

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

PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008
Annual Plan for Fiscal Year 2004

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

PHA Plan Agency Identification

PHA Name: Jackson Housing Commission

PHA Number: MI 038

PHA Fiscal Year Beginning: (04/2004)

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA web site
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2004 - 2008
[24 CFR Part 903.5]

A. Mission

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

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

The PHA's mission is: (state mission here)
The mission of the JHC is:

To assist low income families secure safe, decent and affordable housing; create opportunities for resident and participant families to achieve self sufficiency and economic independence; and assure fiscal and program integrity by all program participants.

To achieve the mission statement we will:

- Recognize public housing Residents and Section 8 program participant as our ultimate customer;
- Continually improve Commission management and service delivery efforts through program assessments and revision, and selection and professional development of highly skilled and results oriented personnel.
- Seek and maintain problem-solving partnerships with Resident and program participant families, community, and government leadership.
- Efficiently apply limited Commission resources to assure optimum program results.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)

- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) 83
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

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

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

- PHA Goal: Provide an improved living environment
Objectives:
- Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2003

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Jackson Housing Commission is a medium PHAS Standard Performer agency located in Jackson County, Michigan. The JHC manages 553 units of public housing in seven developments and a Section 8 program of 456 clients.

The mission of the JHC is:

To assist low income families secure safe, decent and affordable housing; create opportunities for resident and participant families to achieve self sufficiency and economic independence; and assure fiscal and program integrity by all program participants.

To achieve the mission statement we will:

- Recognize public housing Residents and Section 8 program participant as our ultimate customer;
- Continually improve Commission management and service delivery efforts through program assessments and revision, and selection and professional development of highly skilled and results oriented personnel.
- Seek and maintain problem-solving partnerships with Resident and program participant families, community, and government leadership.
- Efficiently apply limited Commission resources to assure optimum program results.

The JHC will accomplish its mission ideals through its goals and objectives by:

1. Providing decent, safe and affordable housing in our community.
2. Ensuring equal opportunity in housing for everyone
3. Providing timely response to resident request for maintenance problems.
4. Returning vacated units to occupancy in 25 days.
5. Continuing enforcement of our "One Strike" policies for resident and applicants.

6. Improving and/or maintaining our financial stability through aggressive rent collections and improved reserve position.

The JHC's financial resources include an operating fund, capital fund, dwelling rental income and Section 8 Administrative fees which will be used to operate the agency in the most cost effective means possible and still provide the services and activities for its residents.

The JHC has assessed the housing needs of Jackson and surrounding Jackson County area and has determined that it currently meets, and will continue to meet, the housing needs of the community to the extent practical for a medium sized agency. The JHC has approved a De-concentration Policy and will utilize Local Preferences to attract and encourage applicants that can qualify for public housing. The JHC has determined that its housing strategy complies with the City of Jackson, Michigan, Consolidated Plan

The JHC has updated and rewritten its Admissions and Continued Occupancy Plan, Dwelling Lease and Grievance procedures to comply with all QHWRA requirements. The JHC has established a minimum rent of \$25.00 and has conducted market rate surveys to establish reasonable flat rents.

The JHC has conducted a physical needs assessment to determine its modernization requirements and has developed an Annual and 5 year Action Plan to address its Capital Improvements.

The JHC has no plans to demolish or dispose of any of its properties.

The JHC has jointly addressed with the local police and fire departments development of safety and crime prevention that adequately meets the needs of its residents.

The JHC has developed an agency wide Pet Policy that allows any family to have a pet if they follow a set of rules.

The JHC has certified that it has and will continue to adhere to all Civil Rights requirements and will affirmatively further fair housing. In addition, the JHC has included a copy of its most recent fiscal year audit reports as part of the documentation made available for public review during the 45 days prior to submission of JHC's Agency Plan to HUD on January 15, 2003.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- (A) Admissions Policy for De-concentration 62
- (B) FY 2004 Capital Fund Program Annual Statement 33
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart 67
- (C)FY 2004 Capital Fund Program 5 Year Action Plan 40
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - (D) Definition of Substantial Deviation and Significant Amendment or Modification 62
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Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
YES	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
YES	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
YES	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
YES	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
YES	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
YES	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	Public Housing De-concentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
YES	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
YES	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
YES	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
YES	The HUD-approved Capital Fund Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
YES	Most recent, approved 5 Year Action Plan for the Capital Fund Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
YES	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
YES	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
YES	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan:
YES	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
YES	Other supporting documents (optional) (list individually; use as many lines as necessary) Policy on ownership of pets in Public Housing Family Developments.	(specify as needed) Pet Policy

1. Statement of Housing Needs

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3,203	5	5	5	3	3	2
Income >30% but <=50% of AMI	1,852	5	5	5	3	3	2
Income >50% but <80% of AMI	3,015	4	4	4	3	3	2
Elderly	2,219	5	5	4	3	2	4
Families with Disabilities	600	5	5	4	4	3	4
Race/Ethnicity W	4,940	5	5	5	3	3	2
Race/Ethnicity B	2,963	5	5	5	3	3	2
Race/Ethnicity I	103	5	5	5	3	3	2
Race/Ethnicity A	64	5	5	5	3	3	2

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000-2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") data set 1991
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	208		160
Extremely low income <=30% AMI	181	87	
Very low income (>30% but <=50% AMI)	16	8	
Low income (>50% but <80% AMI)	11	5	
Families with children	198	95	
Elderly families	1	.5	
Families with Disabilities	9	3.5	
Race/ethnicity W	194	93	
Race/ethnicity B	13	6.5	
Race/ethnicity H	1	0.5	
Race/ethnicity A	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR - 0 BR	72	35	60
2 BR	74	36	72
3 BR	51	24	26
4 BR	10	5	2
5 BR	1	0	0

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	281		84
Extremely low income <=30% AMI	270	96	
Very low income (>30% but <=50% AMI)	7	2	
Low income (>50% but <80% AMI)	4	1	
Families with children	168	60	
Elderly families	9	3	
Families with Disabilities	61	22	
Race/ethnicity W	136	48	
Race/ethnicity B	131	46	
Race/ethnicity I	3	1	
Race/ethnicity H	11	4	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR			
2 BR			

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance

- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	776,187	
b) Public Housing Capital Fund	660,369	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,787,646	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	40,581	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund Grant 2001	0	Modernization
Capital Fund Grant 2002	0	Modernization
Capital Fund Grant 2003	534,150	Modernization
3. Public Housing Dwelling Rental Income	1,204,230	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		
Interest	23,440	
Other Receipts	17,780	
5. Non-federal sources (list below)		
Total resources	6,044,383	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (3)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

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

1. Applicants that are 62 years old or older have preference for units developed as elderly housing.
2. Applicants that are 50-61 years old are designated as “near elderly” and have second preference to fill vacancies for housing developed as elderly and there are no elderly applicants available to fill the vacancies.

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

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

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

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

(6) De-concentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve de-concentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage de-concentration of poverty and income-mixing
- Other (list below)

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

If applicant demonstrates good faith efforts at finding a suitable unit.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application)

(if no, skip to sub-component (5) **Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$40/mo
- Other (list below)

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

(2) Flat Rents

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

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

On occasion, the Commission will contract with outside agency to conduct analysis.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	553	150
Section 8 Vouchers	475	105
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

- Preventive Maintenance Policy and Procedures
- Routine Maintenance Policy and Procedures

Parking and Site Maintenance
Admissions and Continued Occupancy Policy
Rent Collection
Applicant/Tenant Grievance Procedure
Rent Collection Policy
Personnel Policy
Investment Policy
Travel Policy
Procurement Policy
Capitalization Policy
Disposition of Commission Property Policy
Community Space Policy
Deceased Tenant Policy and Procedures
Pet Policy

(2) Section 8 Management: (list below)

Section 8 Program Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment ()

-or-

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

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name:
Jackson Housing Commission

Grant Type and Number
 Capital Fund Program Grant No:
 Replacement Housing Factor Grant No: _____

Original Annual Statement

Reserve for Disasters/Emergencies

Revised Annual Statement (revision no. _____)

Performance and Evaluation Report for Program Year Ending _____

Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost	
		Original	Revised
1	Total Non-CGP Funds		
2	1406 Operations	132,070.00	-
3	1408 Management Improvements	22,959.00	-
4	1410 Administration	41,430.00	-
5	1411 Audit	-	-
6	1415 Liquidated Damages	-	-
7	1430 Fees and Costs	35,850.00	-
8	1440 Site Acquisition	-	-
9	1450 Site Improvement	30,900.00	-
10	1460 Dwelling Structures	280,150.00	-
11	1465.1 Dwelling Equipment - Nonexpendable	-	-
12	1470 Nondwelling Structures	70,080.00	-

13	1475 Nondwelling Equipment	46,930.00	-
14	1485 Demolition	-	-
15	1490 Replacement Reserve	-	-
16	1492 Moving to Work Demonstration	-	-
17	1495.1 Relocation Costs	-	-
18	1499 Development Activities	-	-
19	1501 Collateralization or Debt Service	-	-
20	1502 Contingency	-	-
21	Amount of Annual Grant (Sum of lines 2-20)	\$ 660,369.00	\$ -
22	Amount of line 21 Related to LBP Activities	-	-
23	Amount of line 21 Related to Section 504 Compliance	-	-
24	Amount of line 21 Related to Security - Soft Costs	-	-
25	Amount of line 21 Related to Security - Hard Costs	-	-
26	Amount of line 21 Related to Energy Conversation Measures	-	-

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

PHA Name:		Grant Type and Number				Federal FY of Grant	
Jackson Housing Commission		Capital Fund Program Grant No: MI33P03850104 Replacement Housing Factor Grant No: 0				2004	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended
CHALET	A. Clean; reseal brick veneer all units;	1460.0	60,000 sq. ft.	65,000			
TERRACE	management/maintenance building.						
MI 38-001	B. Install new playground equipment to Head	1475.0		45,900			
	Start standards.						
	C. Replace; paint wood soffits family units.	1460.0	3,000 sq. ft.	5,250			
	D. Tuck point 5% brick.	1460.0	3,000 sq. ft.	75,000			
	E. Paint furnace flues.	1460.0	100 ea.	5,000			
	F. Replace garage doors	1470.0	2 ea.	3,000			
	G. Replace VCT senior facility.	1470.0	600 sq. ft.	1,000			
	H. Replace wall base senior facility.	1470.0	100 l.ft.	330			
	I. Clean smoke detectors.	1460.0	100 units	5,000			
	J. Clean; reseal brick fence.	1450.0	4,440 sq. ft.	4,000			
	K. Replace tub surrounds, controls and grab	1460.0	32 ea.	10,400			
	bars elderly apartments.						
Reed Manor	Subtotal MI 38-001			219,880			

MI 38-002						
	A. Replace tub surrounds, fixtures, vanities.	1460.0	23 units	49,600		
	B. Remove; replace concrete walk areas to remove trip hazards; standing water.	1450.0	500 sq. ft.	3,300		
	C. Replace concrete steps and railing at SE corner.	1450.0		7,500		
	D. Repair rotting areas colonnade railing.	1450.0	20 l. ft.	1,200		
	E. Study; repair area balcony ceiling.	1450.0		4,000		
	F. Clean unit smoke detectors	1460.0	23 units	600		
	Subtotal MI 38-002			66,200		

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

PHA Name: Jackson Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P03850104 Replacement Housing Factor Grant No: 0			Federal FY of Grant 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended
Reed Manor	A. Clean unit smoke detectors.	1460.0	146 units	3,700			
MI 38-003	B. Replace range hood C Bldg. kitchen.	1475.0	1 ea.	350			

	C. Replace kitchen sink/faucet C. kitchen.	1475.0	1 ea.	480		
	D. Replace garbage disposal C. kitchen.	1475.0	1 ea.	200		
	E. Replace cabinets/countertop C. kitchen.	1470.0		3,500		
	F. Update community dining room C. Bldg.	1470.0		50,000		
	G. Strip; sand; repaint colonnade flooring.	1470.0	2,430 sq. ft.	4,320		
	H. Strip; sand; repaint wood colonnade railings.	1470.0	540 l. ft.	2,300		
	I. Miscellaneous concrete work.	1450.0		2,920		
	J. Replace 25% railings across development.	1450.0	50 l. ft.	1,460		
	H. Repaint railings across development.	1450.0	350 l. ft.	<u>1,620</u>		
	Subtotal MI 38-003			70,850		
Reed Manor						
MI-38-004	A. Clean unit smoke detectors.	1460.0	126 units	3,200		
	B. Strip; sand; repaint colonnade flooring.	1470.0	2,120 sq. ft.	3,680		
	C. Strip; sand and repaint wood colonnade railings.	1470.0	470 l. ft.	1,950		
	D. Miscellaneous concrete work.	1450.0		2,280		
	E. Replace 25% railings across development.	1450.0	40 l. ft.	1,240		
	F. Repaint railings across development.	1450.0	300 l. ft.	<u>1,380</u>		
	Subtotal MI 38-004			13,730		

Blackstone MI 38-006	B. Clean smoke detectors all units.	1460.0	60 units	1,500			
	Subtotal MI 38-006			35,500			

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

PHA Name: Jackson Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P03850104 Replacement Housing Factor Grant No: 0			Federal FY of Grant 2004		
Development Number Name/HA-Wide Activities PHA Wide	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended

Operations	Provide funding for routine PHA operations.	1406.0		132,070			
Management Improvements	Provide resident training in the areas of personal financial management; planning; negotiating, computer skills.	1408.0		22,959			
Administration	FS Director/Coordinator pro-rated salaries.	1410.0		29,000			
	FS Director/Coordinator pro-rated benefits.	1410.0		<u>12,430</u>			
	Subtotal Administration			41,430			
A&E Fees & Costs	CT 38-1	1430.0		16,530			
	RM 38-2	1430.0		8,200			
	RM 38-3	1430.0		5,120			
	RM 38-4	1430.0		520			
	SBN 38-5	1430.0		2,360			
	SBN 38-6	1430.0		<u>3,120</u>			

	Subtotal A&E Fees			35,850			
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(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment

-or-

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

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MI 38	HA Wide	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical Improvements	5,102,810	2005-2008
Management Improvements	425,290	2005-2008
PHA Wide Non-dwelling structures and equipment	441,500	2005-2008
Administrative Cost	297,700	2005-2008
A/E Services	415,820	2005-2008
Housing Operations	660,640	2005-2008
Total estimated cost over next 5 years	7,343,760	

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MI 38-1	Chalet Terrace	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Construct storage sheds	60,000	2005-2008
Renovate Administrative/maintenance facilities	38,750	2005-2008
Paint 100 units.	350,000	2005-2008
Replace maintenance truck/maintenance van	42,000	2005-2008
Patch and seal parking and drives	35,000	2006-2008
Replace metal soffits at family apartments.	45,900	2005
Clean; reseal brick/block exteriors across entire development.	55,800	2005-2008
Replace vinyl siding across entire development.	124,500	2005-2008
Replace aluminum trim all buildings.	16,000	2005-2008
Replace chain link fencing on north and east sides of property.	25,600	2005-2008
Replace all exterior doors, frames and hardware all units; office door.	179,500	2005-2008
Replace development signs.	12,000	2005-2008
Mature tree trimming/shaping; landscape improvements.	33,000	2005-2008
Correct grade at five buildings to improve drainage.	10,000	2005-2008
Replace VCT, vinyl wall base all units; management office/maintenance bay.	172,520	2005-2008
Replace resilient treads/risers all family units.	23,800	2005-2008
Replace all unit furnaces; and furnaces & A/C units at maintenance, management, and community room.	158,900	2006
Install new drywall and laundry box in all family units.	34,000	2005-2008
Replace ceiling; install fluorescent fixtures in senior laundry facility.	2,900	2005-2008
Repaint all unit interiors (walls & ceilings).	98,000	2007
Repaint interiors maintenance/management, community room Head Start, senior laundry, Ayieko Resource Center.	5,500	2007
Replace all unit, facility smoke detectors.	67,500	2008
Convert 5 units to 504 accessibility standards.	75,000	2006
Add push pad automatic door openers to management offices and community building.	6,200	2005
Total estimated cost over next 5 years	1,672,370	

Capital Fund Program 5-Year Action Plan

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CFP 5-Year Action Plan

Original statement Revised statement

Development Number	Development Name (or indicate PHA wide)		Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
MI 38-2	Reed Manor		Install central boilers. Install trussed/peaked roof. Renovate; upgrade emergency alarms. Paint 23 units. Repaint aluminum solar screen. Miscellaneous site concrete work. Concrete repair at retaining walls; replace 50' chain link fence. Replace 73 windows (with screens). Replace 23 entry doors, frames and hardware all units; 10 stairwell doors. Reapplication of seal coat; re-striping of parking areas. Mature tree trimming/shaping 15 trees; landscape improvements. Exterior Painting: Sand; paint flagpole north entry. Sand, patch, prime and paint exterior entry doors. Replace water resistant carpeting in exterior hallways. Replace interior 57 doors, frames and hardware; replace 34 bifold closet doors. Replace ranges/refrigerators 23 units. Replace through-wall air conditioner sleeves. Repaint walls and ceilings 23 units. Replace smoke detectors all units.	30,000 78,400 28,750 80,500 30,800 6,500 2,000 29,000 29,400 2,300 2,570 2,200 5,000 37,000 35,300 18,400 33,100 6,900	2005-2008 2005-2008 2005-2008 2005-2008 2005 2005-2008 2005-2008 2005-2008 2005-2008 2005-2008 2005-2008 2005-2008 2005-2008 2005-2008 2005-2008 2005-2008 2005-2008 2005-2008 2006 2005-2008
Total estimated cost over next 5 years				458,120	

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MI 38-3	Reed Manor	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Elevator upgrades 6 ea. Elevators.	60,990	2005-2008
Reapplication of seal coat; re-stripping of parking areas.	14,150	2005-2008
Paint walls and ceilings 146 units.	132,000	2005-2008
Paint corridors, community rooms, utility areas, <i>etc.</i> , all buildings.	28,000	2005-2008
Replace administrative van; maintenance truck.	39,500	2005
Renovate; upgrade unit emergency alarms.	102,500	2006
Mature trimming/shaping mature trees; landscape improvements.	16,340	2005-2008
Replace VCT, vinyl wall base in laundry and other miscellaneous rooms.	19,400	2005-2008
Replace resilient stair treads and 50% wood treads all stairways.	18,000	2005-2008
Replace all refrigerators, ranges, range hoods.	219,000	2008
Install A/C condensers at all apartments.	290,000	2008
Replace plastic laundry sinks; countertops in all laundry rooms.	9,000	2005-2008
Remove and replace wall covering all laundry rooms.	30,000	2005-2008
Replace smoke detectors 146 units.	44,000	2005-2008
Convert 7 apartments to meet Section 504 standards.	105,000	2005-2008
Total estimated cost over next 5 years	1,127,880	

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MI 38-4	Reed Manor	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Reapplication of seal coat; re-striping; patching 5% of parking/drive-thru-s; replace 10% of curbing.	12,350	2005-2008
Mature tree trimming/shaping; landscape improvements.	14,090	2005-2008
Repaint walls and ceilings 126 units; corridors, community rooms, utility rooms.	136,500	2005-2008
Renovate Administrative offices	75,000	2006
Update/renovate emergency alarms	92,750	2005-2008
Replace 11 ea. Aluminum entry door frames and hardware; all hollow half late entry doors; all apartment entry doors.	144,000	2005-2008
Replace VCT, vinyl wall base in all laundry and miscellaneous rooms.	8,300	2005-2008
Replace resilient stair treads and 50% wood treads all stairways.	9,000	2005-2008
Replace 286 interior doors, frames and hardware.	143,000	2005-2008
Replace 354 wood bi-fold closet doors.	142,000	2005-2008
Replace refrigerators, ranges and range hoods 126 apartments.	188,500	2005-2008
Replace laundry sinks; countertops in 6 laundry rooms.	26,000	2005-2008
Upgrade 2 elevators.	20,600	2005-2008
Convert 6 apartments to Section 504 standards.	90,000	2005-2008
Total estimated cost over next 5 years	1,102,090	

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MI 38-5	Shahan-Blackstone	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Repaint walls and ceilings 48 units.	72,000	2005-2008
Replace maintenance truck.	18,500	2005
Replace appliances	43,200	2005-2008
Patch and seal parking lots and drive throughs.	28,800	2006
Replace 4 aluminum fixed windows at office/community building.	2,200	2005-2008
Replace wall mounted lavatory/faucet, toilet and vinyl tile at garage.	1,200	2005-2008
Remove; replace development sign.	6,000	2005-2008
Reapplication of seal coat, re-stripe parking areas and drive thru's.	10,200	2005-2008
Mature tree trimming/shaping; landscape improvements.	14,500	2005-2008
Correct grade at 5 buildings to improve drainage.	10,000	2005-2008
Remove 20 unused large light poles and concrete bases; install 14 lights at 7 buildings along west property line.	9,200	2005-2008
Sand, prime and paint flag pole at office building.	100	2005-2008
Add 1,000 sq. ft. storage space at maintenance garage.	150,000	2008
Replace VCT, vinyl wall base, in community room, kitchen, and Head Start area; carpet in office .	4,300	2005-2008
	3,500	2005-2008
Replace kitchen cabinets and countertop office/community room kitchen.		
Replace refrigerator, range and range hood community room kitchen.	1,450	2005-2008
Replace electric water cooler, kitchen sink and faucet, toilets, countertop in office/community room kitchen.	3,800	2005-2008
Replace furnaces and A/C condensers in office/community building.	7,400	2005-2008
Replace smoke detectors 48 apartments.	29,000	2005-2008
Add and upgrade playground equipment.	53,500	2005-2008
Total estimated cost over next 5 years	468,850	

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MI 38-6	Shahan-Blackstone	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Repaint walls and ceilings 60 units.	90,000	2005-2008
Replace/upgrade playground equipment	35,000	2005-2008
Replace appliances	54,000	2005-2008
Clean; reseal brick veneer all apartments; tuck point 10%; replace metal coping all buildings.	108,000	2005-2008
Replace pavers at NE corner adjacent to Building 6 with architectural retaining blocks (1,800 sq. ft.).	50,000	2005-2008
Install fire ladders at all two story apartments.	4,500	2005-2008
Replace 120 exterior unit doors, frames and hardware.	107,000	2005-2008
Replace 248 windows all apartments.	149,000	2005-2008
Install two developments signs.	12,000	2005-2008
Replace tree "pits"; mature tree trimming; landscape improvements.	18,500	2005-2008
Replace resilient treads and risers 60 apartment units.	21,000	2005-2008
Install new drywall and sill cocks 60 unit laundry areas.	30,000	2005-2008
Replace smoke detectors in all units.	36,000	2005-2008
Total estimated cost over next 5 years	715,000	

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a

streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (10/07/1999)
5. Number of units affected: 50 Scattered Site Units, MI033P038007
6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 10/20/1999

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

- Client referrals

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: 11/01/2003)
Public Housing	0	9
Section 8	25	25

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Chalet Terrace Project MI33P038001

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

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

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

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

Chalet Terrace Project MI33P038001

C. Coordination between PHA and the police

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

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

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

Chalet Terrace Project MI33P038001

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2004 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2004 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. PET POLICY

[24 CFR Part 903.7 9 (n)]

JHC adopted its PHA Wide pet policy pursuant to Resolution No. 2001-01 as part of the overall adoption of the 2001 PHA Plan. The policy provides that all public housing residents may own either a dog or cat within certain weight classifications that is neutered or spayed and has had appropriate disease related shots. Pit bull terriers and exotic pets are prohibited. Caged birds, hamsters, gerbils, and the like, and fish in tanks or aquariums not to exceed 20 gallons are also permitted. There are regulations governing handling of pets outside the unit, animal waste disposal, and the like. A \$5 monthly fee is charged to defray potential damage to the unit or common areas. The pet policy is incorporated by reference into the dwelling lease and is provided in total in the Tenant Handbook.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

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

The Resident Advisory Board was in general agreement with and in support of the policies and Agency Plan documents. Specific requests and comment included installation of additional exhaust fans at A-Building in Reed Manor to help alleviate humidity in the units, additional curb cuts at Shahan-Blackstone for handicapped accessibility, and possible installation of overhead lights in handicapped accessible unit bedrooms. All requests will be considered under current projects in the Commission's Capital Fund Programs.

The Chalet Terrace Resident Council continued to voice concern about requirements under the Commission's Water and Energy Savings Program and support for the Section 3 implementation of resident employment. The Reed Manor Resident Advisory Board requested tree replacements and new plantings.

The Section 8 Program RAB representative commented on the need for improving communications with current and prospective program participants, perhaps through a regular newsletter mailing. The RAB is interested in Commission investigation of implementing a Section 8 Homeownership Program.

There were no other comments received at the public hearing nor from the general public.

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

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

Incorporated requests for additional exhaust fans and possible overhead lighting in handicapped accessible units in future Capital Fund Programs. Incorporated additional curb cuts at Shahan-Blackstone into the Commission's sidewalk work in its CFP 2003 program.

- Other: (list below)

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

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

The City of Jackson’s plan has established the following housing priorities to address housing needs, which are also the priorities of the Jackson Housing Commission:

1. Maintain the supply of decent, safe and sanitary rental housing that is affordable for low, very low and moderate income families.
2. Continue JHC housing modernization activities for occupancy by low, and very low, income families.

D. Other Information Required by HUD

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

Attachments

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

Required Attachment A:

De-concentration Policy

It is the policy of the Jackson Housing Commission JHC to house families in a manner that will prevent a concentration of poverty families and/or concentration of higher income families in any one development. The specific objective of the JHC is to house no less than 40% of its inventory with families that have income at or below 30% of the area median income by public housing development. Also the JHC will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the JHC does not concentrate families with higher income levels, it is the goal of the JHC not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The JHC will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the JHC.

To accomplish the de-concentration goals the JHC will take the following actions:

- A. At the beginning of each fiscal year, the JHC will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous fiscal year.
- B. To accomplish the goals of:
 - 1. Housing not less than 40% of its inventory on an annual basis with families that have incomes at or below 30% of area median income, and
 - 2. Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living the development with incomes that exceed 30% of the area median income, the JHC's Tenant Selection and Assignment Plan, which is a part of this policy, provides for the utilization of local preferences with regards to applicant selection from its waiting list.

Required Attachment D:

The Jackson Housing Commission's (JHC) definition of Substantial Deviation and Significant Amendment or Modification are as follows:

Changes to rent or admissions policies or organization of the waiting list;

Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; and

Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Required Attachment E Summary of Policy and Program Changes

The JHC has not made nor intends to make any major policy or program changes in 2003. Local preferences were established and will not change, rent policies remain the same, community service policy parameters were included in our lease and ACOP and were implemented on 4/01/02 (in accordance with HUD directives), and our family development pet policy has already been implemented.

Required Attachment F: Resident Member on the PHA Governing Board

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

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

Camilla Jean LaFountain

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

Elected

Appointed

C. The term of appointment is (include the date term expires): Nov 01, 2001, to Oct 31, 2006

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

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: 10/31/06.

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor, City of Jackson, Michigan, with concurrence of the City Council.

Required Attachment G: Membership of the Resident Advisory Board or Boards

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

Resident Advisory Board

FYE 03/31/04

Low Income Public Housing

**Chalet Terrace Alisa Curtis, Vice President, CT Resident Council
1248 Laurel Lane
Jackson, MI 49203**

**Reed Manor Jenny Russell, President , RM Resident Council
315 Steward Avenue, I-11
Jackson, MI 49201**

**Jean LaFountain, Secretary, RM Resident Council
428 Wildwood Avenue, A-08
Jackson, MI 49201**

**Shahan-Blackstone Edna & Gerald Barker, Resident Representatives
355 Moorman Drive
Jackson, MI 49202**

Section 8 Programs

**Drena Poole, Section 8 Programs Representative
460 Commons Blvd., Apt. D
Jackson, MI 49203**

Attachment H:

Progress in meeting the 5-Year Plan Mission and Goals

The JHC has been able to maintain its mission to promote adequate and affordable housing, economic opportunity and a suitable living environment free from unlawful discrimination through the utilization of Capital funds and the proper application of our public housing policies.

We are continuing to address public housing vacancies very aggressively and our PHAS and SEMAP scores indicate that other operational issues are being positively addressed.

Capital funds have been utilized to provide modernization of our properties and the 2004 application will continue that effort.

JHC has implemented local preferences to improve the living environment by de-concentration, promoting income mixing, and improving security throughout our developments.

The JHC created, and continues to facilitate, self-sufficiency programs to improve resident employability as well as solicit support services for the elderly and families with disabilities.

We are confident that the JHC will be able to continue to meet and accommodate all our goals and objectives for FFY 2005.

TABLE OF ORGANIZATION

01-Jan-03

RESIDENTS/PARTICIPANTS/GENERAL PUBLIC

OPERATIONS

CHALET TERRACE

REED MANOR

**SHAHAN-
BLACKSTONE**

FAMILY SVCS.

	Roger Chinavera Caretaker		
Alex Martin Maintenance Worker	James Underhill Maintenance Worker	Larry Young Maintenance Aide	Wanda Wade, MA FS Coordinator
Mark Oakley Maintenance Worker	Joe Arnold Maintenance Worker	Earmie Oliver Maintenance Worker	Diane Covell, MA Director, FSP
	Gary Cram Maintenance Worker	Jerry Knight Maintenance Worker	
Lorenzo Neal Maintenance Team Leader	Ray Caddell Maintenance Supervisor	Cynthia Davis, Sr. Maintenance Team Leader	<u>SECTION 8 PRGS</u>
Janice Bable, PHM Housing Manager	Cheryl Fox, PHM Housing Manager	Aulanda Banks, PHM Housing Manager	Shari Boyce S8P Housing Aide
	Connie Crandall, PHM Sr. Housing Manager		Kim Truman, PHM S8P Housing Manager
	Esther Grant, PHM, MSW Director, PHP		Donita Olson, PHM, SHM Director, S8P

ADMINISTRATION

Brenda Fridd Exec Secretary
Terrai Early, PHM Comptroller
April Rose Admin Asst
Phillip Fracker, PHM Executive Director

BOARD OF COMMISSIONERS

Gregory C. Shack, Commissioner	TERM EXPIRES 10/31: 2008
The Rev. McKinley Harrell, Commissioner	2007
C. Jean LaFountain, Resident Commissioner	2006
Gaye N. Stewart, Vice President	2004
Jennifer M. Kelly, President	2005

**Annual Statement/Performance
and Evaluation Report**

Part I: Summary

Capital Fund Program (CFP)

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

OMB approval No. 2577-0157 (Exp. 7/31/98)

HA Name Jackson Housing Commission				Comp Grant Number MI33P03850101	FFY of Grant Approval 2001
__ Original Annual Statement		___ Reserve for Disasters/Emergencies		___ Revised Annual Statement/Revision Number <u>2</u>	
___ Final Performance & Evaluation Report		<u>xx</u> Performance & Evaluation Report for Program Year Ending <u>09/30/03</u>			
Line #	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 20% of line 19)		80,000	80,000	80,000
3	1408 Management Improvements	30,773	10,773	10,773	10,000
4	1410 Administration	35,800	35,800	35,800	35,800
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Cost	55,780	55,780	55,780	44,311
8	1440 Site Acquisition				
9	1450 Site Improvement	102,250	102,250	102,250	102,250
10	1460 Dwelling Structures	672,400	592,400	592,400	592,400
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures		20,000	20,000	20,000
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1495.1 Relocation Costs				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)				
19	Amount of Annual Grant (Sum of lines 2-18)	\$897,003	\$897,003	\$897,003	\$884,761
20	Amount of Line 19 related to LBP Activities				
21	Amount of Line 19 related to Section 504 Compliance				
22	Amount of Line 19 related to Security				
23	Amount of Line 19 related to Energy Conservation Measures				
(1) To be completed for the Performance & Evaluation Report or a Revised Annual Statement (2) To be completed for the Performance & Evaluation Report					
Signature of Executive Director and Date			Signature of Public Housing Director/Office of Native American Programs Administrator and Date		
X Phillip M. Fracker, PHM, Executive Director			X Richard B. Wears, Acting Director, OPH		

**Annual Statement/Performance
and Evaluation Report**

Part II: Supporting Pages

Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
MI 38-1	A. Patch; seal parking areas.	1450		45,000	45,000	45,000	45,000	Complete
Chalet Terrace	B. Install dryer electrical venting.	1460	68 units	57,800	57,800	57,800	57,800	Complete
	C. Tear off; repair; install roofing.	1460	100 units	200,000	30,240	30,240	30,240	Complete
	D. Replace kitchen countertops; etc.	1460	68 units	-	89,760	89,760	89,760	Complete
	E. Renovate community building.	1470		-	20,000	20,000	20,000	Complete
	Subtotal				302,800	242,800	242,800	242,800
MI 38-3	A. Repair; seal; stripe parking areas.	1450		29,750	29,750	29,750	29,750	Complete
Reed Manor	Subtotal			29,750	29,750	29,750	29,750	
MI 38-4	A. Repair; seal; stripe parking areas.	1450		27,500	27,500	27,500	27,500	Complete
Reed Manor	Subtotal			27,500	27,500	27,500	27,500	
MI 38-5	A. Replace unit furnaces.	1460	48 units	45,600	45,600	45,600	45,600	Complete
Shahan Blackstone	Subtotal			45,600	45,600	45,600	45,600	
MI 38-6	A. Replace unit furnaces.	1460	60 units	57,000	57,000	57,000	57,000	Complete
Shanan Blackstone	B. Renovate kitchens; baths.	1460	60 units	312,000	312,000	312,000	312,000	Complete
	Subtotal			369,000	369,000	369,000	369,000	
PHA Wide								
Operations Management Improvements	A. PHA Operations per regs.	1406		-	80,000	80,000	80,000	Complete
	B. Provide resident training in the areas of personal, financial management planning negotiating and computer skills	1408		30,773	10,773	10,773	10,000	
	Subtotal			30,773	10,773	10,773	10,000	
Administration	A. Pro-rate salaries for FS Dir and FS Co	1410		25,776	25,776	25,776	26,220	Complete
	B. Fringe benefits	1410		10,024	10,024	10,024	9,580	
	Subtotal			35,800	35,800	35,800	35,800	
Fees and Cost	A. A and E MI 38-1,3,5 and 6	1430		55,780	55,780	55,780	44,311	
	Subtotal			55,780	55,780	55,780	44,311	
Contingency	Subtotal	1502		-	-	-	-	
Grand Total				897,003	897,003	897,003	884,761	

(1) To be completed for the Performance & Evaluation Report or a Revised Annual Statement (2) To be completed for the Performance & Evaluation Report

Signature of Executive Director and Date: Phillip M. Fracker, PHM, Executive Director 30-Sep-03

Signature of Public Housing Director/Office of Native American Program Administrator and Date: Richard B. Wears, Acting Director, OPH

**Annual Statement/Performance
and Evaluation Report
Part III: Implementation Schedule
Capital Fund Program (CFP)**

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
<u>HA Wide</u>	03/31/03		11/30/02	09/30/04			
<u>MI 38-1</u>	03/31/03		06/30/02	09/30/04		09/30/03	
<u>MI 38-2</u>							
<u>MI 38-3</u>	03/31/03		06/30/02	09/30/04		09/30/02	
<u>MI 38-4</u>	03/31/03		06/30/02	09/30/04		09/30/02	
<u>MI 38-5</u>	03/31/03		06/30/02	09/30/04		09/30/02	
<u>MI 38-6</u>	03/31/03		06/30/02	09/30/04		09/30/03	

(1) To be completed for the Performance & Evaluation Report or a Revised Annual Statement (2) To be completed for the Performance & Evaluation Report

Signature of the Executive Director and Date Phillip M. Fracker, PHM, Executive Director 30-Sep-03	Signature of Public Housing Director/Office of Native American Programs Administrator and Date Richard B. Wears, Acting Director, OPH
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JACKSON HOUSING COMMISSION
CAPITAL FUND PROGRAM PLAN
EXECUTIVE SUMMARY - PART II NARRATIVE

The Jackson Housing Commission is pleased to submit this **Final Annual Statement/Performance Evaluation Report** on Year 2001 capital and management improvements as of May 21, 2003. Work in the development of physical and management needs assessment has been ongoing since inception of the plan, principally through the Capital Fund Program Steering Committee and Resident Advisory Board (see enclosed listings). Information about the Commission's Capital Fund Programs, and invitations for participation in it, have been transmitted through monthly newsletters to each public housing development, at regular monthly Commission meetings, through consultation with the City of Jackson's Community Development Department, particularly through work on the City's Consolidated Plan, and at Resident Council meetings. A summary of comments follows.

CHALET TERRACE RESIDENT COUNCIL

- The storage shed project seems to always get pushed further into the future. Efforts to get this program funded under the Community Development Block Grant Program failed.
- We could use vents for our dryers. (Completed under this program.)
- Really like *Ayieko* (Pull Together) neighborhood and computer resource center. The kids really like it. More seniors are getting involved.
- Concerned about need for security; want to revitalize Neighborhood Watch Group or something like it.

Commission Staff:

- Repair masonry wall at maintenance courtyard.
- Install dryer vents for tenant owned dryers. Furnaces, floor drains getting clogged with lint. (Completed under this program.)

REED MANOR RESIDENT COUNCIL

- Courtyard between F and I Bldgs gets no grass. Too much shade from large trees.
- Parking is always a problem. Illegal parking from apartments across the street. Chore providers park where they want (or can). Contractors get in the way.

JACKSON HOUSING COMMISSION
CAPITAL FUND PROGRAM PLAN
EXECUTIVE SUMMARY PART II - NARRATIVE

SHAHAN-BLACKSTONE RESIDENT COUNCIL

- Can we change entry lock systems so little kids can't get out? (Greater threat to kids by being trapped inside in case of fire. Suggested by other residents and management staff that parents watch kids more closely.)
- Need to revise sidewalk configuration at Moorman Drive for better wheelchair accessibility.

Commission Staff:

- Replacement furnaces growing priority. Can't find parts to repair now. (Completed under this program.)
- We need replacement of kitchen, bathroom cabinets . . . complete make-over, really. (Completed under this program.)

CAPITAL FUND PROGRAM STEERING COMMITTEE

- Should we "tear down" A Bldg? (Reed Manor) It would provide room for parking! Parking continues to be severe problem.
- Install electrical, venting necessary for 68 family units at Chalet Terrace are equipped to install privately owned clothes dryers. (Completed under this program.)

Commission Staff:

- Continue to improve computer programs to assist in administration.
- Continue maintenance materials and property inventory systems improvement.
- Upgrade unit inspections from Housing Maintenance Code standards to HUD required standards. (Completed under previous and continuing programs.)

PUBLIC HEARING: 01/16/99 NONE.

FORTY-FIVE DAY COMMENT PERIOD FROM 11/25/98: NONE.

**Annual Statement/Performance
and Evaluation Report**

Part I: Summary

Capital Fund Program (CFP)

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

OMB approval No. 2577-0157 (Exp. 7/31/98)

HA Name Jackson Housing Commission				Comp Grant Number MI33P03850102	FFY of Grant Approval 2002
___ Original Annual Statement		___ Reserve for Disasters/Emergencies		___ Revised Annual Statement/Revision Number 2	
___ Final Performance & Evaluation Report		<u>xx</u> Performance & Evaluation Report for Program Year Ending <u>09/31/02</u>			
Line #	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 20% of line 19)	105,223	30,223	30,223	30,223
3	1408 Management Improvements	30,773	30,773	30,773	6,022
4	1410 Administration	37,590	37,590	37,590	4,940
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Cost	36,650	36,650		
8	1440 Site Acquisition				
9	1450 Site Improvement	105,820	105,820		
10	1460 Dwelling Structures	353,370	353,370		
11	1465.1 Dwelling Equipment-Nonexpendable		51,000	38,180	37,845
12	1470 Nondwelling Structures	110,250	137,150	26,900	17,998
13	1475 Nondwelling Equipment	68,000	68,000	39,560	39,324
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1495.1 Relocation Costs				
17	1498 Mod Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)	2,900			
19	Amount of Annual Grant (Sum of lines 2-18)	\$850,576	\$850,576	\$203,226	\$136,352
20	Amount of Line 19 related to LBP Activities				
21	Amount of Line 19 related to Section 504 Compliance				
22	Amount of Line 19 related to Security				
23	Amount of Line 19 related to Energy Conservation Measures				
(1) To be completed for the Performance & Evaluation Report or a Revised Annual Statement (2) To be completed for the Performance & Evaluation Report					
Signature of Executive Director and Date			Signature of Public Housing Director/Office of Native American Programs Administrator and Date		
X Phillip M. Fracker, PHM, Executive Director			X Richard B. Wears, Acting Director, OPH		

**Annual Statement/Performance
and Evaluation Report**

Part II: Supporting Pages

Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
MI 38-1 Chalet Terrace	A.Repair; repour select sidewalks.	1450		23,200	23,200	-	-	
	B. Install additional lot lighting.	1450	32 units	27,550	27,550	-	-	
	C. Install gas/electric meters.	1460	100 units	30,000	30,000	-	-	
	D. Install carbon monoxide detectors.	1460	100 units	11,000	11,000	-	-	
	E. Install ranges/refrigerators.	1465	68 units	-	51,000	38,180	37,845	
	F. Renovate Community Building.	1470	-	-	26,900	26,900	17,998	
	F. Computer system upgrade/fax.	1475	100 units	10,500	10,500	2,840	2,840	
	Subtotal			102,250	180,150	67,920	58,683	
MI 38-2	A. Install carbon monoxide detectors.	1460		2,530	2,530			
Reed Manor	Subtotal			2,530	2,530	-	-	
MI 38-3 Reed Manor	A. Install window replacements.	1460	146 units	124,100	124,100			
	B. Install carbon monoxide detectors.	1460	146 units	16,060	16,060			
	C. Renovate C bldg. kitchen/dining.	1470		75,250	75,250			
	D. Replace copier w/copier-fax.	1475		13,050	13,050	7,700	7,700	
	E. Computer system upgrade.	1475		10,500	10,500	7,100	7,100	
	Subtotal			238,960	238,960	14,800	14,800	
MI 38-4 Reed Manor	A. Install window replacements.	1460	126 units	93,940	93,940			
	B. Install carbon monoxide detectors.	1460	126 units	13,860	13,860			
	C. Replace copier w/copier-fax.	1475		12,950	12,950	8,900	8,900	
	D. Computer equipment upgrade.	1475		10,500	10,500	8,520	8,520	
	Subtotal			131,250	131,250	17,420	17,420	
MI 38-5 Shahan- Blackstone	A. Repair; repour select sidewalk.	1450		21,570	21,570			
	B. Install carbon monoxide detectors.	1460	48 units	5,280	5,280			
	C. Install security fence west side.	1470		15,000	15,000			
	D. Replace copier w/copier-fax.	1475		10,500	10,500	4,500	4,264	
	Subtotal			52,350	52,350	4,500	4,264	
MI 38-6 Shanan- Blackstone	A. Repair; repour select sidewalk.	1450		23,500	23,500			
	B. Install carbon monoxide detectors.	1460	60 units	6,600	6,600			
	C. Install security fence west side.	1470		20,000	20,000			
	Subtotal			50,100	50,100	-	-	
MI 38-7 Scattered Sites	A. Upgrade landscaping for unit sale.	1450	50 units	10,000	10,000			
	B. Upgrade units for sale.	1460	50 units	50,000	50,000			
	Subtotal			60,000	60,000	-	-	

PHA Wide								
Operations Management Improvements	A. PHA Operations per regs.	1406		105,223	30,223	30,223	30,223	Complete
	B. Provide resident training in the areas of personal, financial management planning negotiating and computer skills	1408		30,773	30,773	30,773	6,022	
	Subtotal			30,773	30,773	30,773	6,022	
Administration	A. Pro-rate salaries for FS Dir and FS Co	1410		26,310	26,310	26,310	3,517	
	B. Fringe benefits	1410		11,280	11,280	11,280	1,423	
	Subtotal			37,590	37,590	37,590	4,940	
Fees and Cost	A. A and E MI 38-1,3,5 and 6	1430		36,650	36,650	-	-	
	Subtotal			36,650	36,650	-	-	
				2,900	-	-	-	
Contingency	Subtotal	1502		2,900	-	-	-	
	Grand Total			850,576	850,576	203,226	136,352	

(1) To be completed for the Performance & Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance & Evaluation Report

Signature of Executive Director and Date

Phillip M. Fracker, PHM, Executive Director

30-Sep-03

Signature of Public Housing Director/Office of Native American Program Administrator and Date

Richard B. Wears, Acting Director, OPH

**Annual Statement/Performance
and Evaluation Report
Part III: Implementation Schedule**

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

Capital Fund Program (CFP)

OMB Approval No. 2577-0157 (Exp. 7/31/98)

Development Number/Name HA Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
<u>HA Wide</u>	03/31/03	5/30/2004		09/30/04	05/30/06		
<u>MI 38-1</u>	03/31/03	5/30/2004		09/30/04	05/30/06		
<u>MI 38-2</u>							
<u>MI 38-3</u>	03/31/03	5/30/2004		09/30/04	05/30/06		
<u>MI 38-4</u>	03/31/03	5/30/2004		09/30/04	05/30/06		
<u>MI 38-5</u>	03/31/03	5/30/2004		09/30/04	05/30/06		
<u>MI 38-6</u>	03/31/03	5/30/2004		09/30/04	05/30/06		

(1) To be completed for the Performance & Evaluation Report or a Revised Annual Statement (2) To be completed for the Performance & Evaluation Report

Signature of the Executive Director and Date Phillip M. Fracker, PHM, Executive Director 30-Sep-03	Signature of Public Housing Director/Office of Native American Programs Administrator and Date Richard B. Wears, Acting Director, OPH
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JACKSON HOUSING COMMISSION
CAPITAL FUND PROGRAM PLAN
EXECUTIVE SUMMARY - PART II NARRATIVE

The Jackson Housing Commission is pleased to submit its Final Annual Statement/Performance Evaluation Report on Year 2001 capital and management improvements as of October 15, 2003. Work in the development of physical and management needs assessment has been ongoing since inception of the first plan, principally through the Capital Fund Program Steering Committee, (see enclosed listing). Information about the Commission's Capital Fund Programs, and invitations for participation in it, have been transmitted through monthly newsletters to each public housing development, at regular monthly Commission meetings, through consultation with the City of Jackson's Community Development Department, particularly through work on the City's Consolidated Plan, the Resident Advisory Board and Resident Council meetings. A summary of comments follows.

CHALET TERRACE RESIDENT COUNCIL

- The storage shed project seems to always get pushed further into the future. Efforts to get this program funded under the Community Development Block Grant Program failed.
- Dryer venting installed under this program is greatly appreciated.

Commission Staff:

- Repair masonry wall at maintenance courtyard.
- Roofing work only needs to be done at Senior Unit buildings, not the entire development as originally planned.
- Patio doors need to be replaced at Reed Manor. Too big, bulky. Replacement parts are nearly impossible to come by.

REED MANOR RESIDENT COUNCIL

- Courtyard between F and I Bldgs gets no grass. Too much shade from large trees. Need to replace the many trees that have been taken out over the last several years.
- Parking is always a problem. Illegal parking from apartments across the street. Chore providers park where they want (or can). Contractors get in the way. This is an ongoing problem that, as yet, has no resolution.
- When are we going to upgrade the dining hall? (Slated at present for the 2003 program.)

JACKSON HOUSING COMMISSION
CAPITAL FUND PROGRAM PLAN
EXECUTIVE SUMMARY PART II - NARRATIVE

SHAHAN-BLACKSTONE RESIDENT COUNCIL

- Can we change entry lock systems so little kids can't get out? (Greater threat to kids by being trapped inside in case of fire. Suggested by other residents and management staff that parents watch kids more closely.)
- Need to revise sidewalk configuration at Moorman Drive for better wheelchair accessibility. (Slated for 2003/2004 programs.)
- Residents are greatly pleased with the furnace replacements and kitchen renovations.

Commission Staff:

- Replacement furnaces growing priority. Can't find parts to repair now. (See last comment, above.)
- We need replacement of kitchen, bathroom cabinets . . . complete make-over, really. (See last comment, above.)

CAPITAL FUND PROGRAM STEERING COMMITTEE

- Should we "tear down" A Bldg? (Reed Manor) It would provide room for parking! Parking continues to be severe problem. (This is not an option!)
- Install electrical, venting necessary for 68 family units at Chalet Terrace are equipped to install privately owned clothes dryers. (Completed under this program.)

Commission Staff:

- Continue to improve computer programs to assist in administration.
- Continue maintenance materials and property inventory systems improvement.
- Upgrade unit inspections from Housing Maintenance Code standards to HUD required standards. (Completed under this program.)

PUBLIC HEARING: 01/10/01 NONE.

FORTY-FIVE DAY COMMENT PERIOD FROM 11/25/00: NONE.