

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2001

**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:** The Housing Authority of Williamson County

**PHA Number:** IL0050

**PHA Fiscal Year Beginning:** (01/2001)

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[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: To provide affordable housing to the community; to maintain safe, quality housing for our tenants; to provide rental assistance and other related services; to promote self-sufficiency, to operate in a non-discriminatory, economically responsible, and professional manner; and to create and/or maintain partnerships with our tenants and appropriate community agencies in order to accomplish this mission.

**The Williamson County Housing Authority has and will continue to strive to maintain the mission statement as stated above.**

**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)

**The WCHA has not applied for additional rental vouchers and may decide to abstain from applying for additional rental vouchers in the near future due to the declining number on our waiting list. The Housing Authority continues to be able to rent vacant units quickly and thus keeping vacancies to a minimum.**

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

**The WCHA has taken steps to improve the quality of assisted housing offered. Several of the employees have been to different training sessions in the past year in order to gain the knowledge needed to improve. Communication lines have been opened with the residents in order to help improve customer satisfaction. The WCHA will continue its efforts to modernize the units.**

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

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

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

**The WCHA does have a deconcentration policy, but an evaluation of the income mixes in the developments do not show a need to implement this policy at this time. The income mixing is fairly even across all developments. The WCHA does not steer any family towards any one development for any reason other than those designated as elderly/disabled only. The Housing Authority is attempting to take steps to implement security improvements, such as better communication with law enforcement and more lighting.**

**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)

**The WCHA now has three staff members attempting to promote self sufficiency and asset development. These three continue to increase the network of agencies that can be used by the residents and strive to promote participation by the residents.**

**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)

**The WCHA has always and will continue to undertake the affirmative measures listed above. The WCHA has not a had a problem in this area.**

**Other PHA Goals and Objectives: (list below)**

**PHA Goal: Manage the Williamson County Housing Authority's existing public housing program in a professional, efficient and effective manner and in full compliance with applicable statutes and regulations as defined by HUD.**

**Objectives:**

1. The WCHA shall work to maintain its marketability as evidenced by increasing its waiting list by the end of the fiscal year 2004.
2. The WCHA shall work to obtain an increase in the percentage of rents collected at the end of each fiscal year.
3. The WCHA shall promote a positive work environment with a dedicated team of employees to operate as a customer-friendly and fiscally responsible agency.

**The WCHA has not be successful in increasing its waiting list thus far, but the Housing Authority is undertaking steps to obtain this goal. For instance, the WCHA has taken an ad in the yellow pages for the upcoming year. The Housing Authority is attempting to increase the percentage of rents collected by ensuring evictions are served promptly and getting the attorney involved more quickly. Also the Housing Authority has evaluated and updated its lease.**

**PHA Goal: Promote a safe and secure environment in the WCHA's public housing developments.**

**Objectives:**

1. The WCHA shall provide residents with safety awareness programs.
2. The WCHA shall attempt to reduce crime rates in public housing developments and the surrounding areas and reduce its evictions due to violations of criminal laws through aggressive screening procedures, cooperation with local law enforcement agencies and enforcement of HUD's "one strike and your out policy."

**The WCHA is striving towards these goals. The Housing Authority is using aggressive screening procedures and has increased the amount of communication with local law enforcement. The Housing Authority is strictly enforcing its lease.**

**PHA Goal: Ensure full compliance with all applicable standards and HUD regulations, including the Generally Accepted Accounting Principles.**

**Objectives:**

1. The WCHA shall work to maintain its current level of operating reserves between now and the end of the fiscal year 2004.
2. The WCHA shall implement an effective anti-fraud program.

**The WCHA is in full compliance will applicable standards, including GAAP.**

**PHA Goal: Improve access of public housing residents to services that support economic opportunity and quality of life.**

**Objectives:**

1. The WCHA shall ensure that all of its school age children are regularly attending school.
2. The WCHA will assist its resident organizations in strengthening their organizations and help develop their own mission statements, goals and objectives.
3. The WCHA shall aggressively search and apply to appropriate foundations for future grant funds pertaining to resident supportive services opportunities.

**The WCHA is attempting to increase communication with local school districts in order to decrease truancy. The Housing Authority has increased communication**

**with its resident organizations. As of yet, the WCHA has not applied for any new funding.**

**PHA Goal: Maintain the WCHA's real estate in a decent condition and deliver timely and high quality maintenance service to its residents.**

**Objectives:**

1. The WCHA shall implement a preventive maintenance plan.
2. The WCHA shall create an appealing up-to-date environment in its developments by December 31, 2004.

**The WCHA has implemented a preventive maintenance plan and through modernization, it is striving to reach the goal of an appealing up-to-date environment in its developments.**

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[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 Williamson County Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. The WCHA adopted the mission statement and goals and objectives stated above. The Annual Plan is based on the premise that accomplishing the goals and objectives is important to work towards our mission.

The WCHA believes that it already has achieved this mission, but needs to maintain its high level of performance. The plans, statements, budget summary, policies, etc. set forth all lead towards the accomplishment of our goals and objectives and are consistent with the state's Consolidated Plan.

The WCHA believes that the housing needs of Williamson County are being met. One sign of this is the relatively short waiting list for public housing. The waiting list for Section 8 housing is longer, but some of those on this waiting list are already in public housing. Also, without the issuance of new vouchers, the waiting list remains. Another sign of this is the data in the state of Illinois Consolidated Plan. Data from the 1990 census bureau seems irrelevant because of the change in the economy since 1990. The waiting list for public housing for the WCHA in 1990 was considerably longer than today.

As projected by the analysis of the WCHA waiting lists, the targeted amounts for extremely low income families should be exceeded in both public housing and Section 8 housing. Also, the analysis shows a fairly low amount of elderly or disabled on the waiting list, which indicates that the housing needs of these groups seem to be being met in Williamson County. The statement of financial resources shows

that the WCHA has a strong operating fund and a fair amount of financial resources. The WCHA's eligibility, selection, admissions, and rent policies are outlined for public housing and Section 8. Then, the WCHA has included its Capital Fund Program Annual Statement and the 5-Year Action Plan.

The WCHA plans to continue to evolve as needed in the future to continue to meet the housing needs of Williamson County. The WCHA will continue to evaluate its policies and strategies and make the needed changes to continue to meet its mission.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.79 (r)]

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

#### **Table of Contents**

	<u>Page #</u>
<b>5-Year Plan</b>	<b>1</b>
Mission Statement and Statement of Progress	1
Goals, Objectives, and Statements of Progress	1
<b>Annual Plan</b>	<b>7</b>
i. Executive Summary	7
ii. Table of Contents	8
1. Housing Needs	12
2. Financial Resources	18
3. Policies on Eligibility, Selection and Admissions	20
4. Deconcentration Policy	24
5. Rent Determination Policies	30
6. Operations and Management Policies	35
7. Grievance Procedures	37
8. Capital Improvement Needs	38
9. Capital Fund 5-Year Action Plan	43
10. Hope VI and Public Housing Development and Replacement Activities	59
11. Demolition and Disposition	60
12. Designation of Housing	61
13. Conversions of Public Housing	62
14. Homeownership	44
15. Community Service Programs	66
16. Community Services Requirement Statement	68
17. Crime and Safety	69
18. Pets	50
19. Civil Rights Certifications (included with PHA Plan Certifications)	73
20. Audit	73
21. Asset Management	73
22. Other Information	74
23. Resident Advisory Board	74

24. Resident Board Member	75
25. Resident Service and Satisfaction Survey Statement	77
26. Organizational Chart	79

**Attachments**

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

**Required Attachments:**

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**I have attached statements of how the Housing Authority is attempting to address the issues brought to light by the Resident Service and Satisfaction Survey. These two issues are Communication and Security.**

**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.

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

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
*	AWAITING FURTHER CLARIFICATION AND	
	INSTRUCTIONS FROM HUD	

## **1. Statement of Housing Needs**

[24 CFR Part 903.79 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	1859	5	5	3	1	2	4
Income >30% but <=50% of AMI	1024	5	5	4	1	2	4
Income >50% but <80% of AMI	1125	5	5	4	1	2	4
Elderly	1186	5	5	4	4	1	4
Families with Disabilities	N/A	5	5	4	5	2	4
African American	135	5	5	4	1	2	4
Hispanic	48	5	5	4	1	2	4
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources

**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.

<b>Housing Needs of Families on the Waiting List</b>			
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	51		268
Extremely low income <=30% AMI	34	67	
Very low income (>30% but <=50% AMI)	15	29	
Low income (>50% but <80% AMI)	2	4	
Families with children	26		
Elderly families	16		
Families with Disabilities	13		
Caucasian	48		
African American	2		

Housing Needs of Families on the Waiting List			
American Indian	1		
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	21		
2 BR	23		
3 BR	6		
4 BR	1		
5 BR	N/A		
5+ BR	N/A		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	41		24
Extremely low income <=30% AMI	33	80.5	
Very low income (>30% but <=50% AMI)	7	17.1	
Low income (>50% but <80% AMI)	1	2.4	

<b>Housing Needs of Families on the Waiting List</b>			
Families with children	36		
Elderly families	3		
Families with Disabilities	2		
Caucasian	36		
African American	5		
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	4	9.75	
2 BR	20	48.8	
3 BR	13	31.7	
4 BR	4	9.75	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <b>Opened in September</b>			
If yes:			
How long has it been closed (# of months)? 1 year			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <b>The Housing Authority does take recommendations from DCFS for the Family Unification Program Vouchers. We also try to work with local law enforcement and the Witness Protection Program.</b>			

### 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.

<b>Financial Resources: Planned Sources and Uses</b>
--

Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	1,301,270.00	
b) Public Housing Capital Fund	1,354,243.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	636,928.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>Capital Fund</b>	800,000.00	Development Improvements
<b>3. Public Housing Dwelling Rental Income</b>	1,325,166.00	PHA Operations
<b>4. Other income (list below)</b>	38,460	PHA Operations
<b>Laundry and Scrap +</b>		
<b>Work Order Receipts</b>		
<b>4. Non-federal sources (list below)</b>	119,462.00	PHA Operations
<b>Investment Income</b>		
<b>Total resources</b>	<b>5,575,529.00</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (If have been on waitlist for longer than three months), before being offered the unit.
- Other: After a family has its interview.

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: Check with other PHAs.

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? 0

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

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: change in employment location

c. Preferences

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

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

Former Federal preferences:

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

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

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) Deconcentration and Income Mixing**

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

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

**1. The WCHA did adopt a deconcentration policy. Our analysis did not indicate the need to promote deconcentration at this time. The policy was adopted so the WCHA is prepared if the need does arise in the**

**future. The Williamson County Housing Authority Deconcentration Policy reads as follows:**

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

**The Williamson County Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income families will not be steered toward higher income developments.**

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

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

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

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other: Previous public housing record, unpaid balances, etc.

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: The WCHA does not share any information with landlords. If we approve someone for the program, then the landlord can take responsibility to do background checks if so desired.

## **(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: **Two extensions of 30 days apiece may be given if the family documents their efforts and additional time can be expected to result in success.**

## **(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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 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: (see 5(b))

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

- Through published notices
- Other: We have 28 vouchers available through the Family Unification Program. We have not listed the availability or the policies for this program in any documents or reference materials because this program is initiated by the Department of Children and Family Services. A reference from this organization must be received before the WCHA starts its screening process and a voucher can be given to a prospective tenant.

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.79 (d)]

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

A. A hardship exists in the following circumstances:

1. When the family has list eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
3. When the income of the family has decreased because of changed circumstances, including loss of employment;
4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items; or
5. When a death has occurred in the family.

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)  
 95<sup>th</sup> percentile rents  
 75 percent of operating costs  
 100 percent of operating costs for general occupancy (family) developments  
 Operating costs plus debt service  
 The "rental value" of the unit  
 Other (list below)

f. Rent re-determinations:

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

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

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: Set based on FMR's established for the jurisdiction.

## **B. Section 8 Tenant-Based Assistance**

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

**Raised payment standard for 2-bedroom to 110% of FMR for reason listed above.**

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)

A. A hardship exists in the following circumstances:

1. When the family has list eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
3. When the income of the family has decreased because of changed circumstances, including loss of employment;
4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items; or
5. When a death has occurred in the family.

## **5. Operations and Management**

[24 CFR Part 903.79 (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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	725	268

Section 8 Vouchers	135	24
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Family Unification	28	0
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

### 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)

- Admissions and Continued Occupancy Policy
- Access to Files
- Accounting
- Activity/Community Buildings
- Blood Borne Disease
- Cable Television Installation
- Capitalization
- Check Signing
- Criminal Records Management
- Deconcentration
- Disposition
- Drug and Alcohol Abuse
- Drug Free Workplace

Equal Housing Opportunity  
 Ethics  
 Facilities Use  
 Funds Transfer  
 Hazardous Materials  
 Investment  
 Laundry Money Collection  
 Lead Base Paint  
 Maintenance  
 Natural Disaster  
 "One Strike and Your Out"  
 Paint Supply (to residents)  
 Pest Control  
 Procurement  
 Public Housing Lease  
 Rent Collection  
 Relocation  
 Repayment Agreement  
 Resident Initiatives  
 Swimming Pools

(2) Section 8 Management: (list below)  
 Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

**B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

**7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

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

-or-

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

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

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

Capital Fund Grant Number IL06-P050-709-00 FFY of Grant Approval: (MM/2000)

- Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	

3	1408	Management Improvements	
4	1410	Administration	38,000
5	1411	Audit	
6	1415	Liquidated Damages	
7	1430	Fees and Costs	96,000
8	1440	Site Acquisition	
9	1450	Site Improvement	136,000
10	1460	Dwelling Structures	1,010,643
11	1465.1	Dwelling Equipment-Nonexpendable	
12	1470	Nondwelling Structures	293,000
13	1475	Nondwelling Equipment	
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	3,600
18	1498	Mod Used for Development	
19	1502	Contingency	70,000
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		1,354,243
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
23	Amount of line 20 Related to Security		
24	Amount of line 20 Related to Energy Conservation Measures		416,000

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
IL-50-2	a. Storm Sewers	1450	100,000
	Subtotal		100,000
IL-50-9	a. Electrical	1460	18,000
	Subtotal		18,000
IL-50-10	a. Electrical	1460	36,000
	Subtotal		36,000

IL-50-12	a. Roofing	1460	224,643
	b. Gas Furnaces/ Flue Pipes	1460	189,000
	Subtotal		413,643
IL-50-14	a. Interior Doors	1460	18,000
	b. Bathrooms	1460	24,000
	c. Kitchens	1460	23,000
	d. Floor Tile	1460	16,000
	e. Exterior Storage	1460	36,000
	f. Drywall/ Insulation	1460	32,000
	g. Electrical	1460	25,000
	h. Plumbing	1460	10,000
	i. Gas Furnaces	1460	20,000
	j. Asbestos Abatement	1460	27,000
	k. Trash Screens	1450	10,000
	l. Sidewalks	1450	8,000
	m. Landscaping	1450	10,000
	n. Sewers	1450	8,000
	o. Relocation	1495	3,600
	Subtotal		270,000
IL-50-16	a. Boilers	1460	96,000
	Subtotal		96,000
IL-50-19	a. Roofing	1460	48,000
	Subtotal		48,000
IL-50-20	a. Roofing	1460	48,000
	Subtotal		48,000
IL-50-21	a. Roofing	1460	60,000
	Subtotal		60,000
IL-50-23	a. Roofing	1460	60,000
	Subtotal		60,000
HA Wide	a. Contingency	1502	70,000
	Subtotal		70,000
HA Wide	a. Modernization Coordinator Salary	1410	37,000
	b. Accountant Salary	1410	1,000
	Subtotal		38,000
Fees and Costs	a. A/E Design for 50-2	1430	8,000
	b. A/E Design for 50-9	1430	1,440
	c. A/E Design for 50-10	1430	2,880
	d. A/E Design for 50-12	1430	35,180
	e. A/E Design for 50-14	1430	23,540
	f. A/E Design for 50-16	1430	7,680
	g. A/E Design for 50-19	1430	3,840
	h. A/E Design for 50-20	1430	3,840

	i. A/E Design for 50-21	1430	4,800
	j. A/E Design for 50-23	1430	4,800
	Subtotal		96,000
	Grand Total		1,354,243

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
IL-50-2	09/30/03	09/30/04
IL-50-9	09/30/03	09/30/04
IL-50-10	09/30/03	09/30/04
IL-50-12	09/30/03	09/30/04
IL-50-14	09/30/03	09/30/04
IL-50-16	09/30/03	09/30/04
IL-50-19	09/30/03	09/30/04
IL-50-20	09/30/03	09/30/04
IL-50-21	09/30/03	09/30/04
IL-50-23	09/30/03	09/30/04
HA Wide	09/30/03	09/30/04

**(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-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)



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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL06-P050-001	PHA Wide	0	

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Plumbing	21,000	2003
Electrical	27,500	2003
Bathrooms	28,600	2003
Kitchens	25,000	2003
Interior Doors	10,000	2003
Floor Tile	20,000	2003
Closet Doors	11,000	2003
Exterior Storage	33,000	2003
Drywall/Insulation	50,000	2003
Flue Pipes	4,000	2003
Trash Screens	6,000	2003
Landscaping	10,000	2003
Siding	36,000	2003
Asbestos Abatement	36,000	2003
Sewer	12,000	2003
<b>Total estimated cost over next 5 years</b>	<b>330,100</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
IL06-P050-002	PHA Wide	0	

<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Floor Tile	32,000	2006
Asbestos Abatement	36,000	2006
<b>Total estimated cost over next 5 years</b>	<b>68,000</b>	

**Optional 5-Year Action Plan Tables**

<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
IL06-P050-003	PHA	0	

<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

<b>Plumbing</b>	<b>25,000</b>	<b>2003</b>
<b>Electrical</b>	<b>62,500</b>	<b>2003</b>
<b>Bathrooms</b>	<b>65,000</b>	<b>2003</b>
<b>Kitchens</b>	<b>62,500</b>	<b>2003</b>
<b>Floor Tile</b>	<b>50,000</b>	<b>2003</b>
<b>Closet Doors</b>	<b>25,000</b>	<b>2003</b>
<b>Interior Doors</b>	<b>25,000</b>	<b>2003</b>
<b>Exterior Storage</b>	<b>75,000</b>	<b>2003</b>
<b>Drywall/Insulation</b>	<b>100,000</b>	<b>2003</b>
<b>Fencing</b>	<b>4,000</b>	<b>2003</b>
<b>Water Main Valves</b>	<b>18,000</b>	<b>2003</b>
<b>Gas Piping</b>	<b>30,000</b>	<b>2003</b>
<b>Trash Screens</b>	<b>13,000</b>	<b>2003</b>
<b>Curbs/Walks/Porches</b>	<b>69,000</b>	<b>2003</b>
<b>Asbestos Abatement</b>	<b>75,000</b>	<b>2003</b>
<b>Landscaping</b>	<b>13,460</b>	<b>2003</b>
<b>Parking/Lighting</b>	<b>40,000</b>	<b>2003</b>
<b>Sewers</b>	<b>25,483</b>	<b>2003</b>
<b>Total estimated cost over next 5 years</b>	<b>777,943</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>IL06-P050-005</b>	<b>PHA Wide</b>	<b>2</b>	<b>6</b>

<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

<b>Interior Doors</b>	<b>23,000</b>	<b>2004</b>
<b>Bathrooms</b>	<b>59,800</b>	<b>2004</b>
<b>Kitchens</b>	<b>57,500</b>	<b>2004</b>
<b>Floor Tile</b>	<b>46,000</b>	<b>2004</b>
<b>Closet Doors</b>	<b>23,000</b>	<b>2004</b>
<b>Exterior Storage</b>	<b>93,000</b>	<b>2004</b>
<b>Drywall/Insulation</b>	<b>115,000</b>	<b>2004</b>
<b>Flue Pipes</b>	<b>8,050</b>	<b>2004</b>
<b>Plumbing</b>	<b>23,000</b>	<b>2004</b>
<b>Electrical</b>	<b>59,800</b>	<b>2004</b>
<b>Trash Screens</b>	<b>16,000</b>	<b>2004</b>
<b>Sidewalks</b>	<b>15,500</b>	<b>2004</b>
<b>Landscaping</b>	<b>10,000</b>	<b>2004</b>
<b>Parking/Lighting</b>	<b>52,000</b>	<b>2004</b>
<b>Asbestos Abatement</b>	<b>57,500</b>	<b>2004</b>
<b>Sewers</b>	<b>10,000</b>	<b>2004</b>
<b>Total estimated cost over next 5 years</b>	<b>669,150</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>IL06-P050-006</b>	<b>PHA Wide</b>	<b>1</b>	<b>2.5</b>

<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

<b>Interior Doors</b>	<b>38,000</b>	<b>2004</b>
<b>Bathrooms</b>	<b>98,800</b>	<b>2004</b>
<b>Kitchens</b>	<b>95,000</b>	<b>2004</b>
<b>Floor Tile</b>	<b>76,000</b>	<b>2004</b>
<b>Closet Doors</b>	<b>38,000</b>	<b>2004</b>
<b>Exterior Storage</b>	<b>114,000</b>	<b>2004</b>
<b>Drywall/Insulation</b>	<b>133,000</b>	<b>2004</b>
<b>Trash Screens</b>	<b>19,100</b>	<b>2004</b>
<b>Plumbing</b>	<b>38,000</b>	<b>2004</b>
<b>Electrical</b>	<b>95,000</b>	<b>2004</b>
<b>Landscaping</b>	<b>19,410</b>	<b>2005</b>
<b>Parking/Lighting</b>	<b>52,000</b>	<b>2005</b>
<b>Sidewalks</b>	<b>52,000</b>	<b>2005</b>
<b>Asbestos Abatement</b>	<b>114,000</b>	<b>2004</b>
<b>Sewers</b>	<b>10,000</b>	<b>2005</b>
<b>Flue Pipes</b>	<b>19,500</b>	<b>2004</b>
<b>Total estimated cost over next 5 years</b>	<b>1,011,810</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>IL06-P050-007</b>	<b>PHA Wide</b>	<b>0</b>	

<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

Interior Doors	24,000	2005
Bathrooms	62,400	2005
Kitchens	60,000	2005
Floor Tile	45,600	2005
Closet Doors	19,200	2005
Drywall/Insulation	96,000	2005
Exterior Storage	72,000	2005
Plumbing	24,000	2005
Electrical	24,000	2005
Asbestos Abatement	72,000	2005
Trash Screens	12,000	2005
Sidewalks	12,000	2005
Parking/Lighting	24,000	2005
Landscaping	10,000	2005
Sewers	5,000	2005
<b>Total estimated cost over next 5 years</b>	<b>562,200</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
IL06-P050-009	PHA Wide	0	

<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

<b>Interior Doors</b>	<b>19,000</b>	<b>2006</b>
<b>Bathrooms</b>	<b>28,000</b>	<b>2006</b>
<b>Kitchens</b>	<b>27,000</b>	<b>2006</b>
<b>Floor Tile</b>	<b>20,000</b>	<b>2006</b>
<b>Drywall/Insulation</b>	<b>44,000</b>	<b>2006</b>
<b>Exterior Storage</b>	<b>33,000</b>	<b>2006</b>
<b>Plumbing</b>	<b>11,000</b>	<b>2006</b>
<b>Electrical</b>	<b>11,000</b>	<b>2006</b>
<b>Asbestos Abatement</b>	<b>33,000</b>	<b>2006</b>
<b>Trash Screens</b>	<b>6,000</b>	<b>2006</b>
<b>Sidewalks</b>	<b>5,000</b>	<b>2006</b>
<b>Parking and Lighting</b>	<b>20,000</b>	<b>2006</b>
<b>Landscaping</b>	<b>5,000</b>	<b>2006</b>
<b>Sewers</b>	<b>5,000</b>	<b>2006</b>
<b>Total estimated cost over next 5 years</b>	<b>267,000</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>IL06-P050-010</b>	<b>PHA Wide</b>	<b>1</b>	<b>4</b>

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Interior Doors	38,000	2006
Bathrooms	56,000	2006
Kitchens	54,000	2006
Floor tile	40,000	2006
Drywall/Insulation	80,000	2006
Plumbing	22,000	2006
Electrical	22,000	2006
Asbestos Abatement	66,000	2006
Trash Screens	12,000	2006
Sidewalks	10,000	2006
Parking and lighting	40,000	2006
Landscaping	10,000	2006
Sewers	10,000	2006
Exterior Storage	66,000	2006
<b>Total estimated cost over next 5 years</b>	<b>534,000</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL06-050-011	PHA Wide	0	

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
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Interior Doors	10,000	2006
Bathrooms	15,000	2006
Kitchens	15,000	2006
Floor Tile	10,000	2006
Drywall/Insulation	24,000	2006
Exterior Storage	18,000	2006
Plumbing	6,000	2006
Electrical	6,000	2006
Asbestos Abatement	18,000	2006
Trash Screens	3,000	2006
Sidewalks	3,000	2006
Parking and Lighting	6,000	2006
Landscaping	2,000	2006
Sewers	2,000	2006
<b>Total estimated cost over next 5 years</b>	<b>138,000</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
IL06-P050-012	PHA Wide	0	

<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

<b>No Modernization Planned</b>		
<b>Total estimated cost over next 5 years</b>	<b>0</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
II06-P050-013	PHA Wide		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>No Modernization Planned</b>			
<b>Total estimated cost over next 5 years</b>		<b>0</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
IL06-P050-014	PHA Wide	0	
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

<b>No Modernization Planned</b>		
<b>Total estimated cost over next 5 years</b>	<b>0</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
IL06-P050-015	PHA Wide		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>No Modernization Planned</b>		<b>0</b>	
<b>Total estimated cost over next 5 years</b>		<b>0</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
IL06-P050-016	PHA Wide	0	
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>

<b>No Modernization Planned</b>		
<b>Total estimated cost over next 5 years</b>	<b>0</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
IL06-P050-018	PHA Wide		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>No Modernization Planned</b>			
<b>Total estimated cost over next 5 years</b>		<b>0</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
IL06-P050-019	PHA Wide	0	

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
No Modernization Planned		
Total estimated cost over next 5 years	0	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL06-P050-020	PHA Wide	0	

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
No Modernization Planned		
Total estimated cost over next 5 years	0	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL06-P050-021	PHA Wide	0	

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)

Site Lighting	10,000	2006
Total estimated cost over next 5 years	10,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL06-P050-022	PHA Wide	0	

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Lighting	10,000	2006
Total estimated cost over next 5 years	10,000	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL06-P050-023	PHA Wide	1	3.3

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Lighting	10,000	2006
<b>Total estimated cost over next 5 years</b>	<b>10,000</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL06-P050-024	PHA Wide	0	

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Lighting	10,000	2006
<b>Total estimated cost over next 5 years</b>	<b>10,000</b>	



## 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.)

<b>Demolition/Disposition Activity Description</b>	
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.

<b>Designation of Public Housing Activity Description</b>	
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.

<b>Conversion of Public Housing Activity Description</b>
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.)

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

- 25 or fewer participants  
 26 - 50 participants

- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- Yes  No: Has the PHA 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? 04/10/00

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: Coordinating Community Service requirements.

**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



Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 04/10/00)

- 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

#### Implementation of Public Housing Resident Community Service Requirements

**Implementation of the community service requirement will begin January 1, 2001. Written notification will be mailed to each resident living in public housing explaining community service requirements or notification of a tenant's exempt status before December 1, 2000. Residents required to complete community service requirements will be expected to begin the requirement beginning the week after their annual re-exam or after any subsequent interim re-determination that has affected their work status. The Housing Authority and the Department of Human Services have entered into a cooperative agreement. A joint effort by both agencies identifying residents that are required to fulfill community service will be implemented by utilizing a referral form and change of progress form provided by**

the Department of Human Services. The Housing Authority will monitor the completion of, the exempt status, or non-compliance of the community service requirements in conjunction with the volunteer agency. Appropriate documentation verifying a resident's status regarding community service requirements will be maintained in the resident's file.

A resident will be provided a list of possible sites where they may complete the community service requirements. Possible sites may be; but not exclusive of, local community food pantries, homeless shelters, clothing pantries, local schools, activities being implemented by the Housing Authority in the activity buildings (i.e. seminars, educational classes, summer food program, etc.). Community service requirements may take place at the administrative office of the Housing Authority or maintenance shop, at the discretion of the Housing Authority, and with the understanding that any community service related activity does not interfere with a paid employee's regular job duties. A resident needing to fulfill community service requirements may also be encouraged to provide a possible site on their own accord subject upon approval by the Housing Authority.

Process to cure non-compliance will be determined at the resident's first annual re-exam or after any interim exam due to income changes. Any resident found to be in non-compliance will be notified in writing of their non-compliance status. Residents will be advised of the period of time in which they will be expected to reach compliance and will be given information with regard to grievance procedures.

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.79 (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)

**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)

**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)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 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 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

1. Families residing in public housing are allowed to keep common household pets in their apartments as stated in their lease and in accordance with the Code of Federal Register. Families may request permission to keep one common household pet.
2. Common household pets include dogs cats, birds, gerbils, etc. It does not include exotic pets such as snakes, alligators, monkeys, etc.
3. Households may keep only one household pet.
4. Maximum size of pets is 25 pounds.
5. Households must register pets with WCHA before it is brought on premises.

6. Pet registration must be updated each year at re-examination.
7. Registration includes a certification signed by a licensed veterinarian, stating that the common household pet has received all inoculations currently required by state and local laws. Also, veterinarian must state that the pet should not exceed the size limitation.
8. Also required is whatever license is mandatory by local law.
9. A picture of the common household pet must be provided at time of registration.
10. All animals are to be spayed or neutered with proof being brought to WCHA for the tenant file.
11. Pets will be prohibited at developments with no green space.
12. The resident will be responsible for all reasonable expenses directly related to the presence of the pet on the premises, including the costs of repairs or replacements in the apartment.
13. The pet fee will be a non-refundable amount of \$200.00.
14. A common household pet must be effectively restrained and under the control of a responsible person when outside of the apartment.
15. Any pet waste deposited anywhere outside or inside the owners apartment must be removed immediately by the owner.
16. All pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios, etc.
17. Tenants will not permit any disturbances by their pets which would interfere with the general enjoyment of other tenants, whether by loud barking, howling, biting, scratching, etc.
18. The authorization for a common household pet may be revoked at any time subject to the WCHA grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

## **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:
  
- 3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other:

**WCHA Resident Advisory Board**

- |                             |                          |
|-----------------------------|--------------------------|
| <b>Perry Allen</b>          | <b>Debbie Kramer</b>     |
| <b>Vernalee Allsup</b>      | <b>Mary Nicks</b>        |
| <b>Verna Benham</b>         | <b>Rita Prince</b>       |
| <b>Lavon Criner</b>         | <b>Sandra Schooneart</b> |
| <b>Geneva Cobb</b>          | <b>Patricia Simpson</b>  |
| <b>Maria Davis</b>          | <b>Edward Thome</b>      |
| <b>Phyllis Ferguson</b>     | <b>Carol Tippey</b>      |
| <b>Mickey Friemuth-Bean</b> | <b>Joselyn Williams</b>  |
| <b>Doris Hill</b>           |                          |

**The WCHA has sent out sign up forms to all residents three times. This form explains the RAB and encourages the residents to volunteer to join the Board. A new sign up form will be sent out for the next round of resident meetings in February and I will continue to encourage residents to join the RAB at all resident meetings.**

**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)

**The WCHA's Resident Board Member is Ms. Marlo Brown. Ms. Brown is a Section 8 resident. The Williamson County Board of Commissioners appointed her to the WCHA Board. She was appointed April 4, 2000 to replace a resigning Board member. Her term runs through May 1, 2003.**

### 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: State of Illinois
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: The WCHA statement of needs of families in the jurisdiction is based on data from the 1990 census and from the CHAS data book for Region 5 and more specifically Williamson County. The WCHA believes that its agency plans are consistent with the State of Illinois Consolidated Plan in the fact that our waiting lists reflect that we are well into the targeted ranges for housing extremely low-income families. Also, the WCHA has approximately half of units designated as elderly or families with disabilities, with more units being converted for the possible use of disabled residents, as seen by our Capital Funds Projects. The WCHA also offers a Family Self Sufficiency program and Elderly Services Program. The WCHA also participates in the Family Unification Program.

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

#### **D. Other Information Required by HUD**

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

**Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Williamson County Housing Authority that fundamentally change the missions, goals, objectives, or plans of the agency and which require formal approval of the Williamson County Housing Authority Board of Commissioners.**

#### **Attachments**

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

## **PHA Plan Table Library**

### **Resident Service and Satisfaction Survey:**

- 1. Communication: The Housing Authority received a 73.9% for this section of the survey and thus needed to address this area.**

**First, a staff meeting was held and it was discussed that a resident's concern or question was never to be dismissed as unimportant. Every issue raised by a resident would be listened to and addressed. Then a follow-up letter would be sent to the resident. The Housing Authority has started monthly staff meetings, in which part of the discussion is about residents' concerns that have been raised in different areas.**

**Second, a series of resident meetings were held in June. Present at these meetings were the Executive Director, the Assistant Director, the Maintenance Superintendent, and the Resident Services Coordinator. There were six meetings held throughout the county for convenience. A total of thirty five residents attended. The sole purpose of these meetings were to attempt to firmly set a Resident Advisory Board, in which there were eleven volunteers and to listen to the concerns of the different developments and answer any questions they may have. These meetings will be held every four months or three times a year.**

**Third, either the Executive Director, the Assistant Director, or the Maintenance Superintendent, or all three when available went with the Inspector on his Spring inspections in order to meet the residents and be available to listen to any concerns that may be raised.**

**Fourth, the Executive Director and the Assistant Director attempt to do a "walk through" of all of the developments once a month in order to be visible and approachable by the residents.**

- 2. Security: The Housing Authority received a 53.1% for this section of the survey and thus needed to address this area.**

**First, the "One Strike and Your Out" Policy was reviewed and even though this policy was added to the lease and the Admissions and Continued Occupancy Policy, there had never been an actual policy written. This policy was written and approved by the Board of Commissioners.**

**Second, there has been an effort to increase cooperation with all of the local law enforcement agencies. New cooperative agreements were signed with all of these agencies. There have been attempts to get a representative from all of these agencies together to discuss public housing, but as yet it has not happened.**

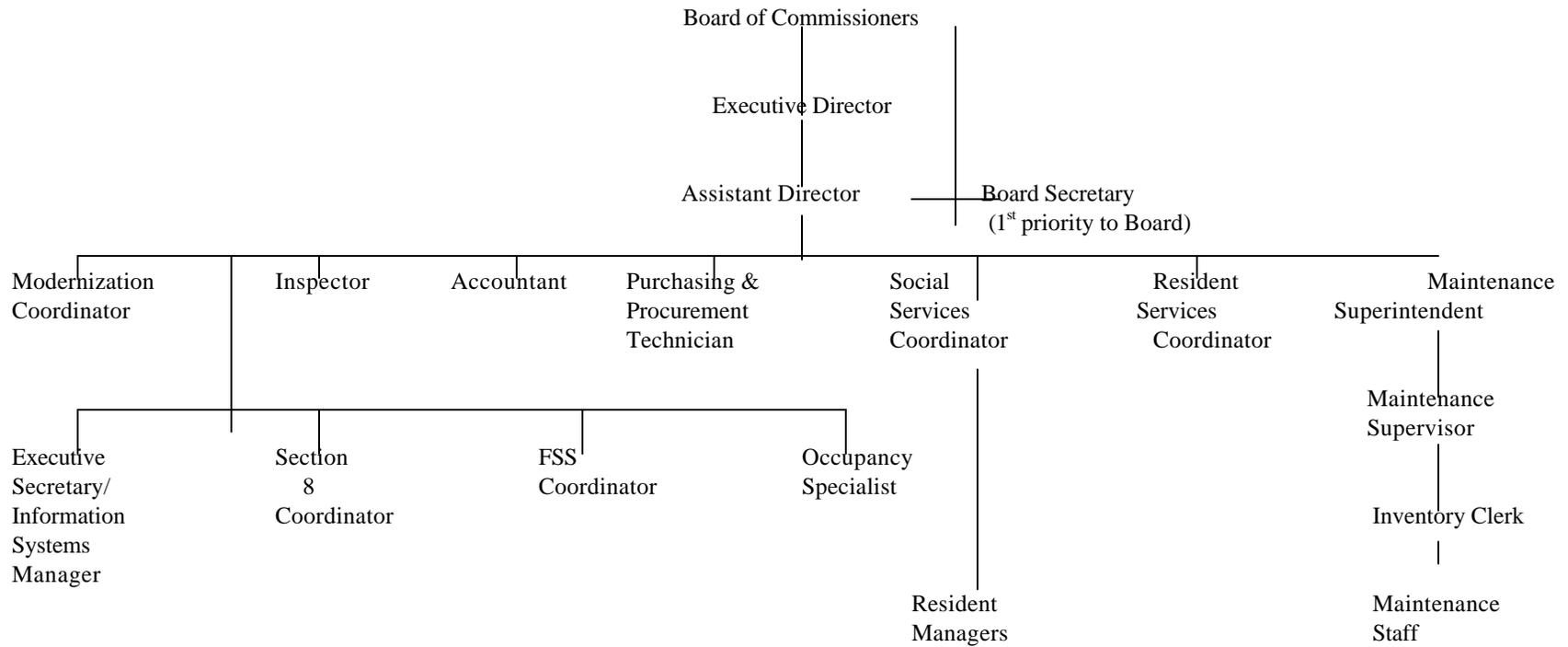
**Third, a “No Trespassing” policy and list has been started. This list consists of non-residents that are continually hanging out in the Housing Authority’s developments. These non-residents will be banned if the Housing Authority continually receives complaints about them causing trouble or verification is made through local law enforcement that these non-residents are involved in criminal activity. An evicted resident not necessarily get added to the list, unless that person returns to a development and causes trouble.**

**Fourth, the Housing Authority is attempting to have more lighting added in some of the elderly designated areas due to a concern raised a resident meetings. This is being attempted through the comp grant program.**

**Fifth, the Housing Authority did inquire into applying for the PHDEP grant, but it was reported that this Housing Authority was not eligible at that time. The Housing Authority would like to apply for this grant in the future is it is eligible.**

# ORGANIZATIONAL CHART

## HOUSING AUTHORITY OF THE COUNTY OF WILLIAMSON, ILLINOIS





**Table Library**