30/13			09/30/15			
	Social Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Sidewalks	09/30/13			09/30/15			
	Fencing	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	ADA Compliance/Sidewalk	09/30/13			09/30/15			
	Parking Pads	09/30/13			09/30/15			
	Landscaping/Tree Maintenance	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	Window Replacement	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	HVAC	09/30/13			09/30/15			
	Roofing	09/30/13			09/30/15			
	Painting/Pressure Washing	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Southwind FL1-13	Security Services	09/30/13			09/30/15			
	Social Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	ADA Compliance/Sidewalk	09/30/13			09/30/15			
	Roof Replacement	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Painting/Pressure Washing	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			

Part II: Supporting Pages

PHA Name:	Grant Type and Number	FFY of Grant
Jacksonville Housing Authority	Capital Fund Program Grant No: FL29P001501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:	2011

Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Non-dwelling structure	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Twin Towers FL1-10	Security Services	09/30/13			09/30/15			
	Social Services	09/30/13			09/30/15			
	A & E Services	09/30/13			09/30/15			
	Sidewalks	09/30/13			09/30/15			
	ADA Sidewalks	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	Concrete Pads	09/30/13			09/30/15			
	Landscaping/Tree Maintenance	09/30/13			09/30/15			
	Elevators	09/30/13			09/30/15			
	Site Lighting	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	Replace Electrical Panels	09/30/13			09/30/15			
	Window Replacement	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Roofs	09/30/13			09/30/15			
	Painting/Pressure Washing	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Auditorium Roof	09/30/13			09/30/15			
	Picnic Shelter	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Victory Point FL1-14	Security Services	09/30/13			09/30/15			
	Social Services	09/30/13			09/30/15			
	A&E Services	09/30/13			09/30/15			
	Sidewalks	09/30/13			09/30/15			
	Dumpster Enclosures	09/30/13			09/30/15			
	Site Improvement	09/30/13			09/30/15			
	Tree Maintenance	09/30/13			09/30/15			
	ADA Sidewalks	09/30/13			09/30/15			
	Paving	09/30/13			09/30/15			
	Unit Renovation/Modernization	09/30/13			09/30/15			
	Painting/Pressure Washing	09/30/13			09/30/15			

Part II: Supporting Pages

PHA Name:		**Grant Type and Number**						**FFY of Grant**
	Jacksonville Housing Authority	Capital Fund Program Grant No: FL29P001501-11 Replacement Housing Factor Grant No:			CFFP (Yes/No):			2011
Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter End Date)			All Funds Expended (Quarter End Date)			Reasons for Revised Target Dates[1]
	Screen Replacement	09/30/13			09/30/15			
	ADA Compliance	09/30/13			09/30/15			
	Cabinets	09/30/13			09/30/15			
	Dwelling Equipment	09/30/13			09/30/15			
	Non-dwelling structure	09/30/13			09/30/15			
	Non-dwelling equipment	09/30/13			09/30/15			
	Relocation	09/30/13			09/30/15			
Admin	Non-dwelling Structure	09/30/13			09/30/15			
	Elevator	09/30/13			09/30/15			
Management Imp	Training	09/30/13			09/30/15			
	Other Management Services	09/30/13			09/30/15			
PHA Wide	Operations	09/30/13			09/30/15			
	Planned Management Fees	09/30/13			09/30/15			
Admin	Central Office Fees	09/30/13			09/30/15			

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
OMB No. 2577-0226
Expires 8/30/2011

Part I: Summary

PHA Name/Number Jacksonville Housing Authority/FL001 **Locality (City/County & State)** Jacksonville/Duval Florida **Original 5-Year Plan** [X] **Revision No:** [ ]

A.	Development Number and Name	Work Statement for Year 1 FFY 2012	Work Statement for Year 2 FFY 2013	Work Statement for Year 3 FFY 2014	Work Statement for Year 4 FFY 2015	Work Statement for Year 5 FFY 2016
B.	Physical Improvements Subtotal	See Annual Statement	1,713,422	1,876,422	1,704,422	1,879,422
C.	Management Improvements		520,100	520,100	520,100	520,100
D.	PHA-Wide Non-dwelling Structures and Equipment		452,000	289,000	456,000	281,000
E.	Administration		299,058	299,058	299,058	299,058
F.	Other		5,000	5,000	10,000	10,000
G.	Operations		1,000	1,000	1,000	1,000
H.	Demolition					
I.	Development					
J.	Capital Funding Financing - Debt Service					
K.	Total CFP Funds		2,990,580	2,990,580	2,990,580	2,990,580
L.	Total Non-CFP Funds					
M.	Grand Total		2,990,580	2,990,580	2,990,580	2,990,580

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

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

Work Statement for Year 1 FFY	Work Statement for Year 2 FFY 2013			Work Statement for Year 3 FFY 2014		
See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Anders FL1-15			**Anders FL1-15**		
	Site Improvement		5,000	Site Improvement		2,000
	Landscaping/Tree Maintenance		5,000	Landscaping/Tree Maintenance		2,000
	Fencing		3,000	Fencing		1,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Unit Renov/Modernization		5,000	Unit Renov/Modernization		10,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Cabinets		3,000	Cabinets		3,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Anders Scattered Sites FL1-15			**Anders Scattered Sites FL1-15**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		1,000	Landscaping/Tree Maintenance		1,000
	Site Improvement		5,000	Site Improvement		5,000
	Unit Renov/Modernization		5,000	Unit Renov/Modernization		5,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Cabinets		3,000	Cabinets		3,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Forest Meadows E FL1-15			**Forest Meadows E FL1-15**		
	Sidewalks/Curbs		2,500	Sidewalks/Curbs		2,500
	Site Lighting		1,000	Site Lighting		1,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		5,000	Landscaping/Tree Maintenance		5,000
	Site Improvement		5,000	Site Improvement		5,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Unit Renov/Modernization		10,000	Unit Renov/Modernization		5,000
	ADA Compliance		2,000	ADA Compliance		2,000

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

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

Work Statement for Year 1 FFY	Work Statement for Year 2 FFY 2013			Work Statement for Year 3 FFY 2014		
	Cabinets		3,000	Cabinets		3,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Forest Meadows W FL1-15			**Forest Meadows W FL1-15**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Site Improvement		2,000	Site Improvement		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Unit Renov/Modernization		10,000	Unit Renov/Modernization		10,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Site Lighting		1,000	Site Lighting		1,000
	Cabinets		3,000	Cabinets		3,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Anders, Anders Scat Sites,Forrest Mdws E & W		117,500	**Subtotal Anders, Anders Scat Sites,Forrest Mdws E & W**		109,500
	Baldwin FL1-46			**Baldwin FL1-46**		
	Site Improvement		2,000	Site Improvement		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Paving		1,000	Paving		1,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Painting/Pressure Wash		2,000	Painting/Pressure Wash		2,000
	Unit Renov/Modernization		5,000	Unit Renov/Modernization		5,000
	Repiping Units		25,000	Repiping Units		25,000
	ADA Compliance		1,000	ADA Compliance		1,000
	Roofs		2,000	Roofs		2,000
	Cabinets		2,000	Cabinets		2,000
	HVAC		2,000	HVAC		2,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Colonial FL 1-46			**Colonial FL 1-46**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Site Improvement		2,000	Site Improvement		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000

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

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

Work Statement for Year 1 FFY	Work Statement for Year 2 FFY 2013			Work Statement for Year 3 FFY 2014		
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Cabinets		2,000	Cabinets		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Baldwin & Colonial FL1-46		62,000	**Subtotal Baldwin & Colonial FL1-46**		62,000
	Blodgett FL1-32			**Blodgett FL1-32**		
	Landscaping		3,000	Landscaping		3,000
	Site Improvement		5,000	Site Improvement		5,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Tree Trimming		5,000	Tree Trimming		5,000
	Unit Renov/Modernization		10,000	Unit Renov/Modernization		10,000
	Roofing		90,000	Roofing		5,000
	Screens		5,000			
	ADA Compliance		2,000	ADA Compliance		2,000
	Cabinets		5,000	Cabinets		5,000
	HVAC		20,000	HVAC		20,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Blodgett FL1-32		149,500	**Blodgett FL1-32**		59,500
	Centennial Tower FL1-17			**Centennial Tower FL1-17**		
	Site Improvement		5,000	Site Improvement		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Paving		3,000	Paving		3,000
	Roof Repair		5,000	Roof Repair		5,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Interior Lighting		5,000	Interior Lighting		5,000
	ADA Compliance		5,000	ADA Compliance		5,000

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

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

Work Statement for Year 1 FFY	Work Statement for Year 2 FFY 2013			Work Statement for Year 3 FFY 2014		
	Elevators		5,000	Elevators		5,000
	Cabinets		3,000	Cabinets		3,000
	Dwelling Equipment		5,000	Dwelling Equipment		5,000
	Subtotal Centennial Tower FL1-17		50,000	**Subtotal Centennial Tower FL1-17**		50,000
	Centennial TH East FL1-18			**Centennial TH East FL1-18**		
	Paving/Curbs		25,000	Paving/Curbs		25,000
	Site Improvement		5,000	Site Improvement		5,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Replace Water & Sewer Lines to Bldgs		50,000	Replace Water & Sewer Lines to Bldgs		50,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Circuit Panels Inspect & Replace		11,500	Circuit Panels Inspect & Replace		11,500
	Meter Centers		5,000	Meter Centers		5,000
	Cabinets		5,000	Cabinets		5,000
	Painting/Pressure Wash		2,000	Painting/Pressure Wash		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Centennial TH West FL1-18			**Centennial TH West FL1-18**		
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Site Improvement		5,000	Site Improvement		2,000
	Paving/Curbs		2,000	Paving/Curbs		2,000
	Replace Water & Sewer Lines to Bldgs		65,000	Replace Water & Sewer Lines to Bldgs		60,000
	Circuit Panels Inspect & Replace		13,000	Circuit Panels Inspect & Replace		13,000
	Meter Centers		5,000	Meter Centers		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Painting/Pressure Wash		2,000	Painting/Pressure Wash		2,000
	Cabinets		5,000	Cabinets		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Dwelling Equipment		500	Dwelling Equipment		500

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	Subtotal Centennial Townhomes E&W FL1-18		223,500	**Subtotal Centennial Townhomes E&W FL1-18**		215,500
	Colonial Village FL1-46			**Colonial Village FL1-46**		
	Landscaping/Tree Maintenance		25,000	Landscaping/Tree Maintenance		25,000
	Site Improvement		5,000	Site Improvement		5,000
	Paving/Curbs		5,000	Paving/Curbs		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Unit Renovation/Modernization		10,000	Unit Renovation/Modernization		10,000
	HVAC		12,000	HVAC		12,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Cabinets		5,000	Cabinets		5,000
	ADA Compliance		5,000	ADA Compliance		5,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Colonial Village - FL1-46		74,500	**Subtotal Colonial Village - FL1-46**		74,500
	Fairway Oaks FL1-12			**Fairway Oaks FL1-12**		
	Sidewalks		2,000	Sidewalks		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Site Improvement		2,000	Site Improvement		2,000
	Unit Renovation/Modernization		10,000	Unit Renovation/Modernization		10,000
	Painting/Repairs/Pressure Wash		2,000	Painting/Repairs/Pressure Wash		2,000
	Cabinets		5,000	Cabinets		5,000
	Roofs		15,000	Roofs		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Fairway Oaks Scat Sites-FL1-12			**Fairway Oaks Scat Sites-FL1-12**		
	Site Improvement		1,000	Site Improvement		1,000
	ADA Compliance		500	ADA Compliance		500

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	Painting/Pressure Wash		1,000	Painting/Pressure Wash		1,000
	Unit Renovation/Modernization		2,000	Unit Renovation/Modernization		2,000
	ADA Compliance		1,000	ADA Compliance		1,000
	Cabinets		500	Cabinets		500
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Fairway Oaks & Fairway Oaks Scat Sites FL 1-12		49,000	**Subtotal Fairway Oaks & Fairway Oaks Scat Sites FL 1-1**		36,000
	Hogan Creek FL1-19			**Hogan Creek FL1-19**		
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Site Improvement		2,000	Site Improvement		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Elevators		5,000	Elevators		5,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Interior Lighting		5,000	Interior Lighting		5,000
	Painting/Pressure Wash		2,000	Painting/Pressure Wash		2,000
	Cabinets		5,000	Cabinets		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Dwelling Equipment		5,000	Dwelling Equipment		5,000
	Subtotal Hogan Creek FL1-19		35,000	**Subtotal Hogan Creek FL1-19**		35,000
	Jax Beach FL1-07			**Jax Beach FL1-07**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Site Improvement		5,000	Site Improvement		5,000
	Utility Pipe Upgrade		85,000	Utility Pipe Upgrade		85,000
	Site Lighting		5,000			
	Concrete Parking & Walkways		10,000	Paving		5,000
	Roofing		2,000	Roofing		2,000
	Unit Renovation/Modernization		10,000	Unit Renovation/Modernization		10,000
	Repipe Units		25,000	Repipe Units		25,000

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	ADA Compliance		2,000	ADA Compliance		2,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Cabinets		5,000	Cabinets		5,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Jax Beach Scattered Sites FL1-07			**Jax Beach Scattered Sites FL1-07**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Site Lighting		2,000	Site Lighting		1,000
	Site Improvement		5,000	Site Improvement		5,000
	Unit Renovation/Modernization		10,000	Unit Renovation/Modernization		10,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Cabinets		5,000	Cabinets		5,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Jacksonville Beach & Jax Beach Scat Sites FL1-07		192,000	**Subtotal Jacksonville Beach & Jax Beach Scat Sites FL1**		181,000
	Lindsey Terrace FL1-45			**Lindsey Terrace FL1-45**		
	Subtotal Lindsey Terrace FL1-45		-	**Subtotal Lindsey Terrace FL1-45**		-
	Oaks of Durkeeville FL1-36			**Oaks of Durkeeville FL1-36**		
				Dumpster Enclosures		15,000
	Landscaping/Trees		2,000	Landscaping/Trees		2,000
	Site Improvement		5,000	Site Improvement		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Paving/Fencing		2,000	Paving/Fencing		2,000
	Elevator		5,000	Elevator		5,000

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	ADA Compliance		2,000	ADA Compliance		2,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Roofs		25,000	Roofs		25,000
	Cabinets		5,000	Cabinets		5,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Oaks of Durkeeville FL1-36		60,500	**Subtotal Oaks of Durkeeville FL1-36**		75,500
	Riviera North FL 1-49			**Riviera North FL 1-49**		
	Site Improvement		5,000	Site Improvement		3,000
	Site Lighting		2,000	Site Lighting		2,000
	Landscaping/Tree Maintenance		5,000	Landscaping/Tree Maintenance		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Paving		2,000	Paving		2,000
	Landscaping		5,000	Landscaping		5,000
	Unit Renovation/Modernization		5,422	Unit Renovation/Modernization		4,909
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Cabinets		3,000	Cabinets		3,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Riviera North FL1-49		36,922	**Subtotal Riviera North FL1-49**		34,409
	Riviera South FL 1-47			**Riviera South FL 1-47**		
	Site Improvement		2,000	Site Improvement		2,000
	Site Lighting		2,000	Site Lighting		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Paving		2,000	Paving		2,000
	Landscaping		5,000	Landscaping		5,000

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				Drainage		30,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Cabinets		3,000	Cabinets		3,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Riviera South FL1-47		30,500	**Subtotal Riviera South FL1-47**		60,500
	Scattered Sites FL1-27,28,29,31			**Scattered Sites FL1-27,28,29,31**		
	Fencing		2,000	Fencing		2,000
	Sidewalks		3,000	Sidewalks		5,000
	Site Improvement		2,000	Site Improvement		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		17,000	Landscaping/Tree Maintenance		17,000
	Site Lighting		2,000	Site Lighting		2,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Replace Dpoors		20,000			
	Gutters		30,000			
	Cabinets		5,000	Cabinets		5,000
	Roofing		75,000	Roofing		75,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Scattered Sites FL1-27,28,29,31		170,500	**Subtotal Scattered Sites FL1-27,28,29,31**		122,500
	Southwind FL1-13			**Southwind FL1-13**		
	Site Improvement		5,000	Site Improvement		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000

Capital Fund Program -- Five-Year Action Plan

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	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Roofs		2,000	Roofs		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Cabinets		3,000	Cabinets		3,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Southwind FL1-13		26,500	**Subtotal Southwind FL1-13**		26,500
	Twin Towers FL1-10			**Twin Towers FL1-10**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Site Improvement		5,000	Site Improvement		5,000
	Paving		2,000	Paving		2,000
	Landscaping/Tree Maintenance		5,000	Landscaping/Tree Maintenance		5,000
	Roofing		5,000	Roofing		320,000
	Site Lighting		5,000	Site Lighting		5,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Interior Lighting		5,000	Interior Lighting		5,000
	Window Replacement		75,000	Window Replacement		100,000
	Replace Electrical Panels		50,000	Replace Electrical Panels		50,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Elevator Repairs/Renov		5,000	Elevator Repairs/Renov		5,000
	ADA Compliance		5,000	ADA Compliance		5,000
	Cabinets		5,000	Cabinets		5,000
	Dwelling Equipment		5,000	Dwelling Equipment		5,000
	Subtotal Twin Towers FL1-10		184,000	**Subtotal Twin Towers FL1-10**		524,000
	Brentwood FL1-48			**Brentwood FL1-48**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Elevator		3,000	Elevator		3,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000

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Work Statement for Year 1 FFY	Work Statement for Year 2 FFY 2013			Work Statement for Year 3 FFY 2014		
	ADA Compliance		2,000	ADA Compliance		2,000
	Subtotal Brentwood FL1-48		12,000	**Subtotal Brentwood FL1-48**		12,000
	Victory Point FL1-14			**Victory Point FL1-14**		
	Sidewalks		2,000	Sidewalks		2,000
	ADA Compliance		3,000	ADA Compliance		3,000
	Site Improvement		5,000	Site Improvement		30,000
	Paving		25,000	Paving		10,000
	Landscaping/Tree Maintenance		5,000	Landscaping/Tree Maintenance		5,000
	ADA Sidewalks		2,000	ADA Sidewalks		2,000
	Replace Walls in Units		15,000	Replace Walls in Units		15,000
	Unit Renovation/Modernization		10,000	Unit Renovation/Modernization		11,513
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Roofing		2,000	Roofing		2,000
	Window Screens		53,000			
	ADA Compliance		2,000	ADA Compliance		2,000
	Cabinets		10,000	Cabinets		10,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Victory Point FL1-14		139,500	**Subtotal Victory Point FL1-14**		98,013
	PHA Wide - FL01			**PHA Wide - FL01**		
	A&E		100,000	A&E		100,000
	Subtotal PHA Wide - FL01		100,000	**Subtotal PHA Wide - FL01**		100,000
	Subtotal of Estimated Costs		1,713,422	Subtotal of Estimated Costs		1,876,422

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Work Statement for Year 1 FFY	Work Statement for Year 4 FFY 2015			Work Statement for Year 5 FFY 2016		
See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Anders FL1-15			**Anders FL1-15**		
	Site Improvement		2,000	Site Improvement		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Fencing		1,000	Fencing		1,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Unit Renov/Modernization		10,000	Unit Renov/Modernization		10,000
	Painting/Pressure Wash		2,000	Painting/Pressure Wash		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Cabinets		3,000	Cabinets		3,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Anders Scattered Sites FL1-15			**Anders Scattered Sites FL1-15**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		1,000	Landscaping/Tree Maintenance		1,000
	Site Improvement		5,000	Site Improvement		5,000
	Unit Renov/Modernization		5,000	Unit Renov/Modernization		5,000
	Painting/Pressure Wash		3,000	Painting/Pressure Wash		3,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Cabinets		3,000	Cabinets		3,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Forest Meadows E FL1-15			**Forest Meadows E FL1-15**		
	Sidewalks/Curbs		2,500	Sidewalks/Curbs		2,500
	Site Lighting		1,000	Site Lighting		1,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		5,000	Landscaping/Tree Maintenance		5,000
	Site Improvement		5,000	Site Improvement		5,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Unit Renov/Modernization		10,000	Unit Renov/Modernization		10,000
	ADA Compliance		2,000	ADA Compliance		2,000

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Work Statement for Year 1 FFY	Work Statement for Year 4 FFY 2015			Work Statement for Year 5 FFY 2016		
	Cabinets		3,000	Cabinets		3,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Forest Meadows W FL1-15			**Forest Meadows W FL1-15**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Site Improvement		5,000	Site Improvement		5,000
	Landscaping/Tree Maintenance		5,000	Landscaping/Tree Maintenance		5,000
	Unit Renov/Modernization		10,000	Unit Renov/Modernization		10,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Site Lighting		1,000	Site Lighting		1,000
	Cabinets		3,000	Cabinets		3,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Anders, Anders Scat Sites,Forrest Mdws E & W		115,500	**Subtotal Anders, Anders Scat Sites,Forrest Mdws E & W**		115,500
	Baldwin FL1-46			**Baldwin FL1-46**		
	Site Improvement		2,000	Site Improvement		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Paving		1,000	Paving		1,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Painting/Pressure Wash		2,000	Painting/Pressure Wash		2,000
	Unit Renov/Modernization		5,000	Unit Renov/Modernization		5,000
	Repiping Units		25,000	Repiping Units		25,000
	ADA Compliance		1,000	ADA Compliance		1,000
	Roofs		2,000	Roofs		2,000
	Cabinets		2,000	Cabinets		2,000
	HVAC		2,000	HVAC		2,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Colonial FL 1-46			**Colonial FL 1-46**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Site Improvement		2,000	Site Improvement		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000

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	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Cabinets		2,000	Cabinets		2,000
	ADA Compliance		2,000	ADA Compliance		3,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Baldwin & Colonial FL1-46		62,000	**Subtotal Baldwin & Colonial FL1-46**		63,000
	Blodgett FL1-32			**Blodgett FL1-32**		
	Landscaping		3,000	Landscaping		3,000
	Site Improvement		5,000	Site Improvement		5,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Tree Trimming		2,056	Tree Trimming		2,000
	Unit Renov/Modernization		10,000	Unit Renov/Modernization		10,000
	Roofing		5,000	Roofing		5,000
	Gutters		54,000			
	ADA Compliance		2,000	ADA Compliance		2,000
	Cabinets		3,000	Cabinets		3,000
	HVAC		20,000	HVAC		20,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Blodgett FL1-32		108,556	**Blodgett FL1-32**		54,500
	Centennial Tower FL1-17			**Centennial Tower FL1-17**		
	Site Improvement		5,000	Site Improvement		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		5,000
	Paving		3,000	Paving		5,000
	Roof Repair		5,000	Roof Repair		5,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Interior Lighting		5,000	Interior Lighting		5,000
	ADA Compliance		5,000	ADA Compliance		5,000

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Work Statement for Year 1 FFY	Work Statement for Year 4 FFY 2015			Work Statement for Year 5 FFY 2016		
	Elevators		5,000	Elevators		5,000
	Cabinets		3,000	Cabinets		3,000
	Dwelling Equipment		5,000	Dwelling Equipment		5,000
	Subtotal Centennial Tower FL1-17		50,000	**Subtotal Centennial Tower FL1-17**		55,000
	Centennial TH East FL1-18			**Centennial TH East FL1-18**		
	Paving/Curbs		4,000	Paving/Curbs		4,000
	Site Improvement		5,000	Site Improvement		5,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Circuit Panels Inspect & Replace		11,500	Circuit Panels Inspect & Replace		11,500
	Meter Centers		5,000	Meter Centers		5,000
	Cabinets		3,000	Cabinets		5,000
	Painting/Pressure Wash		2,000	Painting/Pressure Wash		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Centennial TH West FL1-18			**Centennial TH West FL1-18**		
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Site Improvement		2,000	Site Improvement		2,000
	Paving/Curbs		2,000	Paving/Curbs		2,000
	Circuit Panels Inspect & Replace		13,000	Circuit Panels Inspect & Replace		13,000
	Meter Centers		5,000	Meter Centers		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Painting/Pressure Wash		2,000	Painting/Pressure Wash		2,000
	Cabinets		3,000	Cabinets		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Dwelling Equipment		500	Dwelling Equipment		500

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	Subtotal Centennial Townhomes E&W FL1-18		80,500	**Subtotal Centennial Townhomes E&W FL1-18**		84,500
	Colonial Village FL1-46			**Colonial Village FL1-46**		
	Landscaping/Tree Maintenance		5,000	Landscaping/Tree Maintenance		5,000
	Site Improvement		5,000	Site Improvement		5,000
	Paving/Curbs		34,000	Paving/Curbs		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Unit Renovation/Modernization		10,000	Unit Renovation/Modernization		10,000
	Replace Windows & Wood Trim		200,000			
	HVAC		12,000	HVAC		12,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Cabinets		3,000	Cabinets		5,000
	ADA Compliance		5,000	ADA Compliance		5,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Colonial Village - FL1-46		281,500	**Subtotal Colonial Village - FL1-46**		54,500
	Fairway Oaks FL1-12			**Fairway Oaks FL1-12**		
	Sidewalks		2,000	Sidewalks		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Site Improvement		2,000	Site Improvement		2,000
	Unit Renovation/Modernization		10,000	Unit Renovation/Modernization		10,000
	Painting/Repairs/Pressure Wash		100,000	Painting/Repairs/Pressure Wash		100,000
	Cabinets		3,000	Cabinets		5,000
				Window Screens		25,000
	Roofs		2,000	Roofs		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Fairway Oaks Scat Sites-FL1-12			Fairway Oaks Scat Sites-FL1-12		
	Site Improvement		1,000	Site Improvement		1,000
	ADA Compliance		1,000	ADA Compliance		1,000

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	Painting/Pressure Wash		3,000	Painting/Pressure Wash		3,000
	Unit Renovation/Modernization		2,000	Unit Renovation/Modernization		2,000
	ADA Compliance		1,000	ADA Compliance		1,000
	Cabinets		500	Cabinets		500
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Fairway Oaks & Fairway Oaks Scat Sites FL 1-1		134,500	**Subtotal Fairway Oaks & Fairway Oaks Scat Sites FL 1-1**		161,500
	Hogan Creek FL1-19			**Hogan Creek FL1-19**		
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Site Improvement		2,000	Site Improvement		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Elevators		5,000	Elevators		5,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Interior Lighting		5,000	Interior Lighting		5,000
	Painting/Pressure Wash		2,000	Painting/Pressure Wash		2,000
	Cabinets		3,000	Cabinets		5,000
	Window Replacement		10,000	Handrails in Hallways		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Dwelling Equipment		5,000	Dwelling Equipment		5,000
	Subtotal Hogan Creek FL1-19		43,000	**Subtotal Hogan Creek FL1-19**		40,000
	Jax Beach FL1-07			**Jax Beach FL1-07**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Site Improvement		5,000	Site Improvement		5,000
	Utility Pipe Upgrade		85,000	Utility Pipe Upgrade		80,000
	Concrete Parking & Walkways		10,000	Concrete Parking & Walkways		5,000
	Roofing		2,000	Roofing		2,000
	Unit Renovation/Modernization		10,000	Unit Renovation/Modernization		10,000
	Repipe Units		25,000	Repipe Units		25,000

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	ADA Compliance		2,000	ADA Compliance		2,000
				Screens		25,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Cabinets		5,000	Cabinets		5,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Jax Beach Scattered Sites FL1-07			**Jax Beach Scattered Sites FL1-07**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Site Lighting		15,000	Site Lighting		1,000
	Concrete Parking & Walkways		40,000			
	Site Improvement		5,000	Site Improvement		5,000
	Unit Renovation/Modernization		10,000	Unit Renovation/Modernization		10,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Painting/Pressure Wash		5,000	Vinyl Siding		90,000
	Cabinets		3,000	Cabinets		5,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Jacksonville Beach & Jax Beach Scat Sites FL1		238,000	**Subtotal Jacksonville Beach & Jax Beach Scat Sites FL1**		286,000
	Lindsey Terrace FL1-45			**Lindsey Terrace FL1-45**		
	Subtotal Lindsey Terrace FL1-45		-	**Subtotal Lindsey Terrace FL1-45**		-
	Oaks of Durkeeville FL1-36			**Oaks of Durkeeville FL1-36**		
	Sidewalk Repairs		5,000			
	Landscaping/Trees		2,000	Landscaping/Trees		2,000
	Site Improvement		5,000	Site Improvement		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	Paving/Fencing		2,000	Paving/Fencing		2,000
	Elevator		5,000	Elevator		5,000

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	ADA Compliance		2,000	ADA Compliance		2,000
	Painting/Pressure Wash		76,000	Painting/Pressure Wash		5,000
	Roofs		25,000	Roof - Hope Building		100,000
	Cabinets		3,000	Cabinets		3,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Oaks of Durkeeville FL1-36		134,500	**Subtotal Oaks of Durkeeville FL1-36**		133,500
	Riviera North FL 1-49			**Riviera North FL 1-49**		
	Site Improvement		5,000	Site Improvement		5,000
	Site Lighting		2,000	Site Lighting		2,000
	Landscaping/Tree Maintenance		5,000	Landscaping/Tree Maintenance		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Paving		2,000	Paving		2,000
	Landscaping		3,000	Landscaping		3,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	HVAC		1,000	Exterior Door Replacement		15,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Cabinets		5,000	Cabinets		5,000
	ADA Compliance		3,000	ADA Compliance		3,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Riviera North FL1-49		38,500	**Subtotal Riviera North FL1-49**		52,500
	Riviera South FL 1-47			**Riviera South FL 1-47**		
	Site Improvement		2,000	Site Improvement		2,000
	Site Lighting		2,000	Site Lighting		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Paving		2,000	Paving		2,000
	Landscaping		3,000	Landscaping		3,000

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	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	HVAC		5,000			
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Cabinets		3,000	Cabinets		3,000
	ADA Compliance		3,000	ADA Compliance		3,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Riviera South FL1-47		34,500	**Subtotal Riviera South FL1-47**		29,500
	Scattered Sites FL1-27,28,29,31			**Scattered Sites FL1-27,28,29,31**		
	Fencing		2,000	Fencing		2,000
	Sidewalks		3,000	Sidewalks		5,000
				Concrete Work		50,000
	Site Improvement		2,000	Site Improvement		2,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		17,000	Landscaping/Tree Maintenance		17,000
	Site Lighting		2,000	Site Lighting		2,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	ADA Compliance		3,000	ADA Compliance		3,000
				Replace Posts on Porches		25,000
				Vinyl Siding		5,000
	Cabinets		3,000	Cabinets		3,000
	Roofing		75,000	Roofing		75,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		25,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Scattered Sites FL1-27,28,29,31		119,500	**Subtotal Scattered Sites FL1-27,28,29,31**		221,500
	Southwind FL1-13			**Southwind FL1-13**		
	Site Improvement		5,000	Site Improvement		5,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Landscaping/Tree Maintenance		2,000	Landscaping/Tree Maintenance		2,000

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	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Roofs		2,000	Roofs		2,000
				Replace Exterior Stairs		75,000
	ADA Compliance		3,000	ADA Compliance		3,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		50,000
	Cabinets		3,000	Cabinets		3,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Southwind FL1-13		27,500	**Subtotal Southwind FL1-13**		147,500
	Twin Towers FL1-10			**Twin Towers FL1-10**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Site Improvement		5,000	Site Improvement		5,000
	Paving		5,000	Paving		5,000
	Landscaping/Tree Maintenance		5,000	Landscaping/Tree Maintenance		5,000
	Roofing		5,000	Roofing		5,000
	Site Lighting		5,000	Site Lighting		5,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000
	Interior Lighting		5,000	Interior Lighting		5,000
				Balcony Repairs		50,000
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Elevator Repairs/Renov		5,000	Elevator Repairs/Renov		5,000
	ADA Compliance		5,000	ADA Compliance		5,000
	Cabinets		3,000	Cabinets		5,000
	Dwelling Equipment		5,000	Dwelling Equipment		5,000
	Subtotal Twin Towers FL1-10		60,000	**Subtotal Twin Towers FL1-10**		112,000
	Brentwood FL1-48			**Brentwood FL1-48**		
	ADA Compliance		2,000	ADA Compliance		2,000
	Elevator		3,000	Elevator		3,000
	Unit Renovation/Modernization		5,000	Unit Renovation/Modernization		5,000

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	ADA Compliance		2,000	ADA Compliance		2,000
	Subtotal Brentwood FL1-48		12,000	**Subtotal Brentwood FL1-48**		12,000
	Victory Point FL1-14			**Victory Point FL1-14**		
	Sidewalks		2,000	Sidewalks		2,000
	ADA Compliance		3,000	ADA Compliance		3,000
	Site Improvement		5,000	Site Improvement		5,000
	Paving		5,000	Paving		50,000
	Landscaping/Tree Maintenance		5,000	Landscaping/Tree Maintenance		5,000
	ADA Sidewalks		2,000	ADA Sidewalks		2,000
	Replace Walls in Units		15,000	Replace Walls in Units		15,000
	Unit Renovation/Modernization		7,866	Unit Renovation/Modernization		4,922
	Painting/Pressure Wash		5,000	Painting/Pressure Wash		5,000
	Roofing		2,000	Roofing		5,000
				Window Screens		47,000
	ADA Compliance		2,000	ADA Compliance		2,000
	Cabinets		10,000	Cabinets		10,000
	Dwelling Equipment		500	Dwelling Equipment		500
	Subtotal Victory Point FL1-14		64,366	**Subtotal Victory Point FL1-14**		156,422
	PHA Wide - FL01			**PHA Wide - FL01**		
	A&E		100,000	A&E		100,000
	Subtotal PHA Wide - FL01		100,000	**Subtotal PHA Wide - FL01**		100,000
	Subtotal of Estimated Costs		1,704,422	Subtotal of Estimated Costs		1,879,422

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See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Anders FL1-15			**Anders FL1-15**		
	Security Services		500	Security Services		500
	Anders Scattered Sites FL1-15		100	**Anders Scattered Sites FL1-15**		100
	Forest Meadows E FL1-15			**Forest Meadows E FL1-15**		
	Security Services		500	Security Services		500
	Forest Meadows W FL1-15			**Forest Meadows W FL1-15**		
	Security Services		500	Security Services		500
	Subtotal Anders, Anders Scat Sites,Forrest Mdws E & W		1,600	**Subtotal Anders, Anders Scat Sites,Forrest Mdws E & W**		1,600
	Baldwin FL1-46			**Baldwin FL1-46**		
	Security Services		500	Security Services		500
	Colonial FL 1-46			**Colonial FL 1-46**		
	Security Services		500	Security Services		500
	Subtotal Baldwin & Colonial FL1-46		1,000	**Subtotal Baldwin & Colonial FL1-46**		1,000
	Blodgett FL1-32			**Blodgett FL1-32**		
	Security Services		500	Security Services		500
	Social Services		10,000	Social Services		10,000
	Blodgett FL1-32		10,500	**Blodgett FL1-32**		10,500
	Centennial Tower FL1-17			**Centennial Tower FL1-17**		
	Security Services		75,000	Security Services		75,000
	Social Services		500	Social Services		500

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See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Subtotal Centennial Tower FL1-17		75,500	**Subtotal Centennial Tower FL1-17**		75,500
	Centennial TH East FL1-18			**Centennial TH East FL1-18**		
	Security Services		500	Security Services		500
	Centennial TH West FL1-18			**Centennial TH West FL1-18**		
	Security Services		500	Security Services		500
	Subtotal Centennial Townhomes E&W FL1-18		1,000	**Subtotal Centennial Townhomes E&W FL1-18**		1,000
	Fairway Oaks FL1-12			**Fairway Oaks FL1-12**		
	Security Services		500	Security Services		500
	Fairway Oaks Scat Sites-FL1-12			**Fairway Oaks Scat Sites-FL1-12**		
	Subtotal Fairway Oaks & Fairway Oaks Scat Sites FL 1-12		500	**Subtotal Fairway Oaks & Fairway Oaks Scat Sites FL 1-1**		500
	Hogan Creek FL1-19			**Hogan Creek FL1-19**		
	Security Services		75,000	Security Services		75,000
	Social Services		10,000	Social Services		10,000
	Subtotal Hogan Creek FL1-19		85,000	**Subtotal Hogan Creek FL1-19**		85,000
	Jax Beach FL1-07			**Jax Beach FL1-07**		
	Security Services		500	Security Services		500
	Social Services			Social Services		
	Jax Beach Scattered Sites FL1-07			**Jax Beach Scattered Sites FL1-07**		

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See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Subtotal Jacksonville Beach & Jax Beach Scat Sites FL1-07		500	**Subtotal Jacksonville Beach & Jax Beach Scat Sites FL1**		500
	Lindsey Terrace FL1-45			**Lindsey Terrace FL1-45**		
	Security Services			Security Services		
	Subtotal Lindsey Terrace FL1-45		-	**Subtotal Lindsey Terrace FL1-45**		-
	Oaks of Durkeeville FL1-36			**Oaks of Durkeeville FL1-36**		
	Security Services		80,000	Security Services		80,000
	Social Services		500	Social Services		500
	Subtotal Oaks of Durkeeville FL1-36		80,500	**Subtotal Oaks of Durkeeville FL1-36**		80,500
	Riviera South FL 1-47			**Riviera South FL 1-47**		
	Security Services		500	Security Services		500
	Mngmnt Services			Mngmnt Services		
	Subtotal Riviera South FL1-47		500	**Subtotal Riviera South FL1-47**		500
	Riviera North FL 1-49			**Riviera North FL 1-49**		
	Security Services		500	Security Services		500
	Social Services		500	Social Services		500
	Subtotal Riviera NORTH FL1-49		1,000	**Subtotal Riviera NORTH FL1-49**		1,000
	Scattered Sites FL1-27,28,29,31			**Scattered Sites FL1-27,28,29,31**		
	Security Services		500	Security Services		500
	Subtotal Scattered Sites FL1-27,28,29,31		500	**Subtotal Scattered Sites FL1-27,28,29,31**		500

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See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Southwind FL1-13			**Southwind FL1-13**		
	Security Services		500	Security Services		500
	Social Services		500	Social Services		500
	Subtotal Southwind FL1-13		1,000	**Subtotal Southwind FL1-13**		1,000
	Twin Towers FL1-10			**Twin Towers FL1-10**		
	Security Services		125,000	Security Services		125,000
	Social Services		500	Social Services		500
	Subtotal Twin Towers FL1-10		125,500	**Subtotal Twin Towers FL1-10**		125,500
	Brentwood FL1-48			**Brentwood FL1-48**		
	Security Services		85,000	Security Services		85,000
	Subtotal Brentwood FL1-48		85,000	**Subtotal Brentwood FL1-48**		85,000
	Victory Point FL1-14			**Victory Point FL1-14**		
	Security Services		500	Security Services		500
	Subtotal Victory Point FL1-14		500	**Subtotal Victory Point FL1-14**		500
	PHA Wide - FL01			**PHA Wide - FL01**		
	Training		25,000	Training		25,000
	Planned Management Fees		25,000	Planned Management Fees		25,000
	Subtotal PHA Wide - FL01		50,000	**Subtotal PHA Wide - FL01**		50,000
	Subtotal of Estimated Costs		520,100	Subtotal of Estimated Costs		520,100

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See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Other Costs			**Other Costs**		
	Anders, Anders Scat Sites,Forrest Mdws E & W			**Anders, Anders Scat Sites,Forrest Mdws E & W**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
	FME Storage/Maintenance Shop		185,000			
	Non-Dwelling Equipment		5,000	Non-Dwelling Equipment		5,000
	Baldwin & Colonial FL1-46			**Baldwin & Colonial FL1-46**		
	Non-dwelling structure		1,000	Non-dwelling structure		1,000
	Non-dwelling equipment		2,000	Non-dwelling equipment		2,000
	Blodgett FL1-32			**Blodgett FL1-32**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Carrington FL1-50			**Carrington FL1-50**		
	Non-dwelling structure		2,000	Non-dwelling structure		2,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Centennial Tower FL1-17			**Centennial Tower FL1-17**		
	Non Dwelling structure		5,000	Non Dwelling structure		1,000
	Tile Hallways		30,000	Tile Hallways		30,000
	Fire Alarm System		100,000	Fire Alarm System		130,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Centennial Townhomes E&W FL1-18			**Centennial Townhomes E&W FL1-18**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Fairway Oaks & Fairway Oaks Scat Sites FL 1-12			**Fairway Oaks & Fairway Oaks Scat Sites FL 1-12**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
	Mailbox Replacement		5,000			
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Hogan Creek FL1-19			**Hogan Creek FL1-19**		

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

Work Statement for Year 1 FFY	Work Statement for Year 2 FFY 2013			Work Statement for Year 3 FFY 2014		
See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Non-dwelling structure		2,000	Non-dwelling structure		2,000
	Non-dwelling equipment		2,000	Non-dwelling equipment		2,000
	Jacksonville Beach & Jax Beach Scat Sites FL1-07			**Jacksonville Beach & Jax Beach Scat Sites FL1-07**		
	Non-dwelling structure		2,000	Non-dwelling structure		2,000
	Non-dwelling equipment		2,000	Non-dwelling equipment		2,000
	Oaks of Durkeeville FL1-36			**Oaks of Durkeeville FL1-36**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
	Non-dwelling equipment		2,000	Non-dwelling equipment		2,000
	Riviera South FL 1-47			**Riviera South FL 1-47**		
	Non-dwelling structure		2,000	Non-dwelling structure		2,000
	Non-dwelling equipment		2,000	Non-dwelling equipment		2,000
	Scattered Sites FL1-27,28,29,31			**Scattered Sites FL1-27,28,29,31**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Southwind FL1-13			**Southwind FL1-13**		
	Non-dwelling structure		3,000	Non-dwelling structure		3,000
	Non-dwelling equipment		3,000	Non-dwelling equipment		3,000
	Twin Towers FL1-10			**Twin Towers FL1-10**		
	Non-dwelling structure		5,000	Non-dwelling structure		1,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Brentwood FL1-48			**Brentwood FL1-48**		
	Victory Point FL1-14			**Victory Point FL1-14**		
	Non-dwelling structure		2,000	Non-dwelling structure		2,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	PHA Wide - FL01			**PHA Wide - FL01**		
	Non-dwelling Structure		5,000	Non-dwelling Structure		10,000
	Vehicle Replacement		15,000	Vehicle Replacement		15,000

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Work Statement for Year 1 FFY	Work Statement for Year 2 FFY 2013			Work Statement for Year 3 FFY 2014		
See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	PHA-Wide Non-dwelling Structures and Equipment		452,000	PHA-Wide Non-dwelling Structures and Equipment		289,000
	Operations		1,000	Operations		1,000
	Central Office Fees		299,058	Central Office Fees		299,058
	Relocation		5,000	Relocation		5,000
	Totals		1,277,158	Totals		1,114,158

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

Work Statement for Year 1 FFY	Work Statement for Year 4 FFY 2015			Work Statement for Year 5 FFY 2016		
See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Anders FL1-15			**Anders FL1-15**		
	Security Services		500	Security Services		500
	Anders Scattered Sites FL1-15		100	**Anders Scattered Sites FL1-15**		100
	Forest Meadows E FL1-15			**Forest Meadows E FL1-15**		
	Security Services		500	Security Services		500
	Forest Meadows W FL1-15			**Forest Meadows W FL1-15**		
	Security Services		500	Security Services		500
	Subtotal Anders, Anders Scat Sites,Forrest Mdws E & W		1,600	**Subtotal Anders, Anders Scat Sites,Forrest Mdws E & W**		1,600
	Baldwin FL1-46			**Baldwin FL1-46**		
	Security Services		500	Security Services		500
	Colonial FL 1-46			**Colonial FL 1-46**		
	Security Services		500	Security Services		500
	Subtotal Baldwin & Colonial FL1-46		1,000	**Subtotal Baldwin & Colonial FL1-46**		1,000
	Blodgett FL1-32			**Blodgett FL1-32**		
	Security Services		500	Security Services		500
	Social Services		10,000	Social Services		10,000
	Blodgett FL1-32		10,500	**Blodgett FL1-32**		10,500
	Centennial Tower FL1-17			**Centennial Tower FL1-17**		
	Security Services		75,000	Security Services		75,000
	Social Services		500	Social Services		500

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Work Statement for Year 1 FFY	Work Statement for Year 4 FFY 2015			Work Statement for Year 5 FFY 2016		
See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Subtotal Centennial Tower FL1-17		75,500	**Subtotal Centennial Tower FL1-17**		75,500
	Centennial TH East FL1-18			**Centennial TH East FL1-18**		
	Security Services		500	Security Services		500
	Centennial TH West FL1-18			**Centennial TH West FL1-18**		
	Security Services		500	Security Services		500
	Subtotal Centennial Townhomes E&W FL1-18		1,000	**Subtotal Centennial Townhomes E&W FL1-18**		1,000
	Fairway Oaks FL1-12			**Fairway Oaks FL1-12**		
	Security Services		500	Security Services		500
	Fairway Oaks Scat Sites-FL1-12			**Fairway Oaks Scat Sites-FL1-12**		
	Subtotal Fairway Oaks & Fairway Oaks Scat Sites FL 1-1		500	**Subtotal Fairway Oaks & Fairway Oaks Scat Sites FL 1-1**		500
	Hogan Creek FL1-19			**Hogan Creek FL1-19**		
	Security Services		75,000	Security Services		75,000
	Social Services		10,000	Social Services		10,000
	Subtotal Hogan Creek FL1-19		85,000	**Subtotal Hogan Creek FL1-19**		85,000
	Jax Beach FL1-07			**Jax Beach FL1-07**		
	Security Services		500	Security Services		500
	Social Services			Social Services		
	Jax Beach Scattered Sites FL1-07			**Jax Beach Scattered Sites FL1-07**		

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Work Statement for Year 1 FFY	Work Statement for Year 4 FFY 2015			Work Statement for Year 5 FFY 2016		
See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Subtotal Jacksonville Beach & Jax Beach Scat Sites FL1		500	**Subtotal Jacksonville Beach & Jax Beach Scat Sites FL1**		500
	Lindsey Terrace FL1-45			**Lindsey Terrace FL1-45**		
	Security Services			Security Services		
	Subtotal Lindsey Terrace FL1-45		-	**Subtotal Lindsey Terrace FL1-45**		-
	Oaks of Durkeeville FL1-36			**Oaks of Durkeeville FL1-36**		
	Security Services		80,000	Security Services		80,000
	Social Services		500	Social Services		500
	Subtotal Oaks of Durkeeville FL1-36		80,500	**Subtotal Oaks of Durkeeville FL1-36**		80,500
	Riviera South FL 1-47			**Riviera South FL 1-47**		
	Security Services		500	Security Services		500
	Mngmnt Services			Mngmnt Services		
	Subtotal Riviera South FL1-47		500	**Subtotal Riviera South FL1-47**		500
	Riviera North FL 1-49			**Riviera North FL 1-49**		
	Security Services		500	Security Services		500
	Social Services		500	Social Services		500
	Subtotal Riviera NORTH FL1-49		1,000	**Subtotal Riviera NORTH FL1-49**		1,000
	Scattered Sites FL1-27,28,29,31			**Scattered Sites FL1-27,28,29,31**		
	Security Services		500	Security Services		500
	Subtotal Scattered Sites FL1-27,28,29,31		500	**Subtotal Scattered Sites FL1-27,28,29,31**		500

Capital Fund Program -- Five-Year Action Plan

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Work Statement for Year 1 FFY	Work Statement for Year 4 FFY 2015			Work Statement for Year 5 FFY 2016		
See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Southwind FL1-13			**Southwind FL1-13**		
	Security Services		500	Security Services		500
	Social Services		500	Social Services		500
	Subtotal Southwind FL1-13		1,000	**Subtotal Southwind FL1-13**		1,000
	Twin Towers FL1-10			**Twin Towers FL1-10**		
	Security Services		125,000	Security Services		125,000
	Social Services		500	Social Services		500
	Subtotal Twin Towers FL1-10		125,500	**Subtotal Twin Towers FL1-10**		125,500
	Brentwood FL1-48			**Brentwood FL1-48**		
	Security Services		85,000	Security Services		85,000
	Subtotal Brentwood FL1-48		85,000	**Subtotal Brentwood FL1-48**		85,000
	Victory Point FL1-14			**Victory Point FL1-14**		
	Security Services		500	Security Services		500
	Subtotal Victory Point FL1-14		500	**Subtotal Victory Point FL1-14**		500
	PHA Wide - FL01			**PHA Wide - FL01**		
	Training		25,000	Training		25,000
	Planned Management Fees		25,000	Planned Management Fees		25,000
	Subtotal PHA Wide - FL01		50,000	**Subtotal PHA Wide - FL01**		50,000
	Subtotal of Estimated Costs		520,100	Subtotal of Estimated Costs		520,100

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Work Statement for Year 1 FFY	Work Statement for Year 4 FFY 2015			Work Statement for Year 5 FFY 2016		
See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Other Costs			**Other Costs**		
	Anders, Anders Scat Sites,Forrest Mdws E & W			**Anders, Anders Scat Sites,Forrest Mdws E & W**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
	Office Rehab		5,000			
	Non-Dwelling Equipment		5,000	Non-Dwelling Equipment		5,000
	Baldwin & Colonial FL1-46			**Baldwin & Colonial FL1-46**		
	Non-dwelling structure		1,000	Non-dwelling structure		1,000
	Non-dwelling equipment		2,000	Non-dwelling equipment		2,000
	Blodgett FL1-32			**Blodgett FL1-32**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Carrington FL1-50			**Carrington FL1-50**		
	Non-dwelling structure		2,000	Non-dwelling structure		2,000
	Community Office/Maint Bldg		160,000			
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Centennial Tower FL1-17			**Centennial Tower FL1-17**		
	Non Dwelling structure		1,000	Non Dwelling structure		1,000
	Tile Hallways		30,000	Tile Hallways		15,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Centennial Townhomes E&W FL1-18			**Centennial Townhomes E&W FL1-18**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Fairway Oaks & Fairway Oaks Scat Sites FL 1-12			**Fairway Oaks & Fairway Oaks Scat Sites FL 1-12**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Hogan Creek FL1-19			**Hogan Creek FL1-19**		

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Work Statement for Year 1 FFY	Work Statement for Year 4 FFY 2015			Work Statement for Year 5 FFY 2016		
See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	Non-dwelling structure		2,000	Non-dwelling structure		2,000
	Fire Alarm System		125,000	Fire Alarm System		125,000
	Non-dwelling equipment		2,000	Non-dwelling equipment		2,000
	Jacksonville Beach & Jax Beach Scat Sites FL1-07			**Jacksonville Beach & Jax Beach Scat Sites FL1-07**		
	Non-dwelling structure		2,000	Non-dwelling structure		2,000
	Non-dwelling equipment		2,000	Non-dwelling equipment		2,000
	Oaks of Durkeeville FL1-36			**Oaks of Durkeeville FL1-36**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
	Non-dwelling equipment		2,000	Non-dwelling equipment		2,000
	Riviera South FL 1-47			**Riviera South FL 1-47**		
	Non-dwelling structure		2,000	Non-dwelling structure		2,000
	Non-dwelling equipment		2,000	Non-dwelling equipment		2,000
	Scattered Sites FL1-27,28,29,31			**Scattered Sites FL1-27,28,29,31**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
				Rehab Utility Rooms		5,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Southwind FL1-13			**Southwind FL1-13**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Twin Towers FL1-10			**Twin Towers FL1-10**		
	Non-dwelling structure		1,000	Non-dwelling structure		1,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	Brentwood FL1-48			**Brentwood FL1-48**		
	Victory Point FL1-14			**Victory Point FL1-14**		
	Non-dwelling structure		5,000	Non-dwelling structure		5,000
	Non-dwelling equipment		5,000	Non-dwelling equipment		5,000
	PHA Wide - FL01			**PHA Wide - FL01**		
	Non-dwelling Structure		10,000	Non-dwelling Structure		10,000
	Vehicle Replacement		15,000	Vehicle Replacement		15,000

Capital Fund Program -- Five-Year Action Plan

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Work Statement for Year 1 FFY	Work Statement for Year 4 FFY 2015			Work Statement for Year 5 FFY 2016		
See Annual Statement	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Catagories	Quantity	Estimated Cost
	PHA-Wide Non-dwelling Structures and Equipment		456,000	PHA-Wide Non-dwelling Structures and Equipment		281,000
	0					
	0					
	Operations		1,000	Operations		1,000
	Central Office Fees		299,058	Central Office Fees		299,058
	Relocation		10,000	Relocation		10,000
			1,286,158	Totals		1,111,158