

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

PHA Plans

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: Housing Authority of the County of Union

PHA Number: IL067

PHA Fiscal Year Beginning: (mm/yyyy) 04/2001

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)

PHA HAS MADE NO CHANGES TO ITS 5-YEAR PLAN

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: The PHA's mission is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The PHA is committed to operating in an efficient, ethical, and professional manner. The PHA will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

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: PHA shall strive to sustain an occupancy rate of no less than 96% through March 31, 2005.
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) PHA shall aspire to maintain its high performer status through March 31, 2005
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction: PHA shall strive to maintain a high level of customer satisfaction that allows the PHA to maintain its high performer status.
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units: PHA shall continue to modernize its public housing units through the Capital Improvement Program as reflected in the attached Annual Statement and Five-Year Plan.
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
Enhance the marketability of the PHA's public housing units by converting four (4) efficiency units to one-bedroom units by March 31, 2005.

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)
By March 31, 2005, explore the need for, financial feasibility and availability of funding for construction/operation of an assisted living center.

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: Utilize preferences to meet the PHA's deconcentration goals.

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Utilize preferences to meet the PHA's deconcentration goals.
- Implement public housing security improvements: PHA shall strive to continue to maintain a low crime rate in its developments that is equal to or less than the surrounding community.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
 - Objectives:
 - Increase the number and percentage of employed persons in assisted families: PHA has established a working preference (includes participants/ graduates in educational and training programs).
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
 - Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: PHA shall strive to mix its public housing development populations as much as possible with respect to ethnicity, race and income.
 - 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: PHA has converted 5% of its dwelling units for wheelchair accessibility; PHA has converted 2% of its dwelling units for sight/hearing impaired. If the PHA

determines that a greater demand is needed in the future, the PHA will strive to meet this demand.



Other: (list below)

PHA shall strive to annually achieve its Section 3 goals.

Other PHA Goals and Objectives: (list below)

Goal: PHA shall ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.

Objective: PHA shall strive to operate so that income, including operating subsidy, exceeds expenses each year.

PHA shall strive to maintain a level of operating costs through March 31, 2002 that does not exceed the rate of inflation.

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.

PHA annual plan is based on the premise that if we accomplish our goals and objectives, we will be working toward the achievement of our mission.

The plans, statements, budget summary, policies, etc., set forth in the Annual Plan all lead toward the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach toward our goals and objectives and are consistent with the Consolidated Plan. A few highlights of our Annual Plan are:

We have adopted five local preferences—for applicants with incomes needed to achieve deconcentration of poverty and income-mixing goals; for applicants who live, work, or have been hired to work in the County; for veterans or surviving spouse; working families (includes seniors, people with disabilities, and graduates or participants in educational and training programs designed to prepare the participant for the job market); and applicants who are involuntarily displaced.

We have adopted an aggressive screening policy for public housing to ensure to the best of our ability that new admissions will be good neighbors. Our screening practices will meet all fair housing requirements.

We have adopted a diligent deconcentration policy.

Applicants will be selected from the waiting list by preference and in order of the date and time they applied.

We have established a minimum rent of \$50.00.

We have established ceiling/flat rents for all our developments.

In an attempt to encourage work and advancement in the workplace, we are not requiring rent adjustment for certain increases in income as outlined in the Admission and Continued Occupancy Policy. However, the tenant must report any increase in income.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Required Attachments:

- A Admissions Policy for Deconcentration
- FY 2001 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 2001 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)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	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	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Determination
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	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
N/A	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	900	2	2	2	2	2	2
Income >30% but <=50% of AMI	895	2	2	2	2	2	2
Income >50% but <80% of AMI	1260	1	1	1	1	1	1
Elderly	615	2	2	2	2	2	2
Families with Disabilities	350	1	1	1	1	1	1
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2001
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
Southern Five Regional Planning District, Ullin, IL, information based upon 1990 census.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	23		
Extremely low income <=30% AMI	14	61%	
Very low income (>30% but <=50% AMI)	6	26%	
Low income (>50% but <80% AMI)	3	13%	

Housing Needs of Families on the Waiting List			
Families with children	6	26%	
Elderly families	5	22%	
Families with Disabilities	5	22%	
White	23	100%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	16	70%	
2 BR	5	22%	
3 BR	2	8%	
3 BR	1	3%	
4 BR			
5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
PHA will investigate the need, financial feasibility and availability of funding to construct/operate an assisted living center with the goal of completing the feasibility study by March 31, 2005.

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)
Meet HUD federal targeting requirements for families at or below 30% of AMI in public housing.

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)
PHA shall strive to maintain high quality, affordable housing for the elderly.

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)
PHA will assure that families with disabilities are served by notifying other agencies that serve families with disabilities of the availability of the PHA's wheelchair accessible and sight and hearing-impaired accessible dwelling units.

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)
State Consolidated Plan and PHA waiting list do not show disproportionate needs of any particular race/ethnicity. PHA will strive to continue to provide affordable, safe housing to the families it serves, without discrimination.

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	326,381.00	Public housing operations
b) Public Housing Capital Fund	644,309.00	Public housing capital improvements
c) HOPE VI Revitalization	0.00	N/A
d) HOPE VI Demolition	0.00	N/A

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
e) Annual Contributions for Section 8 Tenant-Based Assistance	0.00	N/A
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0.00	N/A
g) Resident Opportunity and Self-Sufficiency Grants	0.00	N/A
h) Community Development Block Grant	0.00	N/A
i) HOME	0.00	N/A
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 Capital Fund Program	600,441.00	Public housing capital improvements
1999 Comprehensive Grant Program	59,151.25	Public housing capital improvements
3. Public Housing Dwelling Rental Income	772,020.00	Public housing operations
Excess utilities	19,810.00	Public housing operations
4. Other income (list below)		
Interest income	31,160.00	Public housing operations
Laundry revenue; other income	26,030.00	Public housing operations
4. Non-federal sources (list below)		
Total resources	2,479,302.25	

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: (state time)
 Other: (describe)

As the applicant approaches the top of the waiting list, they will be contacted to verify statements made at the time of application. Household is not eligible until the final determination, even though preliminarily determined eligible when placed on the waiting list.

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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? PHA only maintains one site based waiting list; however, families may be on both the site based and community based waiting 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: (list below)
 - To be closer to place of employment.
 - To be closer to child care for working parents.
 - To accommodate a person with a disability.
 - To an area that provides more opportunities for self-sufficiency.
- For every two vacancies, a family approved for transfer will be housed, providing the size and location of the unit are appropriate.

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.

6 Date and Time-- This preference is taken into consideration in selection of an applicant only when all other points are equal.

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability 2
- Veterans and veterans’ families 4
- Residents who live and/or work in the jurisdiction 5
- Those enrolled currently in educational, training, or upward mobility programs 2
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting) 1
- Those previously enrolled in educational, training, or upward mobility programs 2
- 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) PHA staff are available to answer questions or interpret any written materials.

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

- At an annual reexamination and lease renewal

- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
 IL67-01, Cobden, Illinois
 IL67-02, Jonesboro, Illinois
 IL67-03, Dongola, Illinois
 IL67-04, Anna, Illinois
 IL67-05, Cobden, Illinois
 IL67-06, Kirk Street, Anna, Illinois
 IL67-07, Jonesboro, Illinois
- 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:
 - IL67-01, Cobden, Illinois
 - IL67-02, Jonesboro, Illinois
 - IL67-03, Dongola, Illinois
 - IL67-04, Anna, Illinois
 - IL67-05, Cobden, Illinois
 - IL67-06, Kirk Street, Anna, Illinois
 - IL67-07, Jonesboro, Illinois

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 Not Applicable

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

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

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Other (describe below)

(2) Waiting List Organization

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

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

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

PHA main administrative office

Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(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.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the 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:

Family has lost eligibility or is awaiting an eligibility determination for Federal, State or Local assistance.
Family that would be evicted as a result of the imposition of the minimum rent.
Family income has decreased because of changed circumstances, including loss of employment.
Death in family has occurred.

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:

Option of flat/ceiling rent or percentage of income.

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)
For the earned income of a household family member previously unemployed for one year or more.

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)
95th percentile rents.
The “rental value” of the unit.

B. Section 8 Tenant-Based Assistance Not Applicable.

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management Exempt-High performer.

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

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

C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

Exempt-High performer

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number IL06P067-502 FFY of Grant Approval: (2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	10,000
4	1410 Administration	500
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	66,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	0
10	1460 Dwelling Structures	509,480
11	1465.1 Dwelling Equipment-Nonexpendable	4,500
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	0
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	20,000
18	1498 Mod Used for Development	0
19	1502 Contingency	33,829
20	Amount of Annual Grant (Sum of lines 2-19)	644,309
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
IL67-01	Paint meter cabinets	1460	7,500
	Replace gutters and downspouts	1460	19,390
	Replace soffits and fascia	1460	43,900
	Replace water valves	1460	3,000
	Patch and paint block storage enclosures	1460	2,500
	Refrigerator replacement	1465.1	4,500
IL67-03	Siding and insulation	1460	60,480
	Stone sill repairs	1460	500
	Entry and utility room door replacement	1460	16,800
	Storm door replacement	1460	6,000
	Window replacement	1460	124,000
	Gutter and downspout replacement	1460	14,590
	Soffit and fascia replacement	1460	45,880
IL67-05	Flooring replacement	1460	20,000
	Relocation	1495.1	20,000
IL67-07	Gutter and downspout replacement	1460	18,640
	Soffit and fascia replacement	1460	35,050
	Roof replacement	1460	91,250
PHA Wide	A/E Services	1430	51,000
PHA Wide	Consultant, CFP Coordination and Agency Plan	1430	15,000
PHA Wide	Consultant/Staff Training, UPCS, QHWRA	1408	10,000
PHA Wide	Advertisement	1410	500
	Contingency	1502	33,829
	Total		644,309

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)
IL67-01	9/30/03	9/30/04
IL67-03	9/30/03	9/30/04
IL67-05	9/30/03	9/30/04
IL67-07	9/30/03	9/30/04
PHA Wide	9/30/03	9/30/04

(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	
IL67-01	None			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site--erosion control, drainage revisions, landscaping, roads, parking lots, sidewalks			166,450.00	2002
Interior, exterior and major systems repairs/replacements			176,120.00	2003
Interior, exterior and major systems repairs/replacements			82,050.00	2004
Interior, exterior and major systems repairs/replacements			81,800.00	2005
Total estimated cost over next 5 years			506,420.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL67-02	None			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Interior, exterior and major systems repairs/replacements			79,880.00	2002
Interior, exterior and major systems repairs/replacements			10,800.00	2004
Interior, exterior and major systems repairs/replacements			161,560.00	2005
Total estimated cost over next 5 years			252,240.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL67-03	None			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site improvements, including backfilling and drainage corrections			70,250.00	2003
Interior, exterior and major systems repairs/replacements			1,800.00	2003
Interior, exterior and major systems repairs/replacements			53,800.00	2004
Interior, exterior and major systems repairs/replacements			50,040.00	2005
Total estimated cost over next 5 years			175,890.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL67-04	None			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site improvements including replacement of trash screens			3,750.00	2002
Interior, exterior and major systems repairs/replacements			155,680.00	2002
Site improvements including erosion control, fencing, landscaping			84,500.00	2003
Interior, exterior and major systems repairs/replacements			38,050.00	2003
Interior, exterior and major systems repairs/replacements			18,000.00	2004
Interior, exterior and major systems repairs/replacements			144,000.00	2005
Total estimated cost over next 5 years			443,980.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL67-05				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Interior, exterior and major systems repairs/replacements			54,610.00	2004
Total estimated cost over next 5 years			54,610.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL67-06				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site improvements including sidewalks, backfill, erosion correction			46,725.00	2002
Interior, exterior and major systems repairs/replacements			71,340.00	2003
Interior, exterior and major systems repairs/replacements			10,380.00	2004
Interior, exterior and major systems repairs/replacements			18,800.00	2005
Total estimated cost over next 5 years			147,245.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL67-07	None			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Interior, exterior and major systems repairs/replacements			121,320.00	2004
Interior, exterior and major systems repairs/replacements			60,600.00	2005
Total estimated cost over next 5 years			181,920.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
IL67-08	Anna Vista			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Interior, exterior and major systems repairs/replacements			58,500.00	2002
Landscaping			2,400.00	2003
Interior, exterior and major systems repairs/replacements			91,400.00	2003
Interior, exterior and major systems repairs/replacements			102,030.00	2004
Total estimated cost over next 5 years			254,330.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
	PHA-Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Professional services:				
Architectural/engineering services			48,000.00	2002
Capital fund coordination services			15,000.00	2002
Management Improvements			10,000.00	2002
Section 504 accommodations			5,000.00	2002
Appliance replacement			22,800.00	2002
Contingency			32,524.00	2002
Professional services:				
Architectural/engineering services			48,000.00	2003
Capital fund coordination services			15,000.00	2003
Management Improvements			10,000.00	2003
Section 504 accommodations			5,000.00	2003
Contingency			30,449.00	2003
Professional services:				
Architectural/engineering services			50,000.00	2004
Capital fund coordination services			15,000.00	2004
Management Improvements			10,000.00	2004
Section 504 accommodations			5,000.00	2004
Appliance replacement			76,000.00	2004
Contingency			35,319.00	2004
Professional services:				
Architectural/engineering services			50,000.00	2005
Capital fund coordination services			15,000.00	2005
Management Improvements			10,000.00	2005
Section 504 accommodations			5,000.00	2005
Appliance replacement			14,400.00	2005
Contingency			33,109.00	2005
Total estimated cost over next 5 years			560,601.00	

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>

<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u></p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No:	Is a Conversion Plan required? (If yes, go to block 4; if no, go to

block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

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 Exempt-High performer
Community Service Policy attached.

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

13. PHA Safety and Crime Prevention Measures Exempt-High performer

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children

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

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

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

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

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)] Pet Policy Attached

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 Exempt-High performer

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:
 - Advisory Board member stated that the entry door at the high rise was heavy and difficult for some residents to open; PHA has included an entry system in year two of its Capital Fund 5-year plan.
 - Advisory Board member from Dongola would like to have improvements made to the playground. PHA is working with an intern from Southern Illinois University at Carbondale who is completing a study of PHA playgrounds and will be making a recommendation to the PHA concerning needed improvements to meet current playground standards.
 - Advisory Board member stated he was a working head-of-household, that it was his choice that his spouse be a homemaker and he did not feel it was fair that she would be required to do community service; PHA advised that activities such as school, PTA and Head Start volunteering, etc. would qualify, subject to proper verification.

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

 - Other: (list below)

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

- 1. Consolidated Plan jurisdiction: (provide name here) State of 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: (list below)

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

D. Other Information Required by HUD

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

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the PHA that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

Attachments

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

- A. Admissions Policy for Deconcentration
- B. PHA Management Organizational Chart
- C. Narrative Progress Report
- D. Resident Survey Follow-Up Plan
- E. Resident membership on PHA Governing Board and Resident Membership of Advisory Board
- F. Community Service Policy
- G. Pet Policy

Attachment A
Deconcentration of Poverty
And Income Mixing Plan
Of

The Housing Authority of the County of Union

Background:

As required by Section 513 of the QHWRA, the Housing Authority's admission policy must be designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

In order to comply with this Regulation, the Authority has taken steps to analyze the public housing stock and tenant incomes. The Authority has compared the relative tenant incomes of each development as they relate to the census tracts in which the developments are located. Currently our mixed developments (Project IL-67-1,2,3,4,5,6 and 7) are low-income developments. The Housing Authority shall make every effort to deconcentrate applicants of certain income characteristics within the Public Housing Authority's complexes by adopting the following plan:

Rent Incentives:

In order to encourage higher income applicants into lower income areas and thereby help to achieve a deconcentration of poverty; the Authority has adopted and will continue to use ceiling rents which have encouraged many working families to move into public housing. This thereby will achieve a consistently higher income throughout the mixed developments.

Worker Preferences:

Working families are given preference over non-working families. However, to affirmatively further fair housing and prevent discrimination from those who are unable to work, the Authority awards the same preference to those families who qualify as elderly, handicapped, or disabled.

Additional Support and Amenities:

The Housing Authority will provide information for each Development of the services and amenities at the development and in the surrounding areas.

Other:

In lieu of skipping over certain families on waiting lists based on incomes, the Authority will determine on an annual basis whether there exists a severe concentration of higher-income or lower-income families within a development as it relates to the census tracts in which the developments are located. If there is no choice of developments, the Authority will offer the available apartment to the next qualified applicant.

Attachment B

Organizational Chart Of the Housing Authority of the County of Union

Executive Director

Assistant Executive Director/ Accountant	Mechanical Superintendent Mechanic V Mechanic III Mechanic II Mechanic I Maintenance Mechanic Aide Maintenance Aide Casual Labor	Leasing & Occupancy Coordinator/ Payroll Clerk	Community Services/ Advisor	Resident Social Services Security Investigator SIU Interns	Secretary	Receptionist/ Secretary
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Attachment C
Agency Plan
Narrative Progress Report
Of the
Housing Authority of the County of Union

Housing Needs

PHA continues to maintain effective maintenance and management policies to minimize off-line housing units.

As stated in the First Year plan, the PHA plans to investigate the need for and financial feasibility of an assisted living facility, with a goal of completing such feasibility study by March 31, 2005.

PHA is and will continue to serve the housing needs of the community as evidenced by a decreased waiting list.

Financial

PHA has been able to maintain a level of operating cost that does not exceed inflation during the current fiscal year. PHA's sound financial management resulted in a Financial Assessment Subsystem score of 29.06.

Management

PHA has been able to maintain a level of management that has resulted in a Management Assessment Subsystem score of 30.

Deconcentration and Income Mixing

PHA has removed Development IL67-08, Anna Vista, Anna, Illinois from its list of targeted developments to assure access for lower-income families because this development is an elderly high rise building.

PHA has included all its other developments as targeted developments to attract and retain higher-income families. PHA admission policies provide preferences for income mixing for all applicants at all family developments. PHA has not yet achieved its goals but has been able to increase income at its targeted developments as follows:

IL67-01, Increase for all family sizes with goal met for 2 and 4-person households

IL67-02, Increase for 2 and 4-person households, with goal met for 2-person households

IL67-03, Increase for 1, 3, and 4-person households, with goal met for 3-person households

IL67-04, Increase for 1, 2, and 7-person households, with goal met for 2 and 7-person households

IL67-05, Increase for 2, 3 and 4-person households, with goal met for 3 and 4-person households

IL67-06, Increase for 1 and 3-person households

IL67-07, Increase for 1, 3 and 4-person households, with goal met for 4 and 4-person households.

Capital Fund

PHA continues to judiciously utilize its Comprehensive Grant and Capital Fund Grant funds to maintain high quality affordable housing for its residents as evidenced by its Physical Assessment Subsystem score of 28.1 and its Financial Subsystems score as previously noted.

Waiting List

PHA has revised this section of the Agency Plan from the previous year. This change does not actually reflect a change in the PHA's procedure but is rather a clarification of the PHA's waiting list organization. This PHA does not maintain separate site based waiting lists except for its elderly high rise development but rather maintains community based waiting lists.

Attachment D

Housing Authority of the County of Union Resident Assessment Follow Up Plan

Presently the crime rate in the Union County Housing Authority Developments does not reflect a lack of safety.

The following steps have been taken to remedy the safety sections:

1. A visual inspection has been made of each development to determine if there was a need for additional site lighting.
2. The additional lighting has been included in the 2000 Capital Fund Program and will be installed within the next six months.
3. The Housing Authority employs a full time Resident Social Services Advisor/Security Investigator. He patrols the developments frequently to maintain security for the residents.
4. The Resident Social Services Advisor/Security Investigator is working very closely with family residents to organize a Neighborhood Watch Program. He also works closely with all City Police Departments as well as the County Sheriff.
5. We will continue to enforce the Admissions and Continued Occupancy Policy and the Dwelling Lease.
6. Broken locks are considered emergencies, and are repaired or replaced the same day as reported.

The administrative and mechanical staff of the Housing Authority of the County of Union makes every effort to see that residents of the Housing Authority feel safe in their developments at all times.

Attachment E

**Housing Authority of the County of Union
Governing Board and Advisory Board
Resident Membership**

Resident Commissioner

Ms. Mary F. Keller
807 Annavista
Anna, IL 62906

Resident Advisory Board Membership:

Ms. Cornelia A. Choate
504 Annavista
Anna, IL 62906

Mr. Ronald R. Burnett
706 Annavista
Anna, IL 62906

Mrs. Pauline Arterberry
508 S. Water Street Court
Jonesboro, IL 62952

Ms. Louise B. Dillow
605 Annavista
Anna, IL 62906

Mrs. Tina Valenciano
P.O. Box 212
Dongola, IL 62926

Mr. Joe R. Delgadillo
418 South Front St., Apt. 129
Cobden, IL 62920

Ms. Sue Stell
136 Hillside Terrace
Anna, IL 62906

Ms. Melanie Winchester
P.O. Box 747
Jonesboro, IL 62952

Mrs. Carmen Origel
100 Walnut St. Apt. #164
Cobden, IL 62920

Ms. Dorinda K. Treece
318 Kirk Street
Anna, IL 62906

Ms. Linda Knaack
Route 2, Box 120
Dongola, IL 62926

Mr. Nathan Marshall
155 Hillside Terrace
Anna, IL 62906

Attachment F

Community Service Policy Of the Housing Authority of the County of Union

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 12 of the Housing Act of 1937, establishes a new requirement for non-exempt residents (see section 5) of public housing to contribute an average of eight (8) hours of community service each month, for a total of ninety-six (96) hours per year, or to participate in a self-sufficiency program for eight (8) hours each month. Community service is a service for which individuals are not paid. The Union County Housing Authority (herein referred to as PHA) believes that the community service requirement should not be perceived by the resident as a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community.

In order to effectively implement this new requirement, the Union County Housing Authority establishes the following Policy, effective April 1, 2001.

1. Community Service

The PHA will provide residents, identified as required to participate in community service, a variety of voluntary activities and locations where the activities can be performed. The activities may include, but are not limited to:

- improving the physical environment of the resident's developments;
- volunteer services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc.
- neighborhood group special projects;
- self-improvement activities such as household budget, credit counseling, English proficiency, GED classes or other educational activities;
- tutoring elementary or high school age residents; and

Voluntary political activities are prohibited.

2. Program Administration

The PHA will administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, Social Services Agencies or other organizations which have as their goal, the improvement and advancement of disadvantaged families.

In conjunction with its own or partnership program, the PHA will provide reasonable accommodations for accessibility to persons with disabilities. The PHA will organize community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, it will be the responsibility of the resident to bring documentation of their participation to the office.

The PHA will assure that the service is not labor that would normally be performed by PHA employees responsible for the essential maintenance and property services.

3. Self-sufficiency

The PHA will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. Such activities can include, but are not limited to:

- apprenticeships and job readiness training
- substance abuse and mental health counseling and treatment
- English proficiency, GED, adult education, junior college or other formal education
- household budgeting and credit counseling, sponsored by a community agency
- small business training, sponsored by an appropriate agency or educational facility

4. Geographic Location

The PHA recognizes that the intent of this requirement is to have residents provide service to their own communities, either in the PHA's developments or in the broader community in which the PHA operates.

5. Exemptions

In accordance with provisions in the Act, the PHA will exempt from participation in community service requirements the following groups:

- Adults who are 62 years of age or older;
- Persons engaged in work activities as defined under Social Security (full-time or part-time employment);
- Participants in a welfare to work program;
- Persons receiving assistance from and in compliance with State programs funded under part A, title IV of the Social Security Act; and
- The disabled but only to the extent that the disability makes the person "unable to comply" with the community service requirements
- The primary care-giver of a disabled person certified under the above definition.

The PHA will determine, at the next regularly scheduled reexamination, following April 1, 2002, the status of each household member eighteen (18) years of age or older with respect to the requirement to participate in community service activities. The PHA will use the "PHA Family Community Service Monthly Time Sheet" to document resident eligibility and the hours of community service. A record for each adult will be established and community service placement selections made. Each non-exempt household member will be provided with forms to be completed by a supervisor of the service or economic self-sufficiency activity verifying the hours of volunteer service performed each month.

The PHA will also assure that procedures are in place which provide residents the opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:

- going from unemployment to employment;
- entering a job training program;
- entering an educational program which exceeds eight (8) hours monthly.

All exemptions to the community service requirement will be verified and documented in the resident file. Required verifications may include, but not be limited to:

- third-party verification of employment, enrollment in a training or education program, welfare to work program or other economic self-sufficiency activities;
- birth certificates to verify age 62 or older; or
- if appropriate, verification of disability limitations by reviewing medical records, doctor's statements, social security records, etc.

6. Lease Requirements and Documentation

The PHA has included the eight-(8) hour self-sufficiency requirement in its current lease. The lease provides for termination and eviction of the entire household for non-compliance with this policy. For those family households whose annual re-exam is March 1, the PHA will not renew or extend the lease after March 1, 2004 if a member of the household is not in compliance. For households who have as their head an elderly or disabled person and have a re-exam date of September 1, their lease will not be renewed or extended after September 1, 2003 if a non-exempted member of the household is not in compliance.

7. Non-compliance

If the PHA determines that a resident who is not an "exempt individual" has not complied with the community service requirement, the PHA must notify the resident:

1. of the non-compliance;
2. that the determination is subject to the PHA's administrative grievance procedure;
3. that unless the resident enters into an agreement under paragraph 4 of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the non-compliant adult moves from the unit, the lease may be renewed;
4. that before the expiration of the lease term, the PHA must offer the resident an opportunity to cure the non-compliance during the next twelve (12) month period; such a cure includes a written agreement by the non-compliant adult to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12) month term of the lease.

Attachment G
Family Pet Policy
Of the
Housing Authority of the County of Union

HUD Regulations at 24 CFR Part 960, Subpart G describes the pet policy for family projects. PHA Annual Plans are required to contain information regarding the PHA's pet policy for family projects.

The purpose of this policy is to establish the PHA's policy and procedures for ownership of pets in family projects and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

The Housing Authority of the County of Union has chosen to adopt the following policy on Family Pets.

Residents will comply with the dwelling lease, which requires that no animals or pets of any kind are permitted on the premises without prior written approval of the PHA. This or nothing else in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist, support or provide service to them.

Pet rules will not be applied to animals who assist, support or provide service to persons with disabilities. This exclusion applies to such animals that reside in public housing and that visit these developments.

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in or visiting the household.

That the animal has been trained to assist, support or provide service to the specified person with disabilities.

That the animal actually assists, supports or provides service to the Specified person with disabilities.

I. REGISTRATION OF PET

A. APPROVAL:

Prior to accepting a pet for residency, the pet owner and the "Housing Authority" must enter into a "PET AGREEMENT" In addition the pet owner must provide to the "Housing Authority" proof of the pet's good health and suitability . This is to be provided in a certificate signed by a licensed veterinarian that the household pet has timely received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free. Execution of the "PET AGREEMENT" acknowledges complete responsibility for the care and cleaning of the pet.

Registration must be renewed and will be coordinated with the annual recertification date of the resident owner.

A picture of the common household pet must be provided at time of registration.

B. BASIC GUIDELINES

1. ONE of the following type of common household pets will be permitted. This MEANS that a family will be allowed one dog or one cat, not one of each. The following criteria must be adhered to, no deviation will be permitted:

a. Dogs

- (1) Maximum number – ONE (1).
- (2) **Maximum adult weight - 25 LBS.**
- (3) Must be housebroken.
- (4) Must be spayed or neutered.
- (5) Must have all required vaccinations.
- (6) Must be licensed by the State of Illinois.

b. Cats

- (1) Maximum number – ONE (1)
- (2) Must be declawed.
- (3) Must be spayed or neutered.
- (4) Must have all required vaccinations.
- (5) Must be trained to the litter box.

c. Birds

- (1) Maximum number – TWO (2).
- (2) Must be caged at all times.

d. Fish

- (1) Maximum aquarium size – 20 GALLONS.
- (2) Must be maintained on approved stand.

2. No other kind of pets may be kept by tenants on the premises of any project. This means no reptiles, hamsters, guinea pigs, mice, rats, gerbils, rabbits, ferrets, squirrels, raccoons, chickens, pigs or other farm animals. If you are considering any other type of animal not listed you must secure approval by the housing authority prior to bringing it to your apartment.

C. REFUSAL TO REGISTER PETS

The PHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The PHA may refuse to register a pet if:

The pet is not a common household pet as defined in this policy;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The Pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

II. PET DEPOSITS

- A. A pet deposit of \$250.00 shall be required for all dogs and \$150.00 for all cats. This payment may be made in a lump-sum or the tenant may have the option of depositing \$150.00 down for a dog and \$20.00 per month for five (5) months till the balance is paid, or \$75.00 down for a cat and \$15.00 for five (5) months until the balance is paid. The lump-sum deposit must be made prior to bringing the pet (dog or cat) on the premises. If the monthly payments are not made in a timely manner management has the right to terminate the "Pet Agreement" and issue a notice for the "pet" to be removed from the apartment immediately. Management reserves the right to change this deposit amount at any time.
- B. Residents will be liable for damages caused by his/her pet, as well as for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat, such as flea infestation. This will not be limited to the amount of the pet deposit. This resident will be liable to reimburse the Housing Authority for the actual cost of any and all damages caused by the pet. Amounts due over and above the pet deposit will be charged to the resident's unit account and will be considered due and payable the same as rent.
- C. All units occupied by a dog or cat will be fumigated upon being vacated. Infestation of a unit by fleas carried by the pet shall be the responsibility of the pet owner. Infestation of adjacent apartments or common areas which is caused by a specific pet shall be the responsibility of the pet owner. The pet owner will be liable for the cost of getting rid of the infestation. The fumigation must be performed by the housing authority staff or licenses pest control operator that is approved by the Housing Authority. The Housing Authority will bill the pet owner for the costs based upon labor and material each time that they are required to fumigate. This could occur several times due to the gestation period of fleas.

Any unused portion of the Pet Deposit will be refunded provided that the vacated tenant does not owe any other charges. Should other charges be due and payable, the Pet Deposit Balance will be transferred to the tenant account to defray those costs.

III. PET RULES

A. DOGS AND CATS

1. Dogs shall stay within the resident pet owner's unit, except for occasional walks, and to allow the pet to go outside to the bathroom. All owners are to retrieve the dogs body waste and properly dispose of it. (In other words – **if they leave it – YOU retrieve it.**)When outside, the pet shall be kept on a leash and under the control of the responsible resident AT ALL TIMES. UNDER NO CIRCUMSTANCES shall any dog be permitted to roam free.
2. Cats shall be confined to the resident's apartment. All animal waste or litter from cat litter boxes shall be picked up immediately by the pet owner and disposed of a heavy sealed plastic trash bags and placed in the resident's trash cans.. ***Cat litter shall be changed at least every two (2) days. Cat litter shall NOT be disposed of by flushing down stools. Charges for unclogging stools or clean-up of common areas required because***

of attributable nuisance shall be billed to and paid by the resident pet owner. Cats shall not be permitted to roam freely.

3. Pet owners shall keep their pets on a leash and under control at all times. Dogs are not to be staked outside in the resident yard.
4. Pet owners are solely responsible for any liability arising from any injury sustained by any person attributable to the pet and agree to hold the employees and the “Housing Authority harmless in connection with any injuries or damage caused by their pet. ANY PET WHO CAUSES BODILY INJURY TO ANY TENANT, GUEST, OR STAFF MEMBER SHALL BE IMMEDIATELY AND PERMANENTLY REMOVED FROM THE PREMISES WITHOUT PRIOR NOTIFICATION.
5. The resident pet owner agrees to control the noise of his/her pet such that it does not constitute a nuisance to other tenants and interrupt their peaceful enjoyment of their accommodations. Failure to so control pet noise may result in the removal of the pet from the premises.
6. No dog shall be left unattended in any unit for longer than twelve (12) hours and twenty-four (24) hours for all other pets.
7. All resident pet owners shall provide adequate care, nutrition, exercise, medical attention and flea control for his/her pet. Pet’s which appear to be poorly cared for or which are left unattended for longer than twelve (12) hours for a dog and twenty-four (24) hours for all other pets will be reported to the Union County Animal Control Officer or the SPCA and will be removed from the premises to the pet owner’s expense. Any cost incurred while the pet is in the shelter facility will be the responsibility of the tenant/
Pet owner.
8. In the event of a tenant’s sudden illness, the resident must identify an alternate custodian. This identification of an alternate custodian must occur prior to the “Housing Authority” authorizing the housing of the pet.
9. In the event of the death of the resident pet owner the alternate custodian will be notified immediately. Should the alternate custodian refuse to adopt the pet, management shall have the discretion to contact the Animal Control Officer to take the pet consistent with their guidelines.
10. Resident pet owners acknowledge that other residents may have chemical sensitivities or allergies related to pets or are easily frightened by such animals. The resident, therefore, agrees to exercise common-sense and common courtesy with respect to such other resident’s right to peaceful and quiet enjoyment of the premises.
11. Management may remove a pet from the premises on a temporary or permanent basis for the following causes:
 - a. Creation of a nuisance after proper notification consistent with Section IV of these Pet Rules.
 - b. Excessive pet noise or odor with proper notification
 - c. Unruly or dangerous behavior.
 - d. Excessive damage to the resident’s apartment unit or project common areas.
 - e. Repeated problems with vermin or flea infestation.
 - f. Failure of the tenant to provide for adequate care of his/her pet.
 - g. Leaving a dog unattended for more than twelve (12) hours and all other pets twenty-four (24) hours.
 - h. Failure of the tenant to provide adequate and appropriate vaccination of the pet.
 - i. Tenant death and/or sudden illness.
 - j. Failure to observe any other rule contained in this section and not here listed upon proper notification.
12. Pets of visitors/guests not owned by the resident are strictly Prohibited with the exception of seeing eye dogs.
13. All dogs and cats are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside areas.

14. The feeding of stray animals will constitute having a pet without permission of the Housing Authority, and subject the resident to Lease termination proceedings.

B. BIRDS

1. Must be kept caged at all times.
2. Waste must be disposed of in sealed plastic trash bags and placed in the resident's trash cans.
3. Excessive noise shall not be permitted.

C. FISH

1. The aquarium shall not exceed twenty (20) gallons and shall be placed on a management approved stand in a safe location within the unit.
2. Water damage to the walls, carpets, flooring or the ceiling of the unit below caused by breakage or spillage of/from the aquarium shall be the responsibility of the tenant.

I. VERIFICATION OF COMPLIANCE

The Housing Authority has the right to request Tenant to produce documents and records to certify that tenant has complied with all rules and regulations regarding his or her pet. Tenant shall have three (3) days within which to provide the Housing Authority with the requested documents or records.

II. NOTIFICATION POLICY

In the event that any pet owner violates these pet rules, the "Housing Authority" may revoke the authorization for the pet. The Authority shall provide notice of such violation as follows:

A. CREATION OF A NUISANCE

1. The owner of any pet which creates a nuisance upon the grounds or by excessive noise, odor, or unruly behavior shall be notified of such nuisance in writing by the "Housing Authority" and shall be given no more than five (5) days to correct such nuisance.
2. Consistent with local and state ordinance, the "Housing Authority" shall take appropriate steps to remove a pet from the premises in the event that the pet owner fails to correct such a nuisance within a five (5) day compliance period.

B. DANGEROUS BEHAVIOR

1. Any pet which physically threatens a resident, guest, staff member or other authorized person present upon the project grounds shall be considered dangerous.
2. The "Housing Authority" shall provide written notification to the pet owner of dangerous behavior and the pet owner shall have no more than five (5) days to correct the animal's behavior or remove the pet from the premises.
3. Consistent with local and state ordinance, the "Housing Authority" shall take appropriate steps to remove a pet from the premises in the event that the pet owner fails to correct the dangerous behavior of his/her pet within the compliance period.
4. ANY PET WHICH CAUSES PHYSICAL HARM TO ANY RESIDENT, GUEST, STAFF MEMBER, OR OTHER AUTHORIZED PERSON PRESENT UPON THE PROJECT GROUNDS SHALL BE IMMEDIATELY REMOVED FROM THE PREMISES BY THE UNION COUNTY ANIMAL CONTROL OFFICER AND/ OR THE HOUSING AUTHORITY AND WILL NOT BE ALLOWED BACK ON THE PREMISES.

Tenant's signature upon these rules shall constitute permission for the Housing Authority of the County of Union to take this action in the event of bodily injury caused by his/her pet. All action is in accordance with the Authority's grievance procedure.

ALTERNATE CUSTODIANS

NO. 1 NAME: _____
ADDRESS: _____
HOME PHONE _____
WORK PHONE: _____

NO. 2 NAME: _____
ADDRESS _____
HOME PHONE _____
WORK PHONE _____

"AFFIDAVIT"

"I have read and understand the above pet policy of the Housing Authority of the County of Union and agree to comply fully with their provisions. I understand that failure to comply may constitute reason for removal of my pet. Where required by the "Housing Authority" to remove my pet from the premises, I agree to cooperate and assist with such removal and understand that my failure to do so shall constitute grounds for eviction."

RESIDENT: _____ DATE: _____

RESIDENT: _____ DATE: _____

ADDRESS _____

WITNESS: _____ DATE _____

PET AGREEMENT

THIS AGREEMENT entered into this _____ day of _____, 200__ by and between the Housing Authority of the County of Union, Landlord, and _____, Resident, in consideration of their mutual promises agree as follows:

1. The Resident desires and has received permission from the "Housing Authority" to keep the pet named _____ And described as follows _____

Picture to be attached.
2. This AGREEMENT is an ADDENDUM to the and made a part of the Lease between the Housing Authority and the Resident executed on _____ day of _____, 200__. In the event of failure of the Resident to comply with any of the terms of this Agreement, the Resident agrees upon proper written notice of default from the "Housing Authority", to correct the default, remove the pet, or vacate the premises. The Resident agrees that the "Housing Authority" may revoke permission to keep the above described Pet on the premises by giving the Resident proper written notice.
3. As a Pet Deposit, the Resident agrees to pay the Housing Authority the sum of \$250.00 for all dogs and \$150.00 for all cats. This payment may be made in a lump-sum or the tenant may have the option of depositing \$150.00 down for a dog and \$20.00 per month or five (5) months till the balance is paid, or \$75.00 down for a cat and \$15.00 for five (5) months till the balance is paid. The lump-sum deposit must be made prior to bringing the pet (dog or cat) on the premises. If the monthly payments are not made in a timely manner management has the right to terminate the "Pet Agreement" and issue a notice for the "pet" to be removed from the apartment immediately. The "Housing Authority" may use therefrom such amount as is reasonably necessary to take care of any damages to the apartment or project, cleaning of apartment or infestation of fleas caused by or in connection with said Pet. At the termination of this Agreement, any Pet Deposit Balance shall be added to the Apartment Security Deposit, and disbursed thereafter, as required by law. The Resident agrees to pay the "Housing Authority" for any damage or costs caused by the Pet in excess of the Security Deposit on demand by the "Housing Authority."
4. Resident agrees to comply with:
 - a. All State Regulations.
 - b. All city codes which are required by the city or village in which you reside.
 - c. All Union County codes.
 - d. FAMILY PET POLICY of the Housing Authority of the County of Union.
5. Residents herein states that the pet is quiet and housebroken, and will not cause any damage or annoy other Residents.
6. The Resident agrees that the Pet will not be permitted outside the Resident's unit unless restrained by a leash and under the control of the responsible Resident or alternate custodian. Dogs are not to be staked outside in the resident yard.
7. The Resident shall not permit the Pet to cause a any damage, discomfort, annoyance, nuisance, or in any way to inconvenience or cause complaints from any other Resident. Any "WASTE" deposited by the Pet (dog) when on their bathroom walk is to be picked up by the pet owner placed in a plastic bag and disposed of in your garbage and /or trash can. This must be done to avoid children, guests and neighbors stepping in the "WASTE" and tracking inside apartments. This will eliminate odor and possibility of disease spreading to children.
8. The Resident agrees to remedy any emergency situations involving Pet (e.g., a attack by Pet on staff member, another resident, or a guest) within twenty-four (24)hours and any nuisance situations within five (5) days.
9. The Resident must be financially responsible for any flea or other insect infestation that affects his/her own or adjacent units as a result of his/her Pet. The Resident must purchase and use, from the veterinarian, a monthly flea preventative.

10. Any pet let unattended for twelve (12) hours or more or whose health is jeopardized by the Resident's neglect, mistreatment, or inability to care for the animal shall be reported to the Union County Animal Control Officer, SPCA or other appropriate authority. Such circumstances shall be deemed an emergency for the purposes of the "Housing Authority's" right to enter the Resident's unit to allow such authority to remove the animal from the premises. The "Housing Authority" accepts no responsibility for any Pet so removed.

11. The resident agrees to maintain the Pet in a healthy condition and to update PET INFORMARTION on an annual basis.

12. The Resident has read and agrees to comply with the FAMILY PET POLICY, which are herein incorporated by reference, and agrees to comply with such rules and regulations as may be reasonably adopted from time to time by the "Housing Authority."

RESIDENT: _____ DATE: _____

RESIDENT: _____ DATE: _____

EXECUTIVE DIRECTOR _____ DATE: _____

PET INFORMATION

RESIDENT'S NAME: _____

ADDRESS: _____

PET'S NAME: _____ AGE: _____

DESCRIPTION: _____

VET'S NAME: _____

ADDRESS: _____

PHONE: _____

HOW LONG HAVE YOU HAD THIS PET? _____

<u>TYPE</u>	<u>WEIGHT</u>	<u>CERT. OF GOOD HEALTH</u>	<u>RABIES</u>
-------------	---------------	-----------------------------	---------------

DOG	_____	_____	_____
-----	-------	-------	-------

CAT	_____	_____	_____
-----	-------	-------	-------

<u>TYPE</u>	<u>DISTEMPER</u>	<u>SPAYED/NEUTERED</u>
-------------	------------------	------------------------

DOG	_____	_____
-----	-------	-------

CAT	_____	_____
-----	-------	-------

CERTIFICATION OF GOOD HEALTH

BIRD _____

FISH _____

COMMENTS & WARNINGS
