

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

Small PHA Plan Update
Annual Plan for Fiscal Year: **2003**

**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: Menard County Housing Authority

PHA Number: IL28

PHA Fiscal Year Beginning: 07/2003

PHA Plan Contact Information:

Name: Anne R. Smith

Phone: 217-632-7723

TDD: Illinois Relay Center 1-800-526-0844

Email (if available): asmith@menardcha.org

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

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
- Main administrative office of the local, county or 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 Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Only

Annual PHA Plan

Fiscal Year 2003

[24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The Authority is on schedule with its FY2002 annual plan and its FY2000-2004 five-year plan with the exception of renovating IL028-07. The Authority has elected to replace the twenty dwelling units in IL028-07 rather than renovate based upon the Architect's analysis which determined that renovating the units will exceed 90% of the cost of constructing new units. The funds allocated for renovating IL028-07 will be used to demolish and rebuild two or more dwelling units per year.

During FY2003 the Authority plans to dispose of the Mentor Graham building, a special use community building that is currently occupied by the Menard County Health Department. In addition, the Authority will explore the possibility of disposing of IL028-05.

During FY2003 the Authority will prepare a Section 18 Demolition/Disposition Application for demolishing the remaining 27 units of IL28-01. During phase I, 13 of the original 40 units were demolished and twenty new single-family detached units constructed. During phase II, the remaining 27 units will be demolished and replaced with affordable homeownership units for low-income families.

The Authority will apply for a Hope VI Demolition grant in FY 2003 to fund the demolition of the remaining 27 units in IL28-01. Should the Authority not be successful in obtaining the Hope VI Demolition grant, Capital Funds will be used to tear down the remaining 27 dwelling units. This will require revising the attached Annual and Five-Year Capital Fund Plans (work proposed for IL28-07 will be deferred).

The Authority will increase minimum rents from \$25 per month to \$50 per month for both its public housing and section 8 programs. Flat rents have been reviewed and FY2002 flat rents will be increased 5% for FY2003. Ceiling rents for FY2003 are established to be the same as FY2003 flat rents.

The public housing lease is being revised to include the following items:

- It will be a major lease violation for a family to allow a person on the banned list to be in or stay in the dwelling unit
- There will be a \$25 charge for resident unhooked smoke detectors for the first occurrence. Any additional occurrences will be considered a major lease violation.

During FY2003 the Authority will continue developing and managing tax credit properties and other programs initiated by the not for profits established by the Authority.

During FY2003 the not for profits will continue to aggressively pursue affordable housing programs for low and moderate-income families.

The Authority's FY2003 Housing Agency Plan includes a Safety Improvement Plan as required by HUD since the Authority scored less than 75% on the safety component of HUD's PHAS resident satisfaction survey. The Safety Improvement Plan was developed in partnership with the Resident Advisory Board and is included as an attachment to this template.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ __\$297,901_____

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: 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 next component ; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name: 1b. Development (project) number: IL028-01
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> (Phase I: 13 dwelling units 1000 Block of 5 TH Street) Submitted, pending approval <input checked="" type="checkbox"/> (Phase II: Remaining 27 dwelling units) Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(February 2003)</u>
5. Number of units affected: Remaining 27 of the original 40
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input checked="" type="checkbox"/> Section 8 for up to 27 units depending upon occupancy at the time of demo <input checked="" type="checkbox"/> Public housing for most of the units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: October 2003 b. Actual or projected start date of relocation activities: August 2003 c. Projected end date of activity: Demo and replacement well be accomplished over a three year period using Home funds, tax credits and trust funds. The Authority plans to prepare Section 18 Demo/Dispo and Hope VI Demo grant applications for Phase II (27 units) in FY2003

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. 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 next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____
- C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

- 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 Attached at Attachment (File name)
- 3. In what manner did the PHA address those comments? (select all that apply)
 - The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
 - Yes No: below or
 - Yes No: at the end of the RAB Comments in Attachment _____.

- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment ____.
- Other: (list below) The Authority developed the Draft FY2002 Plan in close concert with the RAB therefore their comments were considered and incorporated in every step of the process. Throughout the year the Authority meets with the RAB to discuss current and upcoming FY Plans, policies, procedures and Authority activities.

B. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **State of Illinois**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below) Upgrade current housing stock and expand affordable rental and homeownership opportunities

3. PHA Requests for support from the Consolidated Plan Agency

- Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below: The Authority plans to request additional tax credit and trust fund monies in FY2002. The Authority (through its non-profit) requested and received \$1,343,301 of tax credits and \$750,000 in trust funds during FY2001.

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) The State provides technical assistance as requested by the Authority. In addition, the State provides funding opportunities on a competitive application basis.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

GOALS

- Additions or deletions of Strategic Goals

B. Significant Amendment or Modification to the Annual Plan:

PROGRAMS

- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities

CAPITAL BUDGET

- Additions of non-emergency work items in excess of \$25,000 (items not included in the current Annual Statement or Five Year Action Plan) or change in excess of \$25,000 in use of replacement reserve funds

POLICIES

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

An exception to the above definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since HUD does not consider such changes significant amendments.

Attachment A

Supporting Documents Available for Review

PHAs are to 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	Related 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 (not required for this update)	5 Year and Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	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
X	Section 8 informal review and hearing procedures <input checked="" 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 any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Attachment B

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program: IL06-P028-50103 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	36000			
3	1408 Management Improvements	18000			
4	1410 Administration	22573			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	30000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	191328			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Menard County Housing Authority	Grant Type and Number Capital Fund Program: IL06-P028-50103 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	297901			
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/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program #: IL06-P028-50103 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		36000				
	Computer upgrades	1408		6000				
	Commissioner and staff training	1408		12000				
	Administration	1410		22573				
	A/E Fees	1430		30000				
IL028-07	Replace two dwelling units	1460		166328				
IL028-09	New exterior doors and locks	1460		25000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program #: IL06-P028-50103 Capital Fund Program Replacement Housing Factor #:					Federal FY of Grant: 2003
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	6/31/2005			6/31/2006			
IL028-07	6/31/2005			6/31/2005			
IL028-09	6/31/2005			6/31/2005			

Attachment C

Capital Fund Program 5-Year Action Plan

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Menard County Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
HA-Wide	Annual Statement				
1406		36000	36000	36000	36000
1408		18000	18000	18000	18000
1410		23702	24887	26131	27437
1430		30000	30000	30000	10000
1450					10000
1460					25000
1470					10000
1475					20000
IL028-02			6400		
IL028-03					
IL028-04		8000			
IL028-05					
IL028-06				4000	
IL028-07		182199	182614	183770	1411464
IL028-08					
IL028-09					
Total CFP Funds (Est.)		297901	297901	297901	297901
Total Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY: 2005		
	Work Items	Quantity	Cost	Work Items	Quantity	Cost
	IL028-04			IL028-02		
	New locks		8000	New door locks		6400
	IL028-07			IL028-07		
	Replace two dwelling units		182199	Replace two dwelling units		182614
	HA-Wide			HA-Wide		
	1406 Case Manager		36000	1406 Case Manager		36000
	1408 Computer software		6000	1408 Computer software		6000
	1408 Commissioner and staff training		12000	1408 Commissioner and staff training		12000
	1410 Modernization Coordinator		23702	1410 Modernization Coordinator		24887
	1430 A/E fees		30000	1430 A/E fees		30000

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2006 PHA FY: 2006			Activities for Year: <u>5</u> FFY Grant: 2007 PHA FY: 2007		
	Work Items	Quantity	Cost	Work Items	Quantity	Cost
				IL028-07		
	IL028-06			1485 Demolition IL28-7 (May also include IL28-1 if not funded by HOPE VI demo grant)		141464
	New door locks		4000			
				HA-Wide		
	IL028-07			1406 Operations/Service contracts		36000
	Replace two dwelling units		183770	1408 Operational Improvements		6000
				1408 Training		12000
	HA-Wide			1410 Modernization Coordinator		27437
	1406 Case manager		36000	1430 A/E fees		10000
	1408 Computer software		6000	1450 Site improvements		10000
	1408 Commissioner and staff training		12000	1460 Dwelling unit renovations		25000
	1410 Modernization Coordinator		26131	1470 AMC renovations		10000
	1430 A/E fees		30000	1475 Vehicles, tools and equipment		10000
				1475 Computer hardware		10000

Required Attachment __D__: Resident Member on the PHA Governing Board

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

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

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

Elected

Appointed by the Menard County Board of Commission Chair

C. The term of appointment is (include the date term expires): Five years and expires May 2005

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

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

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

Other (explain):

B. Date of next term expiration of a governing board member: May 2003

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Barb Kyes County Commission Chair

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

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

Cindi Bottom-Briggs

Eugene Mayberry

George Cummings

Gladys Dennis

Virgia Gates

Tricia Bennett

Vickie Gibson

Kay Dungan

John Ramsey

Pam Beard

Attachment F: Voluntary Conversion Of Public Housing Developments

**Menard County Housing Authority
101 West Sheridan Road
P. O. Box 168
Petersburg, IL 62675
217 -632-7723 Fax 217-632-7255**

CERTIFICATION OF VOLUNTARY CONVERSION OF PUBLIC HOUSING DEVELOPMENTS

December 12, 2002

The Menard County Housing Authority hereby certifies that it has:

- Reviewed the following development's operation as public housing:
 - IL28-01
 - IL28-02
 - IL28-03
 - IL28-04
 - IL28-05
 - IL28-06
 - IL28-07
 - IL28-08
 - IL28-09
- Considered the implications of converting the above public housing developments to tenant based assistance; and
- Concluded that conversion of the development will be inappropriate because removal of the developments will not meet the necessary conditions for voluntary conversions since:
 - 1) Converting to tenant based assistance will be more expensive than continuing to operate the developments as public housing; and
 - 2) Converting to tenant based assistance will adversely affect the availability of affordable housing in Menard County.

Anne R. Smith, Executive Director

Date

Attachment F: Voluntary Conversion Of Public Housing Developments

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **All nine developments**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **None**
- c. How many Assessments were conducted for the PHA's covered developments? **All nine developments**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None**

Development Name	Number of Units

- d. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **Complete**

Attachment G: Deconcentration and Income Mixing

Menard County Housing Authority
101 West Sheridan Road
P. O. Box 168
Petersburg, IL 62675
217 -632-7723 Fax 217-632-7255

CERTIFICATION OF DECONCENTRATION AND INCOME MIXING

December 12, 2002

The Menard County Housing Authority hereby certifies:

- That the following developments are general occupancy developments covered by the deconcentration rule:

IL28-01
IL28-02
IL28-03
IL28-04
IL28-05
IL28-06
IL28-07
IL28-08
IL28-09

- That three of the nine covered developments have average incomes below 85% and two developments have average incomes above 115%.

Anne R. Smith, Executive Director

Date

Attachment G: Deconcentration and Income Mixing

(6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
IL028-01	27	Below 85% income	Process of demolishing this development
IL028-06	10	Below 85% income	Waiting list skipping
IL028-07	20	Above 115% income	Waiting list skipping
IL028-08	20	Below 85% income	Waiting list skipping
IL028-09	50	Above 115% income	Waiting list skipping

Attachment G: Deconcentration and Income Mixing

MENARD COUNTY HOUSING AUTHORITY

DECONCENTRATION POLICY

PUBLIC HOUSING:

In an ongoing effort for the Housing Authority to meet or exceed the laws and regulations regarding its public housing programs, the following Deconcentration Policy has been developed in order to comply with the Quality Housing and Work Responsibility Act of 1998, Section 513.

INCOME MIX TARGETING: To meet the requirements of the Act and subsequent HUD regulations, at least 40 percent of families admitted to public housing by the Housing Authority must have incomes that do not exceed 30% of the area median. If 40% or more of the Housing Authority units are occupied by families whose incomes do not exceed 30% of the area median income, this requirement shall be considered as being met.

Additionally, to meet this goal, the housing authority may use the provisions of fungibility to the extent that the housing authority has provided more than seventy-five percent of newly available vouchers and certificates in its Section 8 program, including those resulting from turnover, to very poor families. The number of fungible housing credits used to drop the annual requirement for housing very poor families below 40 percent of the newly available units in public housing is limited to the lowest of the following:

1. The number of units equivalent to ten (10) percent of the number of newly available vouchers and certificates in that fiscal year; or,
2. The number of public housing units that (i) are in public housing projects located in census tracts having a poverty rate of 30% or more, and (ii) are made available for occupancy by, and actually occupied in that year by families other than very poor families, or
3. The number of units that cause the housing authority's overall requirement for housing very poor families to drop to 30% of its' newly available units.

Attachment G: Deconcentration and Income Mixing

PROHIBITION OF CONCENTRATION OF LOW-INCOME FAMILIES: The Housing Authority will not, in meeting this income mix targeting, concentrate very low-income families, or other families with relatively low incomes, in public housing units in certain projects or certain buildings within projects.

The Housing Authority must review the income and occupancy characteristics of the housing projects and the buildings of each project to ensure that a low-income concentration does not occur.

DECONCENTRATION: The Housing Authority will make every effort to deconcentrate families of certain income characteristics within the Public Housing Agency complexes. To achieve this, the Housing Authority may offer incentives for eligible families having higher incomes to occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and provide for occupancy of eligible families having lower incomes in project predominantly occupied by eligible families having higher incomes. Incentives by the Housing Authority allow for the eligible family to have the sole discretion in determining whether to accept the incentive and the Housing Authority may not take any adverse action toward any eligible family for choosing not to accept these incentives. The skipping of a family on the waiting list to reach another family to implement this Deconcentration Policy shall not be considered an adverse action. As such, the Housing Authority will continue to accept applications and place the individuals on a waiting list. Selection will be made based on a combination of the local preferences and an income target mix. Any eligible family who qualifies as a higher income family may accept a dwelling unit assignment and be placed randomly into a vacant housing unit.

The Housing Authority will track the income mix within each project and building, i.e. high-rise, as an effort to avoid a concentration of higher or lower income families in any one building, i.e. high-rise, or development.

SECTION 8 TENANT-BASED ASSISTANCE:

INCOME MIX TARGETING: In each fiscal year, not less than 75% of the new admissions must have incomes at or below 30% of the area median income.

Attachment H: FY2000 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program: IL06-P028-50100 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)						
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	48,261	48,261	48,261	48,261	
3	1408 Management Improvements	40,500	6,000	6,000	6,000	
4	1410 Administration	19,500	19,500	23,419	0	
5	1411 Audit					
6	1415 liquidated Damages					
7	1430 Fees and Costs	7,936	22,000	22,000	21,594	
8	1440 Site Acquisition					
9	1450 Site Improvement	50,000	146,936	146,939	87,583	
10	1460 Dwelling Structures	215,500	18,000	18,000		
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	8,000	129,000	129,000	75,477	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1498 Mod Used for Development					
19	1502 Contingency					
20	Amount of Annual Grant: (sum of lines 2-19)	389,697	389,697	389,697	238,915	
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	25,000	25,000			

Attachment H: FY2000 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program #: IL06-P028-50100 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		48,261	48,261	48,261	48,261	Completed
	Computer software and training	1408		6,000	6,000	6,000	6,000	Completed
	Maintenance vehicles and tools	1408		34,500	0			Deleted
	Administration	1410		19,500	19,500	19,500	19,500	Completed
	A/E Fees	1430		7,936	22,000	22,000	21,594	In-progress
	Non-dwelling equipment	1475		8,000	129,000	129,000	75,477	In-progress
IL028-2, 4, 8, & 9	Sidewalk repair/replacement	1450			90,000	90,000	87,583	In-progress
IL028-03	Site Improvement	1450		50,000	56,936	56,936		In-progress
	Interior doors	1460		140,000				
IL028-04	Vinyl gable ends	1460		50,500	15,000	15,000		In-progress
IL028-07	Replace exterior doors and frames	1460		25,000	3,000	3,000		In-progress

Attachment H: FY2000 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program #: IL06-P028-50100 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2000
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide:							
1406	9/30/2000	9/30/2000	9/30/2000	6/30/2001		6/30/2001	
1408	3/31/2001	3/31/2002	9/30/2001	6/30/2001	3/31/2002	9/30/2001	
1410	9/30/2000	9/30/2000	9/30/2000	6/30/2001		6/30/2001	
1430	6/30/2001	9/30/2002	9/30/2002	12/31/2002			
1475	3/31/2001	6/30/2002	6/30/2002	6/30/2001	3/31/2002		
IL028-02	N/A	9/30/2002	9/30/2002	N/A			
IL028-03	12/31/2001	9/30/2002	9/30/2002	12/31/2002			
IL028-04	12/31/2001	9/30/2002	9/30/2002	12/31/2002			
IL028-07	12/31/2001	9/30/2002	9/30/2002	12/31/2002			
IL028-08	N/A	9/30/2002	9/30/2002	N/A			
IL028-09	N/A	9/30/2002	9/30/2002	N/A			

Attachment I: FY2001 Performance And Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program: IL06-P028-50101 Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	42000			
3	1408 Management Improvements	39333		11639	11639
4	1410 Administration	20475		576	576
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	8272		12834	12834
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	64000			
11	1465.1 Dwelling Equipment—Nonexpendable	67500		37807	37807
12	1470 Nondwelling Structures	146450		146000	
13	1475 Nondwelling Equipment	8000		1275	1275
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	396030		210131	64131
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance	75000			
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures	60000			

Attachment I: FY2001 Performance And Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program # IL06-P028-50101 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Resident Services Coordinator	1406		36000				
	Maintenance Service Contracts	1406		6000				
	Upgrade computer software and training	1408		12333		11639	11639	
	Prepare affordable housing applications	1408		15000				
	Staff training	1408		8000				
	Commissioner training	1408		4000				
	Modernization Coordinator (Partial)	1410		20475		575	575	
	A/E Fees	1430		8272		12834	12834	
IL28-04	Modernize Community Center	1470		50800		50800		
IL28-07	Replace windows	1460		50000				
	Install vinyl siding	1460		14000				
	Modernize Community Center	1470		50200		50200		
IL28-08	New ranges and refrigerators	1465.1		22500				
	Modernize Community Center	1470		45450		45000		
IL28-09	New ranges and refrigerators	1465.1		45000		37807	37807	
HA-Wide	Upgrade computer hardware	1475		8000		1275	1275	

Attachment J: FY2002 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program: IL06-P028-50102 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement (revision no:)		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002		<input type="checkbox"/> Final Performance and Evaluation Report			
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	12000	12000		
4	1410 Administration	21498	21498	424	424
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	10000	30000	23405	
8	1440 Site Acquisition				
9	1450 Site Improvement	20000	20000		
10	1460 Dwelling Structures	223403	199403	53969	
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures		15000		
13	1475 Nondwelling Equipment	11000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				

Attachment J: FY2002 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program: IL06-P028-50102 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies			<input type="checkbox"/> Revised Annual Statement	
(revision no:)						
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2002		<input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
20	Amount of Annual Grant: (sum of lines 2-19)	297901	297901			
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					

Attachment J: FY2002 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Menard County Housing Authority			Grant Type and Number Capital Fund Program #:IL06-P028-50102 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Computer upgrades	1408		6000	6000			
	Commissioner and staff training	1408		6000	6000			
	Administration	1410		21498	21498	424	424	
	A/E Fees	1430		10000	30000	23405		
IL028-07	Repair/replace parking areas/drives	1450		20000	20000			
	Begin renovating dwelling units	1460		175403				
	Vinyl siding	1460			20000			
	Reface selected kitchen cabinets	1460			16000			
IL028-08	New exterior doors and locks	1460		48000	60000	53969		
IL028-09	New exterior doors and locks	1460			103403			
HA-Wide	Add security measures to central office	1470			15000			
HA-Wide	Computer hardware	1475		8000				
	Vehicles, tools and equipment	1475		3000				

Attachment J: FY2002 Capital Fund Program Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Menard County Housing Authority		Grant Type and Number Capital Fund Program #: IL06-P028-50101 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	6/31/2004			6/31/2005			
IL028-07	6/31/2004			6/31/2005			
IL028-08	6/31/2004			6/31/2005			

ATTACHMENT K

MENARD COUNTY HOUSING AUTHORITY SAFETY IMPROVEMENT PLAN January 2003

OBJECTIVE

This Safety Improvement Plan is developed in response to HUD's PHAS program requirements. For FY 2002, the Menard County Housing Authority scored 72.3% on the safety section of the Resident Assessment portion of PHAS, and as a result, must develop a follow-up improvement plan. The objective of this plan is to achieve a score in excess of 90% for this PHAS component.

TARGET DEVELOPMENTS

All of the Authority's public housing developments are targeted; however, special emphasis will be given to developments IL028-01, IL028-05 and IL028-09 where the Authority scored less than 75%. This will be an Authority-wide effort.

SPECIFIC AREAS TARGETED FOR IMPROVEMENT

The Authority plans to develop and implement a Comprehensive Safety Improvement Plan that addresses all facets of the Authority.

HUD sent out 192 surveys to Authority residents and received 93 back for a response rate of 48%. As part of this Safety Improvement Plan, the Authority also plans to educate residents in the importance of the Resident Assessment Program and the need for all residents to participate with the goal of achieving a survey response rate in excess of 90%.

PLAN IMPLEMENTATION RESPONSIBILITY

The Executive Director has the responsibility of ensuring the Safety Improvement Plan is properly implemented in a timely manner and has assigned the Public Housing Case Manager the task of implementing the plan. The Executive Director will provide monthly implementation progress reports to the Resident Advisory Board and the Board of Commissioners.

RESIDENT ADVISORY BOARD INVOLVEMENT

The Resident Advisory Board was involved in this plan development during their January, 2002 meeting and will receive monthly progress reports from the Executive Director.

ATTACHMENT K

MONTHLY NEWSLETTER

The Public Housing Case Manager is assigned the responsibility of generating monthly newsletters that will be distributed to all residents, Authority staff, Board of Commissioners, and agencies that provide services to the Authority. The newsletters will contain safety related, as well as other articles of interest, and will provide the mechanism for helping educate residents regarding PHAS, SEMAP, Agency Plans, and the Authority's operations.

NEIGHBORHOOD WATCH

The Public Housing Case Manager is assigned the responsibility of establishing Neighborhood Watches in each development. The Public Housing Case Manager will work closely with the police departments in each town and Resident Advisory Board members to develop the Neighborhood Watch Program by April 2003, and will implement during May 2003.

RESIDENT SAFETY MEETINGS

The Public Housing Case Manager is assigned the responsibility of holding resident safety meetings at each development. The Public Housing Case Manager will work closely with city and county police and fire departments to arrange and schedule security and fire safety presentations, which will begin in May 2003. The first presentations will cover the Neighborhood Watch Programs.

<u>Department</u>	<u>Topics</u>
Police	Neighborhood Watch Program Personal Safety Drug/Crime Prevention
Fire	Fire Prevention What to do in case of fire Fire Safety
Health	Services Offered Free Screenings Flu Shots

RESIDENT SCREENING

The Authority currently conducts criminal background checks for all applicants and will continue to do so.

ATTACHMENT K

ONE-STRIKE POLICY

The Authority currently has and enforces a “One-Strike and You’re Out Policy” and will continue to do so.

DOOR LOCKS

Based upon previous resident feedback and staff inspections, the Authority has developed a plan to install new dead-bolt locks on exterior doors of all public housing units over the next five years using Capital Funds. The Authority’s FY 2003 Housing Agency Plan includes funds each year for the next five years to install new locks and master keying system.

SECURITY LIGHTING

The Public Housing Case Manager is assigned the responsibility of conducting security lighting needs assessment surveys with the utility company, local police, and residents at each development during the months of June and July 2003. The Authority will use the survey to plan the installation of needed additional security lighting following the Capital Fund Program planning process.

VACANT UNITS

Residents in IL28-01 indicated they felt vacant units contribute to crime in their development. For years, the Authority has been unable to keep units in IL28-01 leased-up, and as a result, the Board of Commissioners voted to demolish the 40-unit development and replace it with new single-family detached homes. During 2001, the Authority applied for and received Tax Credit and Trust Fund financing for the first phase of the demolition/replacement program. Thirteen of the 40 units were demolished and replaced with scattered site single-family detached units in 2002. Between 2003 and 2005 the remaining 27 units will be demolished and replaced with affordable single-family homeownership and rental housing for low-income families..

DEBAR PROGRAM

The Authority implemented a Debar Program when it adopted its one-strike policy. The program has proven effective and the Authority will continue it as part of the Comprehensive Security Program.

CARD ACCESS PROGRAM

The Authority is currently implementing a card access program for IL28-03, which should be in place and functional by the end of February 2003.

ATTACHMENT K

CRIME STATISTICS

In the past, the police departments provided the Authority with information about criminal activity in its developments. However, the current States Attorney has discontinued the practice due to liability concerns. The Executive Director and Public Housing Case Manager will meet with local governmental officials to try to resolve this issue during 2003.