

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

PHA Plans

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

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

PHA Plan Agency Identification

PHA Name: LaSalle County

PHA Number: IL014

PHA Fiscal Year Beginning: (07/2004)

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

The mission of the Housing Authority for LaSalle County is to pursue new and creative ways to continue to meet the changing housing needs of the diverse population of LaSalle County.

To...promote affordable, decent, safe, and sanitary housing for all residents of LaSalle County.

To...expand housing opportunities and alternative lifestyles for the residents of LaSalle County.

To...enhance existing housing programs through the provision of support services.

To... improve the overall quality of life in Authority developments.

To...encourage and develop the empowerment of Authority residents.

To...provide Authority residents with dignity, comfort, and a place to call "home."

B. Goals

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

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

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

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

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

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

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

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

Other PHA Goals and Objectives: (list below)
See Attachment A

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.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- E Admissions Policy for Deconcentration (il014e01)
- M FY 2004 Capital Fund Program Annual Statement (il014m01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- F PHA Management Organizational Chart (il014f01)
- N FY 2004 Capital Fund Program 5 Year Action Plan (il014n01)
- 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)
 - A Goals and Objectives (il014a01)
 - B FY 2001 CFP P&E Report (il014b01)
 - C FY 2002 CFP P&E Report (il014c01)
 - D FY 2003 CFP P&E Report (il014d01)
 - G Resident Commissioner (il014g01)
 - H Advisory Board Members (il014h01)
 - I Progress in meeting 5-year Plan mission and goals (il014i01)
 - J Pet Policy (il014j01)
 - K Community Service Requirement (il014k01)
 - L Voluntary Conversion (il014l01)

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
	Fair Housing Documentation:	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	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.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures

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

1. Statement of Housing Needs

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1630	5	3	3	2	2	3
Income >30% but <=50% of AMI	1141	5	3	3	2	2	3
Income >50% but <80% of AMI	1831	5	3	3	2	2	3
Elderly	1399	5	2	3	3	2	2
Families with Disabilities	N/A						
Race/Ethnicity	<10%						
Race/Ethnicity	<10%						
Race/Ethnicity	<10%						
Race/Ethnicity	<10%						

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	625		252
Extremely low income <=30% AMI	581	93%	
Very low income (>30% but <=50% AMI)	44	7%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	377	60%	
Elderly families	14	2%	
Families with Disabilities	101	16%	
White Non Hispanic	506	81%	
Black	76	12%	
Hispanic	36	6%	
Other	7	.01%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input 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	484		200
Extremely low income <=30% AMI	333	69%	
Very low income (>30% but <=50% AMI)	12	25%	
Low income (>50% but <80% AMI)	29	6%	
Families with children	182	38%	
Elderly families	99	20%	
Families with Disabilities	107	22%	
White Non Hispanic	340	70%	
Black	89	18%	
Hispanic	49	10%	
Other	6	1%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	297	61%	95
2 BR	131	27%	60
3 BR	48	10%	34
4 BR	8	2%	11
5 BR	0	0%	0
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
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)

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
 1. Develop a unit conversion plan for developments with too many efficiency units to 1 Bedroom units.
 2. Affirmatively market to local agencies that work with and assist 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)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	1,962,979	
b) Public Housing Capital Fund	1,791,959	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,586,062	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund 501-03	80,017	Approved CFP Operations
Capital Fund 502-03	80,000	Approved CFP Operations
3. Public Housing Dwelling Rental Income	1,750,370	Public Housing Operations
4. Other income (list below)		
Interest Income	55,000	Public Housing Operations
Misc. Income	96,000	Public Housing Operations
4. Non-federal sources (list below)		
Total resources	8,402,387	

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) Immediately after application

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused

- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below) Change in employment location
- Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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.

(2) 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
- (1) Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors below)
 Other (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) Information on residency for last two years

(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: Additional 30 days upon written request of voucher holder. A list of contacts made during the search must be submitted with request for extension. An additional 30 days on written request if a verified medical situation has delayed the search, need for an accessible or large size requirement, or the program leaseup rate is less than 75% indicating a lack of available rental housing.

(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.

(3) 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)

- (2) Working families and those unable to work because of age or disability
- Veterans and veterans' families
- (1) 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

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: The family experiences excessive medical expenses that exceed 10% of the family's gross annual income.

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)
 - a. Child support credit: Households whose adult member is responsible for court awarded child support to children residing outside the assisted household will be allowed an exclusion of up to \$480 of annual income per child supported. The exclusion is allowable only upon verification that they are current in required support payments. The exclusion will not exceed the amount contributed for the latest twelve-month period.
 - b. Medical expense credit: Allowable expenses include amounts which can be anticipated to be incurred over the next twelve months which exceed three percent of gross annual income. Head or spouse must be elderly, disabled, or have earned income.

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) If rent was based on minimum rent or zero income, and if a decrease in income was previously reported and there is an increase.

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) County wide market value rent survey.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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) The family experiences medical expenses that exceed 10% of the family's gross annual income.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
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

[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) il014m01

-or-

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

(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 il014n01

-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)

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: Evans Heights Day Care
1b. Development (project) number: IL14-9
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (10/31/2004)
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 02/01/2005 b. Projected end date of activity: 05/01/2005

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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 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

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

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

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
 - Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 - Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (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: (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 Deviation from 5-Year Plan

Discretionary changes in the plans or policies of the Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency which do not require formal approval of the Board of Commissioners. Changes to the Capital Fund Annual Statement and Five year Plan as allowed through fungibility.

Significant Amendment or Modification to the Annual Plan

Discretionary changes in the plans or policies of the Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require the formal approval of the Board of Commissioners.

NOTE: Any regulatory changes will be made to any PHA policies or procedures as a matter of ongoing administration and will not be considered to constitute a significant amendment or modification for purposes of the PHA Agency Plan.

Attachments

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

HOUSING AUTHORITY FOR LASALLE COUNTY

526 E. NORRIS DRIVE
OTTAWA, ILLINOIS 61350
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OPERATIONS PLAN

Fiscal Years 2005-2009

Approved by
the Housing Authority's
Board of Commissioners

Resolution No. 1764

Date March 10, 2004

FORWARD

We are pleased to present the operations plan for the Housing Authority for LaSalle County for Fiscal Year 2005-2009.

We encourage all employees to take the time to read this document carefully. It will serve as our road map for what will be accomplished in Fiscal Year 2005-2009.

We consider planning to be the cornerstone of effective management. Only together, working as a team, can we succeed.

BOARD OF DIRECTORS

- Michael Crowley, Chairman
- James Armstrong, Vice-Chairman
- Susan Nelson, Commissioner
- Stanley Twait, Commissioner
- Charles Calligaris, Commissioner
- Richard McConville, Commissioner
- Florence Kepper, Resident Commissioner

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MISSION

The mission of the Housing Authority for LaSalle County is to pursue new and creative ways to continue to meet the changing housing needs of the diverse populations of LaSalle County.

To . . . promote affordable, decent, safe and sanitary housing for all residents of LaSalle County

To . . . expand housing opportunities and alternative lifestyles for the residents of LaSalle County

To . . . enhance existing housing programs through the provision of support services

To . . . improve the overall quality of life in Authority developments

To . . . encourage and develop the empowerment of Housing Authority residents

To . . . provide Authority residents with dignity, comfort and a place to call "home"

GOALS

The Housing Authority for LaSalle County will accomplish its mission through the establishment of clearly defined goals. The Authority's organizational goals are statements of what we intend to accomplish. These goals are not prioritized, as we consider all of equal importance. The goals stated here encompass all areas of the Housing Authority's operation.

- Increase the effectiveness of the Board of Commissioners through continued education of Authority operations
- Improve managerial effectiveness through continued professional development of management staff
- Improve front-line operations and interdepartmental cooperation by providing ongoing training for front-line staff
- Provide ongoing support to staff, working to maintain a high level of motivation and excellent customer service
- Develop and implement an ongoing community-wide public relations and marketing program
- Identify and develop resident leaders, and strengthen resident relations through improved communication with residents
- Encourage resident empowerment through the development and support of resident councils and a centralized Resident Executive Committee
- Increase the number of permanent subsidized units through aggressive solicitation of federal and state funding
- Develop and implement support programs for residents that improve the overall quality of life
- Maintain all physical facilities in good condition, improve ongoing maintenance operations, improve preventative maintenance programs, and continue Comprehensive Modernization
- Assure overall financial security of the Authority through strong budgetary controls, including preservation of reserves and aggressive collection procedures
- Analyze and review operating policies and procedures, assuring compliance with changing federal regulations at all times
- Consistently maintain Public Housing Occupancy in excess of 97% and Section 8 occupancy at 100%

- Research, develop and implement housing alternatives for "special populations" of LaSalle County, whose needs are not met by the private market

OBJECTIVES

The objectives that follow represent relevant and measurable ends to be achieved during the next three years. The accomplishment of these objectives will enable us to reach our goals. These objectives are stated by operational divisions, not by programs, as many divisions overlap various programs.

BOARD FUNCTIONS

- Keep well-informed of Housing Authority programs and respond to community questions and concerns. Refer appropriate issues to staff.
- Attend state and national conferences and seminars to keep informed of Housing Policy and HUD regulations.
- Review and revise Housing Authority Policies as needed.
- Monitor financial statements and audits to assure compliance with approved budgets.
- Monitor the progress of the goals and objectives of the Housing Authority.
- Monitor the performance and effectiveness of management.

ADMINISTRATION AND PERSONNEL

- Provide leadership for staff, maintaining an open door policy and expanded opportunity for personal and professional growth.
- Conduct staff meetings, reviewing, monitoring and measuring the success of the Authority's goals and objectives.
- Meet periodically with designated employees to discuss appropriate issues in connection with employee relations.

- Encourage all employees to actively participate in the continuing education program. Provide training as needed for each employee.
- Keep informed of all legislation and HUD regulations on an ongoing basis. Inform staff of pertinent changes and update policies as needed. Solicit staff input on policy issues. Maintain an updated library at all times.
- Conduct annual salary/benefits comparability survey, analyze and discuss with staff.
- Complete employee evaluations by June 1st of each year; maintain written progress reports for each employee on an ongoing basis.
- Keep master file for all administrative documents current at all times and cross train Secretaries on filing system.
- Re-index computer files at least quarterly. Load program updates in a timely manner, provide ongoing computer support for all staff.
- Coordinate Board functions and assist Board members as needed. Maintain minutes current and enforce freedom of information requirements.
- Coordinate all internal reports, manage all information systems and provide data to staff as needed.
- Provide all ongoing clerical support for management staff, coordinate schedules, assist the general public as required.
- Update job descriptions by March 1 of each year, soliciting staff input.
- Improve overall working conditions by assuring that adequate resources are available for all staff.
- Continue to support the Employee Assistance Program. Conduct assistance seminars and refer employees to the Employee Assistance Program as needed.
- Increase communication with residents through publication of a resident newsletter every quarter, and through quarterly meetings with Resident Executive Committees and Resident Advisory Board.
- Employee newsletter

FINANCE

1. Prepare, submit and monitor budgets for all programs. Process accounts payable, tenant accounting and staff payroll transactions. Monitor insurance policies, file insurance claims and assure proper coverage for all PHA assets. Operate programs at a budget surplus, assuring that routine operating expenses are less than income plus subsidy.
2. Maintain operating reserves at a level to assure the financial viability of the Authority's programs. Invest excess funds in interest bearing accounts in compliance with HUD investment guidelines; monitor interest rates from area banks on a regular basis in order to maximize interest income.
3. Process and maintain timely and accurate general ledger information for all programs. Complete and distribute internal financial reports to executive and management staff by the 20th of each month. Compile specialized expense reports for capital fund and other grant programs as necessary.
4. Compile and electronically submit Low Rent, Capital Fund, Section 8 and Rural Development financial data to HUD/REAC within 45 days of the end of the fiscal year.
5. Maintain detailed utility consumption and cost data for budget and HUD year-end reporting. Monitor report data relating to the purchase natural gas and submit comparison reports to HUD for utility cost savings at year-end.
6. In cooperation with the Occupancy Department, maintain accurate public housing rental information on active tenants. Process and mail tenant rent statements during the last week of each month.
7. In cooperation with the Section 8 Department, maintain accurate housing assistance payment information on active participants. Process and direct deposit or mail Section 8 landlord HAP checks, including utility reimbursements and outgoing portability payments on the 1st business day of each month. Process Section 8 mid month adjustments on the 15th day of each month. Mail Section 8 repayment and debt statements during the last week of each month. Distribute landlord 1099's before the last day of the first month of each calendar year.
8. Maintain the court eviction process at less than 90 days. Monitor tenant lease compliance for the prompt and timely payment of amounts due and process nonpayment lease termination notices by the 10th day of each month. Submit accounts that are over 30 days past due to the Housing Authority attorney for the filing of all forcible entry and detainer cases and the service of court papers. Consult with Housing Managers on all court cases. Attend court hearings and assist the attorney with agreed, default and eviction orders. Provide departments with updated eviction information on a regular basis and coordinate forcible evictions with the sheriff's department, housing management and maintenance staff.
9. Process and settle vacated tenant accounts within 45 days of move out. Submit vacated tenant debt information to the board on a semi-annual basis for collection loss write-off. Pursue

collection of vacated tenant accounts through post judgment actions and collection agencies.

10. Maintain Low Rent and Section 8 vacated tenant debt and program violation records and distribute updated reports to occupancy staff on a monthly basis. Update information for payments received and bankruptcy filings. Maintain debt and violation records for a minimum of at least 10 years.
11. Process accounts payables for all programs by the 10th and 20th of each month; assure that invoices are properly approved, expensed and supported by purchase requests and purchase orders and that discounts are taken for prompt payment when applicable. Assure strict compliance with the procurement policy by all departments.
12. Prepare LOCCS payment draws for grant programs as needed for disbursement of funds to vendors within three working days and for subsidy programs as scheduled.
13. Prepare Requests for Proposals (RFP's) for financial audits of Housing Authority programs and entities. Prepare bid tabulations for Board approval. Work with auditors to assure that audits are completed and submitted within the time frame established by the funding agency.
14. Update the Indirect Cost Plan annually, as necessary, for changes in staffing, staff compensation, programs and funding sources.
15. Review personnel policies and employee benefits (health and retirement) for compliance with state and federal employment and benefit laws. Update policies for changes and compliance as necessary. Notify staff of changes; providing information as requested.
16. Conduct new employee orientation during the first week of employment for all new hires. Distribute and review employment materials, explain procedures and policies and obtain completed employment forms.
17. Prepare and distribute staff biweekly payroll and maintain accrued annual leave records. Consult with supervisors and department heads as necessary to assure that time and leave requests have been recorded in accordance with policy requirements. Complete federal, fica and state income tax reports in accordance with the most current IRS guidelines. Implement changes in procedures and computerized processing to comply with current regulations. Distribute annual wage statements to employees by the end of the first month of each calendar year.
18. Prepare and coordinate worker's compensation incident and injury reports. Implement changes to comply with insurance requirements and distribute information to staff as necessary.
19. Administer the Authority's property, liability and automobile insurance coverage. Prepare Requests for Proposals in compliance with HUD procurement guidelines. Process and document claims, accidents and casualty losses. Coordinate insurance information with management and field staff and maintain current insurance registers and policy manuals.

20. Coordinate and maintain financial data as necessary for HUD's assessment programs of Public Housing and Section 8.
21. Provide ongoing training on all financial matters to finance staff.
22. Respond to tenants, applicants and the general public in a courteous, polite and timely manner, adhering to the privacy and the confidentiality of information at all times.

HOUSING MANAGEMENT

1. Walk each development at least weekly, ensuring that sites are well-maintained. Single family scattered sites to be done every two weeks.
2. Complete home visits for applicants within 5 working days from the date assigned contingent upon criminal and mental health background checks.
3. Upon receipt of final verification of selection and admissions criteria, lease-up applicants for efficiency apartments within 24 hours, and all other units within 3 working days. Return completed file to central office within 2 days.
4. Assist occupancy in completing interim rent changes and annual re-exams when tenants are uncooperative. Submit changes in family composition information to Occupancy within two days of determination.
5. In the month the Development is scheduled for its Annual Inspection, review each unit to insure compliance with the Occupancy Standards and complete mandatory transfer if required.
6. Conduct housekeeping inspections every 30 days for tenants with housekeeping problems and 7 days for units that meet unsanitary conditions.
7. Investigate tenant complaints within 48 hours of receipt.
8. Maintain site files current at all times, and document all incidents on file chrono sheets.
9. Conduct marketing activities based on vacancies, including speaking to groups, mailings, advertisement and contacts with agencies and employers.
10. Maintain a professional attitude at all times, assist tenants in all areas as needed, return messages within 24 hours, and respond to inquiries within 48 hours.
11. Meet with maintenance staff at least weekly to coordinate maintenance work. Discuss tenant complaints and other maintenance concerns. Submit work orders on a daily basis as needed.
12. Work closely with management aides on an ongoing basis. Have formal meetings at least weekly to discuss appropriate issues.
13. Monitor food programs to assure compliance with State and Local requirements. Work with Food Service Coordinator to resolve problems. Market food service programs, encourage tenant participation.
14. Conduct tenant meetings at least semi-annually at every development.

15. Work closely with other agencies, police departments and city officials to secure and coordinate services for residents.
16. Support and assist with other Housing Authority program initiatives conducted at the developments.
17. Work with Occupancy and Maintenance Departments to maintain total vacancy days at less than 25 average for Public Housing, and less than 5 days for Fornof Manors, and Rural Development sites.
18. Maintain an open door policy for all residents, assist in the development of resident councils, provide contributions to the tenant newsletter, and keep residents well informed of all related issues.
19. Review transfer requests within 5 days of receipt and submit to occupancy within 24 hours of approval.
20. Submit intent to vacate forms to Occupancy within 24 hours.
21. Coordinate and maintain data as necessary for HUD's assessment programs for Public Housing and Section 8.

SPECIAL PROGRAMS & SUPPORT SERVICES

FOOD SERVICE:

1. Work to increase food service program revenue and decrease expenses.
2. Prepare, deliver and coordinate summer food program meals each summer.
3. Continue ongoing cooperative arrangement with food service provider, work to increase program participation; train HALC staff on procedures for home delivered meals.
4. Establish and maintain resident kitchen committee at the Ravlin Congregate; work with committee on an ongoing basis; solicit input on menu planning and work to resolve complaints.
5. Develop and maintain kitchen equipment inventory, prepare replacement schedule annually, 90 days prior to the beginning of the fiscal year.
6. Increase bulk purchases; maintain a 30-day inventory for food and supplies.

SENIOR SERVICES:

1. Continue to support the Adult Day Centers at Fornof Manors and Ravlin Congregate Center.
2. Support senior tenant councils; assist with recreational programs; identify resident leaders, establish and coordinate quarterly meetings of Senior Resident Executive Committee and the Resident Advisory Board.
3. Research alternative lifestyles that will prolong independence and avoid premature nursing home care.

FAMILY SERVICES:

1. Work with the Streator Child Care Center and The Kids Place to increase assisted housing residents participation to a minimum of 20%.
2. Strive for drug-free public housing through the continuing support of the Resident Assistance Program in all family developments.
3. Support resident councils and identify resident leaders; provide leadership training once each year; establish and coordinate quarterly meetings of Family Resident Executive committee and the Resident Advisory Board.
4. Continue cooperative arrangement with Youth Service Bureau, and improve the quality of the Summer Recreation Program each year.
5. Continue to support a Family Self-Sufficiency program for families living in public housing; assist families in securing affordable financing for homeownership.

SPECIAL POPULATIONS:

1. Work closely with local agencies to assist with providing suitable housing for their mentally ill clients throughout LaSalle County.
2. Implement a transition plan to develop accessible housing in accordance with our needs assessment.
3. Work with the Department of Rehabilitative Services to make reasonable modifications to existing housing stock for physically handicapped residents.

OCCUPANCY

1. Greet visitors at the administrative office in a prompt and courteous manner with consideration given to privacy of clients relating to confidential information. Answer questions and refer visitor to appropriate department or staff person.
2. Serve as telephone operator for the administrative office. Answer switchboard calls within five rings.
3. Dispense applications and provide assistance in completion when needed. Mail applications requested by telephone or via writing within one business day.
4. Process applications and send an initial response letter to applicants within ten business days of the date the application is received. Begin 3rd party verification process within ten business days of the date the application is received unless the waiting list has been determined lengthy by the Director of Occupancy. Check all applications against prior and current tenant lists to determine records of prior participation and any resulting debt, lease or program violation. Review LaSalle County circuit court clerk criminal records and local sex offender list for applicant prior to processing.
5. Interview applicants immediately if complete application is returned to office in person during normal business hours. If more than two applicants are awaiting interview, backup staff shall assist interview staff. Schedule interview for applications received via mail or drop box within fifteen business days of date application is received.
6. Purge applicant's files for all programs annually if application on file is in excess of 12 months.
7. For waiting lists which have been determined lengthy by the Director of Occupancy, maintain a pool of verified applications based on average vacancy and turnover percentages for the previous 12-month period.
8. Issue final notice of eligibility or denial within five business days of receipt of verifications.
9. Maintain an applicant tracking report and provide to Department Director on a weekly basis.
10. Review and, if needed based on date of 3rd party verifications, reverify applicant files prior to offer of assistance.
11. Issue home visit files to Housing Managers within business 5 days of receipt of intent to vacate, or within 2 business days of vacate if no notice was received.
12. Conduct Section 8 briefings in accordance with available units based on turnover and the average lease-up percentage rates for the previous 12-month period.

13. Maintain Section 8 utilization at a minimum 95% and issue available vouchers within 30 calendar days.
14. Review Section 8 Request for Tenancy Approval and request initial inspection within 1 business day of receipt. Send lease-up documents for Section 8 units within 10 business days of passed inspection.
15. Work closely with Public Housing Managers by attending monthly staff meetings, responding to all queries within 1 business day, and informing Housing Managers of staff absences and back-up coverage.
16. Begin processing annual re-exams 90 days prior to anniversary date for Section 8 and Public Housing, Rural Developments and Fornof Manor. Complete all annuals other than tenant-delayed at least 30 days prior to anniversary date.
17. Review request for interims within ten business days. For interims relative to income changes, request verifications and interim paperwork within 35 days of the date the change is reported. For interims relative to changes in household composition, request verifications and interim paperwork within ten business days of the date the change is reported.
18. Process appropriate interim rent change within ten business days of receipt of all necessary paperwork.
19. Maintain ongoing investigations of program fraud and abuse. Work closely with housing managers, landlords, and other social service agencies to verify information for applicants/tenants.
20. Prepare lease-up files for Public Housing Managers within one-calendar day upon notification of approved Home Visit from Housing Managers.
21. Purge and place in storage all non-violation Section 8 end participation files at least annually.
22. Maintain inactive application files in an accessible location for at least two years. Place files in storage after elapse of two years.
23. Complete all waiting list, vacancy, withdrawn and turnover reports by the 10th of each month. Advise the Director of Housing Management when developments have no applicants.
24. Work with Public Housing Managers to maintain total vacancy days at less than 25 average for public housing, 5 for Fornof Manor, and 5 for Rural Development Sites.
25. At all times be courteous, polite and professional. Respond to questions and concerns of applicants, tenants, landlords and other interested parties. Return all telephone messages within 24 working hours. Provide staff backup coverage information via voice mail message in case of an absence, which will exceed one business day. To insure client privacy require provision of

the last four numbers of client social security number prior to discussion or release of confidential information. Treat all clients in a fair and consistent manner.

26. Approve new HAP amounts and issue written notification of Section 8 rent changes to Finance Department one day prior to the end of month. Provide Finance Department with written information necessary to process HAP adjustment checks by the 14th of each month. Coordinate utility reimbursements via the accounts payable system with the Finance Department.
27. Investigate violations of Section 8 program obligations within 30 calendar days of report.
28. Issue notice of Section 8 termination within 5 business days of verification of program violation.
29. Issue notice of termination of public housing tenancy for fraud or for non-cooperation with recertification within five days of completion of verification of violation.
30. Schedule, attend, and respond to conferences, reviews, hearings, and trials as required in accordance with federal regulations and Housing Authority policy.
31. Access HUD income matching program verifications at least monthly and resolve discrepancies within 60 calendar days.
32. Access HUD website weekly to monitor necessary program changes.
33. Attend regularly scheduled staff meetings to discuss department operations.
34. Submit MTCS data to HUD by the 10th of each month. Review error reports, make needed corrections, and resubmit by the 25th of the month.
35. Submit TRACS data to IHDA by the 8th of each month. Review error reports and make needed corrections by the 10th of each month.
36. Maintain applicant and tenant files in a standardized easily auditable format with all forms and documents required in accordance with federal regulations and Housing Authority policies. Document telephone, face-to-face contacts, and actions processed with factual statements on file chronological sheet.
37. Maintain monthly reports of tenants receiving mandatory earned income disallowances and process recertification timely when disallowance elapses.
38. Perform supervisory reviews of at least 5% of files annually. Document results of reviews. Immediate resolution of discrepancies discovered in quality control reviews or audits.
39. Maintain reports and data as necessary for HUD's SEMAP and RIM assessment programs.

40. Process and submit HUD report 51234 in accordance with HUD requirements.
41. File completed inspection reports for Fornof Manor and Rural Development properties within 5 business days of receipt from inspector.
42. Under the direction of the Finance Department, accept public housing tenant rent payments.
43. Assist other departmental staff in performance of duties when workload allows and provide backup coverage of duties in cases of staff absence which exceeds one business day.
44. Complete on-going reviews of forms, documents, procedures and policies. Revise as needed.

SECTION 8 INSPECTIONS:

1. Contact appropriate person within 2 business days of move-in inspection request to arrange for an inspection appointment.
2. Complete all initial move-in inspections within 7 calendar days of inspection request unless tenant/landlord causes a delay.
3. Deny Request for Tenancy Approval if move-in inspection cannot be performed within 10 calendar days of inspection request.
4. Complete annual inspections within 12 months of the most recently passed complete inspection.
5. Complete monthly quality control inspections on units which have passed inspection during the prior sixty period achieving a yearly total of at least 5% of all units under contract.
6. Advise tenant to contact property owner with complaint issues relative to Housing Quality Standards. Upon indication that property owner has failed to act, complete health/safety complaint inspections within 3 business days of complaint. Complete other complaint inspections within 5 business days.
7. Issue notification of HQS violations within 1 business day of completed inspections.
8. Issue Intent to Terminate HAP letters upon completion of 20-day abatement period. Issue termination of HAP upon completion of 30-day abatement period.
9. Issue Intent to Terminate Assistance to program participants who fail to cooperate with inspections within ten business days of documentation of failed cooperation.
10. Arrive at inspections timely and complete and submit inspection reports on a daily basis.
11. Enter passed inspection information in computer program software and file completed inspection reports in tenant files within 5 business days.

12. Answer tenant/owner questions and advise as necessary on needed correction of deficiencies.
13. Document rent reasonableness conditions on inspection report.
14. Review rent reasonableness survey on a bi-annual basis.

TECHNICAL SERVICES

CAPITAL FUND PROGRAM & DEVELOPMENT

1. Prepare and submit applications for CFP funding each year, and development funding as needed, in accordance with HUD requirements.
2. Prepare and assure compliance with an approved implementation schedule for each CFP and Development program funded.
3. Complete all emergency CFP work within 1 year from the date funded.
4. Obligate all CFP funds within 18 months and complete work within 3 years of funding.
5. Prepare specifications and bid documents in accordance with HUD requirements. Secure bids in accordance with the PHA procurement policy. Monitor construction, coordinating closely with contractors.
6. Complete all related paperwork; maintain complete and accurate CFP and Development files at all times.
7. Review payroll forms, conduct employee interviews, process and authorize contract payouts.
8. Prepare narrative report and distribute by the 15th of each month; prepare Annual Performance & Evaluation Reports for CFP and submit with the PHA's Annual Plan.
9. Complete close-out documents for each contract as needed and complete program closeout within 4 years from date funded.
10. Coordinate all aspects of CFP & Development with other departments and with residents as needed.
11. Coordinate and maintain CFP and Maintenance data as necessary for HUD's programs of Public Housing and Section 8.

MAINTENANCE

1. Keep site staff trained on the operation of computerized maintenance and inventory programs.
2. Initiate and complete work orders for all site work, common area work and tenant requested work within time determined by appropriate priority code.
3. Complete all emergency work orders within 24 hours from the time reported and call-in work orders within 3 days.

4. Complete all work orders for annual inspections within 30 days from date generated.
5. Submit completed work orders to clerical staff for processing at the end of each day.
6. Inspect vacated units with Housing Managers; reach agreement on work to be performed.
7. Complete vacancy turnaround within five days from the date vacate notice is received.
8. Maintain a Maintenance Operations and Preventative Maintenance plan for all building systems within each development.
9. Complete preventive maintenance work on schedule each year.
10. Maintain grounds in excellent condition - bushes and shrubs neatly trimmed, sidewalks and parking areas free of any debris, ice or snow.
11. Complete site inspections jointly with Housing Managers on a monthly basis; make necessary repairs.
12. Wear uniforms provided every day; maintain a neat, clean appearance and at all times, maintain a professional attitude.
13. Respond to emergency calls after hours when on beeper duty within 1 hour from receiving call and submit work orders for emergency calls within 24 hours.
14. Keep maintenance schedules up to date for all vehicles and equipment at each site.
15. Meet weekly with Housing Managers to discuss maintenance issues and report problems or concerns in units. Prioritize maintenance work with Housing Managers.
16. Maintain high quality for all work performed, utilize a mutually understood standard for each job performed.
17. Submit ready dates to the proper department within 24 hours from unit completion.

INVENTORY & PURCHASING:

1. Maintain a minimum of 30- day stock at each site on all inventory items.
2. Assure strict compliance with the Authority procurement policy at all times.
3. Maintain a master list of all supplies of commonly-purchased items and supplies.
4. Secure a minimum of three prices for each purchase, rotating suppliers on the master list.

5. Maintain project-based expense reports for materials for each site office.
6. Maintain a master list of all appliances by development.
7. Maintain a master list of all capitalized items by development.

UTILITIES:

Collect utility consumption data from all Authority developments in accordance with the following schedule:

HALC UTILITY ALLOWANCE SCHEDULE

Public Housing

Effective Date - January 1

Notices and postings must be done in accordance with the lease and 24 CFR Subpart E 965.502 (c). Notice must be posted and given to each tenant at least 60 days prior to the effective date, and tenants must be given a 30 day comment period expiring not less than 30 days before the effective date. Occupancy needs to know the proposed allowances at least 60 days prior to effective date. Once the allowances have been established, copy to all Departments by November 1.

Section 8

Effective Date - January 1

No notices or postings are required. Occupancy needs to know the proposed allowances at least 60 days prior to the effective date. Once the allowances have been established, copy to all Departments by November 1.

RURAL DEVELOPMENT

Effective Date - July 1

Utility data and recommendation must be submitted to Rural Development by June 1. After approval from Rural Development, notices must be given in accordance with Multiple Housing Management Handbook 1930-c. Notice must be posted and given to each tenant at least 60 days prior to the effective date, and tenants must be given a 20 day comment period following the date of notice. Occupancy needs to know the proposed allowances at least 60 days prior to effective date. Once the allowances have been established, copy to all Departments by April 1.

Fornof Manor

Effective Date - January 1

Utility data and recommendations must be submitted to IHDA by September 30. No notices or postings

are required by IHDA. Occupancy needs to know the proposed allowances at least 60 days prior to effective date. Once the allowances have been established, copy to all Departments by November 1.

Utility allowances must be re-evaluated annually for all of these programs. If no changes are required, the postings and notices are not required; however, the rest of the steps must still be completed. If changes in the allowances would result in a rent increase, an additional 30 day notice has to be given to the tenant by Occupancy. This could have an effect on the posting date. If it looks like the allowances would be reduced, you will need to work with Occupancy on the posting dates. Regulations have been changing constantly, so be sure and check for any changes each year prior to doing the allowances.

UPCS AND ANNUAL INSPECTIONS

PUBLIC HOUSING

1. Complete UPCS inspection annually in accordance with the annual inspection schedule.
2. Provide inspection results to site offices the same day as inspection for emergencies and by the first Monday following the inspection for normal deficiencies.
3. Maintain a master inspection file for all Developments and provide copies of inspection letter to the site offices.

FORNOF MANOR

1. Complete UPCS inspection annually in March.
2. Complete HQS inspection annually in March.
3. Provide inspection results to site office the same day as inspection for emergencies and by the first Monday following the inspection for normal deficiencies.
4. Maintain a master inspection file for both UPCS and HQS inspections. Provide a copy of HQS inspection to the site office and to the Occupancy Department.

RURAL DEVELOPMENT

1. Complete HQS inspection annually in June for Leland Manor.
2. Complete HQS inspection annually in June for Edgeview Apartments.
3. Complete HQS inspection annually in June for Somerset Apartments.
4. Provide inspection results to site office the same day as inspection for emergencies and by the first Monday following the inspection for normal deficiencies.
5. Maintain a master inspection file and provide a copy of HQS inspection to site office and to the Occupancy Department.

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-01 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: 12/03 <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	100,000		100,000	100,000
3	1408 Management Improvements Soft Costs	10,000		10,000	10,000
	Management Improvements Hard Costs				
4	1410 Administration	145,697.20		145,697.20	145,697.20
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	143,632.85		143,632.85	142,819.85
8	1440 Site Acquisition				
9	1450 Site Improvement	4,960.50		4,960.50	4,960.50
10	1460 Dwelling Structures	1,455,991.65		1,455,991.65	1,455,991.65
11	1465.1 Dwelling Equipment—Nonexpendable	7,844.80		7,844.80	7,844.80
12	1470 Nondwelling Structures	14,052		14,052	14,052
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	234		234	234
18	1499 Development Activities				
19	1502 Contingency	0			

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-01 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: 12/03 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
	Amount of Annual Grant: (sum of lines.....)	1,882,413	1,882,413	1,882,413	1,881,600	
	Amount of line XX Related to LBP Activities					
	Amount of line XX Related to Section 504 compliance	25,000	50,000	50,000	50,000	
	Amount of line XX Related to Security –Soft Costs	10,000		10,000	10,000	
	Amount of Line XX related to Security-- Hard Costs					
	Amount of line XX Related to Energy Conservation Measures					
	Collateralization Expenses or Debt Service					

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL06P014501-01 Replacement Housing Factor Grant No:			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 Work	
IL14-1	Comprehensive Mod (12 units)		1460	12	276,504		276,504	276,504	Complete
IL14-3	Comprehensive Mod (4 units)		1460	4	137,900		137,900	137,900	Complete
IL14-5	Comprehensive Mod (10 units)		1460	10	361,590		361,590	361,590	Complete
IL14-10	Install 504 Bathrooms		1460	2	25,000		25,000	25,000	Complete
IL14-11	R/R Balcony Doors		1460	16	15,394		15,394	15,394	Complete
IL14-13	Replace Door Phone System		1460	1	9,186		9,186	9,186	Complete
IL14-13	Install 504 Bathrooms		1460	1	25,000		25,000	25,000	Complete
IL14-17	Replace Door Phone System		1460	1	10,000		10,000	10,000	Complete
IL14-18	R/R Siding, Soffit, Etc.		1460	1	79,942		79,942	79,942	Complete
IL14-27	R/R Furnaces (5 units)		1460	5	5,250		5,250	5,250	Complete
IL14-27	R/R Roofs (5 units)		1460	6	46,115		46,115	46,115	Complete
IL14-27	R/R Boilers (1 units)		1460	1	2,046.54		2,046.54	2,046.54	Complete
IL14-27	R/R Septic System (1 unit)		1460	1	6,704.11		6,704.11	6,704.11	Complete
IL14-27	R/R Siding (3 units)		1460	4	20,104		20,104	20,104	Complete
IL14-27	R/R Windows (3 units)		1460	3	12,000		12,000	12,000	Complete
IL14-27	R/R Overhead Garage Doors (7 units)		1470	7	9,000		9,000	9,000	Complete
IL14-27	R/R Garage Service Doors (7 units)		1470	7	690		690	690	Complete
IL14-27	R/R Garage Roofs (6 units)		1470	6	4,062		4,062	4,062	Complete
IL14-27	R/R Garage Soffit, Fascia, Etc. (2 units)		1470	2	300		300	300	Complete
IL14-27	R/R Entry & Sytem Doors (2 units)		1460	2	1,519		1,519	1,519	Complete
IL14-27	R/R Patio Door (1 unit)		1460	1	0		0	0	Complete
IL14-27	R/R Kitchen Cabinets (1 units)		1460	1	0		0	0	Complete

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL06P014501-01 Replacement Housing Factor Grant No:			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 Work
IL14-27	R/R Bathroom Sink – Tub (1 unit)		1460	1	0	0	0	Complete
HA Wide	Contingency		1502	1	0	0	0	Re Budgeted
HA Wide	Operations		1406	1	100,000	100,000	100,000	Complete
HA Wide	Relocation		1495	1	234	234	234	Complete
HA Wide	Upgrade Computer Software		1408	1	10,000	10,000	10,000	Complete
PHA Admin	Administration		1410	1	145,697.20	145,697.20	145,697.20	Complete
A/E Services	A/E Services		1430	1	143,632.85	143,632.85	142,819.85	Under Contract
IL14-1	R/R Appliances (12 units)		1465	12	3,831.20	3,831.20	3,831.20	Complete
IL14-3	R/R Appliances (4 units)		1465	4	1,493.60	1,493.60	1,493.60	Complete
IL14-5	R/R Appliances (10 units)		1465	10	2,520	2,520	2,520	Complete
IL14-1	Sitework		1450	1	2,130.50	2,130.50	2,130.50	Complete
IL14-3	Sitework		1450	1	0	0	0	Complete
IL14-4/7	Sitework		1450	1	2,830	2,830	2,830	Complete
IL 14-1	Comprehensive MOD 12 Units Phase III		1460	12	265,288	265,288	265,288	Complete
IL 14-3	Siding, Soffitts, Roofs & Gutters		1460	4	61,361	61,361	61,361	Complete
IL 14-8	R/R Kitchen		1460	21	54,000	54,000	54,000	Complete
IL 14-14	R/R Kitchens		1460	15	41,088	41,088	41,088	Complete

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program No: : IL06P014501-01 Replacement Housing Factor No:			Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
IL14-1	1-8-03		1-03	6-2004		9-03	
IL14-3	1-8-03		12-02	6-2004		6-03	
IL14-5	1-8-03		6-02	6-2004		3-03	
IL14-10	1-8-03		6-02	6-2004		3-03	
IL14-11	1-8-03		6-02	6-2004		12-02	
IL14-13	1-8-03		6-02	6-2004		3-03	
IL14-17	1-8-03		9-01	6-2004		12-01	
IL14-18	1-8-03		6-02	6-2004		12-02	
IL14-27	1-8-03		12-02	6-2004		9-03	
Administration	1-8-03		12-02	6-2004			
Area Wide PHA	1-8-03		12-02	6-2004			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-02 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:12/03 <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	50,000		50,000	50,000
3	1408 Management Improvements Soft Costs	50,000	50,613.07	50,613.07	50,613.07
	Management Improvements Hard Costs				
4	1410 Administration	160,000		153,420.93	153,420.93
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	127,840	123,747.85	123,747.85	104,858.99
8	1440 Site Acquisition				
9	1450 Site Improvement	235,000	368,331	353,331	282,608.79
10	1460 Dwelling Structures	661,660	629,928	580,212	239,204.70
11	1465.1 Dwelling Equipment—Nonexpendable	90,000	60,505	59,831	58,765
12	1470 Nondwelling Structures	350,000	320,000	297,742	297,132.09
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,500		456.80	456.80
18	1499 Development Activities				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-02 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:12/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency	88,992	50,367.08		
	Amount of Annual Grant: (sum of lines.....)	1,815,992	1,815,992	1,669,354.65	1,237,060.37
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance	185,000	296,160	296,160	296,160
	Amount of line XX Related to Security –Soft Costs	50,000	50613.07	50613.07	50613.07
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	40,000		40,000	40,000
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL06P014501-02 Replacement Housing Factor Grant No:				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 Work
14-1	Comprehensive Mod (12 units)		1460	12	0	3,950	3,950	3,950	Complete
14-3	Replace Siding, Exterior , Roofs 4 Buildings X 24,000		1460	4	0	7,553	7,553	7,553	Complete
14-5	Sitework		1450	1	70,000	145,000	145,000	122,950	Under contract
14-5	Siding/Soffit/Fascia/Gable Vents		1460	1	45,000		45,000	16,045.20	Under Contract
14-6	Sitework		1450	1	40,000	56,952	56,952	40,000	Under Contract
14-10	Sitework		1450	1	45,000	79,105	79,105	53,268.16	Under Contract
14-9	R/R Roofs		1460	12	120,000		113,000	87,233.30	Under Contract
14-8	R/R Kitchens		1460	20	0				Moved to 01
14-13	R/R Kitchens		1460	60	140,000		129,912	112,270	Under Contract
14-13	Appliances		1465	60	55,000	55,505	55,505	55,505	Complete
14-16	Sitework		1450	1	80,000	87,274	72,274	66,390.63	Under Contract
14-26	Elevator Rehab		1460	1	85,000	90,000	87,922		Under Contract
14-14	Replace Kitchens		1460	14	0				Moved to 01
A/E	A/E Services		1430	1	127,840	123,747.85	123,747.85	104,858.99	Under Contract
Admin	Administration		1410	1	160,000		153,420.93	153,420.93	Under Contract
Area Wide	Contingency		1502	1	88,992	50,367.08			Pending
Area Wide	Operations		1406	1	50,000		50,000	50,000	Complete
Relocation	Relocation		1495	1	2,500		456.80	456.80	Pending
Area Wide	Management Soft Costs		1408	1	50,000	50,61307	50,613.07	50,613.07	Complete
14-8	R/R Appliances		1465	20	20,000	5,000	4326	3,260	Under Contract

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL06P014501-02 Replacement Housing Factor Grant No:				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 Work
14-14	R/R Appliances		1465	14	15,000	0			
14-9	Community Center Bldg Renovation		1470	1	350,000	320,000	297,742	297,132.09	Under Contract
14-10	R/R Phone Entry System		1460	1	10,500				Out for Bid
14-11	R/R Building DW & V		1460	1	200,000		179,950		Under Contract
14-16	Rehab 1 st Floor Bath (504)		1460	1	61,160	0			Moved to 04
14-1	Asbestos Abatement		1460	1	0	6,500	6,500	5,728.20	Under Contract
14-8	Asbestos Abatement		1460	1	0	3,500	3,500	3,500	Complete
14-14	Asbestos Abatement		1460	1	0	2,925	2,925	2,925	Complete

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program No: : IL06P014501-02 Replacement Housing Factor No:			Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
14-1	7-04		9/03	7-06		9/03	
14-3	7-04		9/03	7-06		9/03	
14-5	7-04		9/03	7-06			
14-6	7-04		9/03	7-06			
14-10	7-04			7-06			
14-13	7-04			7-06			
14-16	7-04		9/03	7-06			
14-26	7-04		9/03	7-06			
Admin	7-04			7-06			
Area Wide	7-04			7-06			
14-9	7-04		9/03	7-06			
14-11	7-04		12/03	7-06			
14-8	7-04			7-06			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-03 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<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: 12/03 <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	100,000		100,000	100,000
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs				
4	1410 Administration	149,175		144,575	58,774.89
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	115,000		90,000	36,695
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,042,000		16,782	16782
11	1465.1 Dwelling Equipment—Nonexpendable	6,184			
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	1,800			
18	1499 Development Activities				
19	1502 Contingency	80,017			
	Amount of Annual Grant: (sum of lines.....)	1,494,176		351,357.00	212,251.89

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-03 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
<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: 12/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL 06P014501-03 Replacement Housing Factor Grant No:				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 Work
IL 14-1	Rehab 12 Units		1460	12	300,000				Out to Bid
IL 141	Replace Appliances		1465	12	6,184				In Design
IL 14-5	R/R Roofs		1460	11	120,000				In Design
IL 14-6	R/R Furnace		1460	20	24,000		16,782	16,782	Complete
IL 14-10	R/R Baths		1460	69	280,000				In Design
IL 14-12	R/R Roof Exhaust fans		1460	16	30,000				In Design
IL 14-13	R/R Baths		1460	59	228,000				In Design
IL 14-13	R/R Roof		1460	1	60,000				In Design
A/E	A/E Services		1430	1	115,000		90,000	36,695	Under Contract
Admin	Administrative		1410	1	149,175		144,575	58,774.89	
Area Wide	Contingency		1502	1	70,017				
Relocation	Relocation		1495	1	1,800				
Area Wide	Operations		1406	1	100,000		100,000	100,000	Complete
			1408	1					

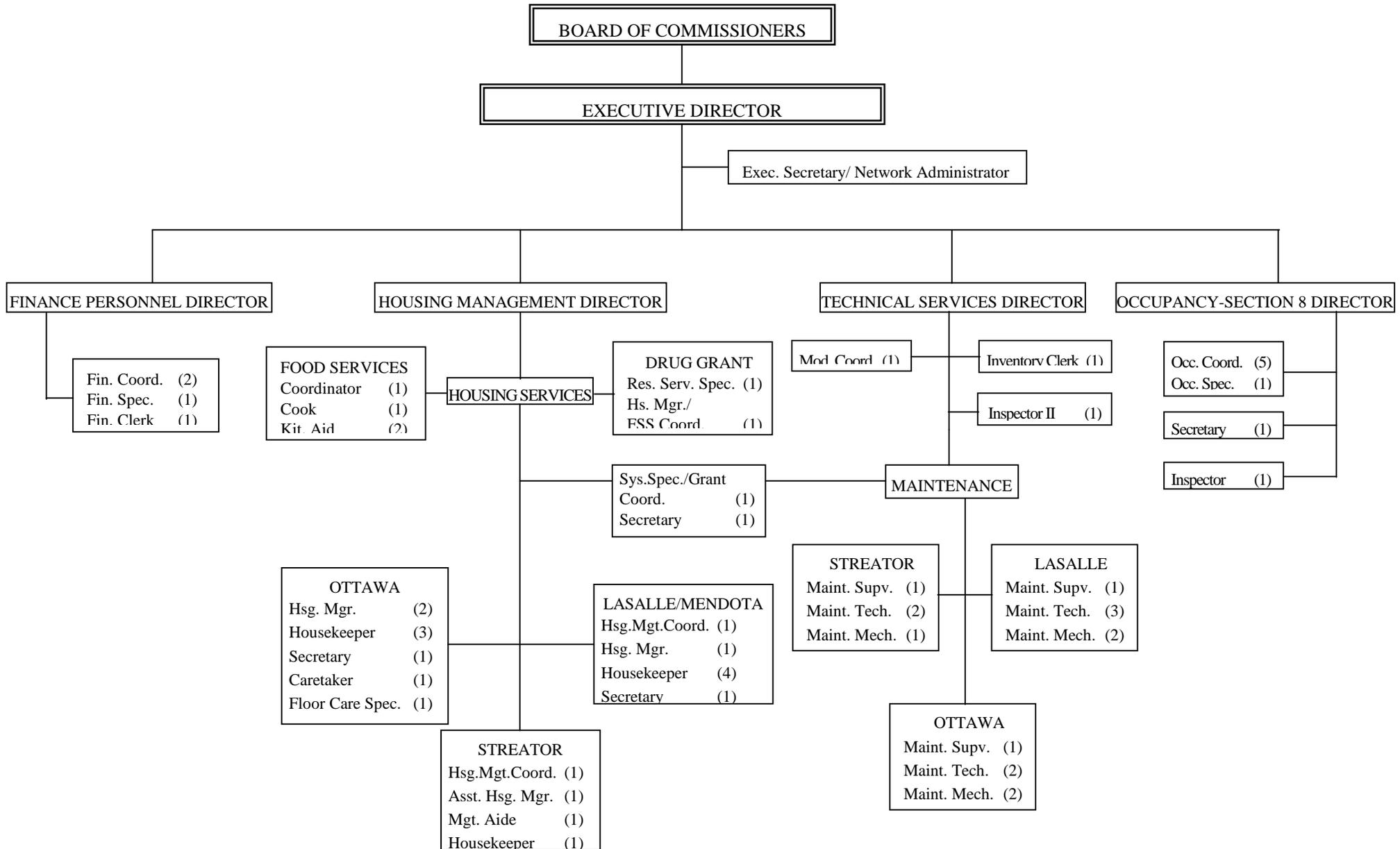
Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program No: : IL 06P014501-03 Replacement Housing Factor No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
IL 14-1	9/05			9/07			
IL 14-5	9/05			9/07			
IL 14-6	9/05		12/03	9/07		12/03	
IL 14-10	9/05			9/07			
IL 14-12	9/05			9/07			
IL 14-13	9/05			9/07			
Admin	9/05			9/07			
Area Wide	9/05			9/07			

ADMISSIONS POLICY FOR DECONCENTRATION

The HALC will provide for deconcentration of poverty and income-mixing by giving preference to higher income tenants for low-income projects and preference to lower income tenants for high-income projects.

To monitor deconcentration objectives, tenant incomes will be analyzed annually. Using the average family size and average income, the project will be compared to other projects in the locality. If the projects are not comparable and the project is determined to be extremely low income, preference will be given to waiting list applicants whose income meets very low or low income guidelines. For incomparable projects determined to be very low income, preference will be given to applicants whose income meets extremely low income guidelines. Incomparable projects determined to be low income will result in preference given to applicants whose income meets extremely low or very low income guidelines. Scattered site projects will not be affected by deconcentration requirements.

HOUSING AUTHORITY FOR LASALLE COUNTY



Attachment G

REQUIRED RESIDENT MEMBERSHIP ON BOARD OF COMMISSIONERS

Name: Florence Kepper
705 Calhoun Street., Apt. 7B
LaSalle, IL 61301
(815) 224-5952

Method of Selection: Appointed by Appointing Official

Current Term: July 2003 through June 2008

Attachment H

ADVISORY BOARD VOLUNTEERS

Development	Name	Address	Phone
Parkview	Pam Burress	504 Seneca Drive Ottawa, IL 61350	431-0086
James O'Brien	Agie Orvis	213 Englewood Drive, Box 2 Seneca, IL 61360	357-8047
Centennial Courts	Margaret Rose	P.O. Box 1684 LaSalle, IL 61301	223-8326
Southview Manor	Sarah Friewald	100 S. Ninth Ave., #129 Mendota, IL 61342	538-2193
Everett Towers	Lucille Wultzen	609 N. Everett St., #209 Streator, IL 61364	672-6523
Robert Hughett	Judy Hall	1020 Second St., #907 LaSalle, IL 61301	223-3871
Mendota High Rise	Virginia Hampton	701 Meadowview Drive, #403 Mendota, IL 61342	539-7076
Ravlin Congregate	Peg Richter	400 E. Washington St., 4-T Ottawa, IL 61350	434-0233
Evans Heights	Nellie Gribbin	1401 N. Otter Creek, #21 Streator, IL 61364	672-5340
Stricker Courts			
Ben Guerrini			
Ottawa Scattered Sites	Mike Greenwood	510 Pierce St. Ottawa, IL 61350	433-9862
Fox High Rise	Sandra Crew	906 Canal St., #211 Ottawa, IL 61350	434-4954
James Gallo	Ange Yates	425 Walnut St., #4 Oglesby, IL 61348	883-8028
Phillip Mueller	Florence Kepper	705 Calhoun St., 7-F Peru, IL 61354	224-5952
Dougherty Manor	Don Kubinski	900 Paul St., #705 Ottawa, IL 61350	No Phone
Stan Clark Homes	Patrick Mueller	410 W. Second Street, Apt. 11 Oglesby, IL 61348	883-9262
Delbert Egan	Susan Modaff	400 Chicago St., #408 Streator, IL 61364	No Phone
Scattered Sites (14-27)	Paula Gaham	504 Fuller Ave. Streator, IL 61364	672-8139
Section 8	Patricia Dillard	1045 State St. Ottawa, IL 61354	

Attachment I

PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS

Over the past year the Authority has reduced its vacancy rate to less than 1% and its unit turn around to under 18 days in the Public Housing Program. We have continued to maintain our Housing Choice Voucher utilization rate above 99% of ACC. We have completed total modernization of two more of our Family Developments and are completing modernization on our last Family Development. We have started modernization programs in our Senior High Rises consisting of kitchen and bathroom renovations. We have completed an Energy Performance Contract with an ESCO to reduce energy consumption at all of our developments and free up Capital Fund dollars for another use. We continue to publish Employee, Resident, and Section 8 Landlord newsletters to keep everyone informed of the constant changes. We are currently in the process of reevaluating and updating all of our Policies and procedural manuals. In cooperation with Illinois Valley Community College, we are offering GED programs to residents on site at our three largest Family Developments. Unfortunately we have had to reduce staff and phase out almost all of our other resident programs because of the elimination of the Public Housing Drug Elimination Program.

Attachment J

PET POLICY

Pets under the policy will be referred as dogs, cats, birds, and fish. Livestock, reptiles, pigs, and other animals are not considered to be household pets. The pet owner shall be liable for any damages. A \$200.00 refundable deposit will be required. In addition, the resident will pay a monthly fee of \$15.00. The number of allowable pets is limited to one pet per unit. Multiple fish in one aquarium will be classified as one pet. One bird cage per unit with a maximum of two birds will be allowed. The adult weight of cats and dogs may not exceed 25 pounds. The adult height of dogs and cats may not exceed 18 inches. Every pet must wear a valid rabies tag and license if required by local ordinances. Female pets over 6 months old must be spayed and males over 8 months old must be neutered. Pets must be registered annually. This shall include up to date inoculations, licenses, and verification that the pet has been spayed or neutered. Pets shall be maintained in accordance with applicable State and Local public health, animal control, and anti-cruelty laws and regulations.

Attachment K

IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENTS

The Community Service Policy has been written, posted for resident comment, approved by the Authority's Board of Commissioners, and made part of the Admissions and Occupancy Plan. Leases are currently being rewritten and will be ready for the implementation date of 7/1/01. The Authority will review current files and notify residents of their status 30 days prior to implementation date. Applicants will be informed during the application process. The Authority will re-verify status at annual re-examination. The Authority has already signed an agreement with the local TANF agency to assist in verifications. The Authority will administer the program itself. Allowable activities shall include, but are not limited to: improving the physical environment of the resident's developments; selected office related services in PHA Developments or Administrative offices; volunteer services in local schools, daycare centers, hospitals, nursing homes, youth or senior organizations, etc.; neighborhood group special projects; participation in programs that develop and strengthen resident self-responsibility; participation in an educational or vocational training program; raising children under the age of 6 at home where spouse is working.

Residents were provided with written notice in January 2002, that pursuant to the Appropriations Act of 2002, that the Housing Authority would continue to determine if residents and applicants fall under the Community Service requirements, but would not implement or enforce the Community Service requirement provision of the lease through the Authority's applicable fiscal year ending June 30, 2003.

In accordance with PIH 2003-17 Community Service requirements were reimplemented effective 10/31/2003

Attachment L

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments?
0
- 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)?
21
- c. How many Assessments were conducted for the PHA's covered developments?
0
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units

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

Attachment M

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority for LaSalle County			Grant Type and Number Capital Fund Program Grant No: IL06P014501-04 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004
<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					
Lin e	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	100,000			
3	1408 Management Improvements				
4	1410 Administration	172,905			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	130,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,310,000			
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	5,000			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	74,054			
21	Amount of Annual Grant: (sum of lines 2 –	1,791,959			

Attachment M

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: IL06P014501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<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	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	150,000			
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	226,000			
26	Amount of line 21 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: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program Grant No: II06P014501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work

Attachment M

				Original	Revised	Funds Obliga ted	Funds Expended	
IL14-1	R/R EXTERIOR SIDING ETC.	1460	1	325,000				
IL14-10	504 ACCESSABILITY (3UNITS)	1460	3	150,00				
IL14-10	SECURITY SYSTEM	1460	1	22,000				
IL14-11	SECURITY SYSTEM	1460	1	22,000				
IL14-12	R/R BATHROOMS	1460	76	317,500				
IL14-12	SECURITY SYSTEM	1460	1	22,000				
IL14-13	SECURITY SYSTEM	1460	1	22,000				
IL14-15	R/R BATHROOMS	1460	76	317,500				
IL14-15	SECURITY SYSTEM	1460	1	22,000				
IL14-16	SECUEITY SYSTEM	1460	1	22,000				
IL14-17	SECURITY SYSTEM	1460	1	22,000				
IL14-17	R/R HALLLWAY CARPET	1460	1	24,000				
IL14-26	SECURITY SYSTEM	1460	1	22,000				
HA/WIDE	A/E SERVICES	1430	1	130,000				
HA/WIDE	ADMINISTRATION	1410	1	172,905				
H/A WIDE	CONTINGENCY	1502	1	74,054				
H/A WIDE	OPERATIONS	1406	1	100,000				
H/A WIDE	MANAGEMENT IMPROVEMENTS (SOFT)	1408	1	0				
H/A WIDE	RELOCATION	1495	1	5,000				

Attachment M

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority for LaSalle County		Grant Type and Number Capital Fund Program No: IL06P014501-04 Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
IL14-1	07/2006			07/2008			
IL14-10	07/2006			07/2008			
IL14-11	07/2006			07/2008			
IL14-12	07/2006			07/2008			
IL14-13	07/2006			07/2008			
IL14-15	07/2006			07/2008			
IL14-16	07/2006			07/2008			
IL14-17	07/2006			07/2008			
IL14-26	07/2006			07/2008			
H/A WIDE	07/2006			07/2008			

Attachment N

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Housing Authority for LaSalle County				<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: 2005 PHA FY:2006	Work Statement for Year 3 FFY Grant:2006 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2009
IL014001	Annual Statement				100,000
IL014002					
IL014003		75,000			
IL014004					
IL014005					
IL014006					
IL014007					
IL014008		200,000			
IL014009				400,000	200,000
IL014010		400,000	30,000	20,000	215,000
IL014011		315,000	205,000	20,000	
IL014012			200,000	402,000	260,000
IL014013			160,000	20,000	
IL014014		150,000			
IL014015				381,000	260,000
IL014016		187,500	320,000	20,000	
IL014017			200,000	35,000	280,000
IL014018					
IL014026				20,000	

Attachment N

IL014027			190,000		
IL014029					
H/A WIDE		464,459	486,959	473,959	476,959
CFP Funds Listed for 5-year planning	1,791,959	1,791,959	1,791,959	1,791,959	1,791,959
Replacement Housing Factor Funds					

Attachment N

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year 2 FFY Grant: 2005 PHA FY: 2006			Activities for Year: 3 FFY Grant: 2006 PHA FY:2007		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	IL14-3	Resurface parking/road	75,000	IL14-10	R/R Roof Exhaust	30,000
Annual	IL14-8	Tuckpoint/Seal	60,000	IL14-11	Tuckpoint/Seal	100,000
Statement	IL14-8	R/R Bathrooms (19)	100,000	IL14-11	504 restrooms 1 st floor	75,000
	IL14-8	Soffits, facia, etc.	40,000	IL14-11	R/R Roof Exhaust	30,000
	IL14-10	R/R Electric Ranges	20,000	IL14-12	504 ACC 4 units	200,000
	IL14-10	Tuckpoint/Seal	100,000	IL14-13	Rehab Elevators	130,000
	IL14-10	R/R Kitchens	230,000	IL14-13	Seal/Stripe Parking	30,000
	IL14-10	R/R Htg Boiler	50,000	IL14-16	R/R Bathrooms	250,000
	IL14-11	R/R Kitchens	245,000	IL14-16	Replace Roof	70,000
	IL14-11	R/R Electric Ranges	20,000	IL14-17	504 ACC 4 units	200,000
	IL14-11	R/R Htg Boiler	50,000	IL14-27	R/R Exterior Doors	30,000
	IL14-14	Tuckpoint/Seal	50,000	IL14-27	Upgrade Electrical	30,000
	IL14-14	R/R Bathrooms	65,000	IL14-27	R/R exterior siding	30,000
	IL14-14	Soffits/Facia, etc	35,000	IL14-27	R/R bathrooms	35,000
	IL14-16	R/R Kitchens	175,000	IL14-27	R/R Kitchens	35,000

Attachment N

	IL14-16	R/R Electric Ranges	12,500	IL14-27	Misc. Sitework	30,000
	HA WIDE	A&E, Administration, etc.	464,459	HA WIDE	A&E, Administration, etc.	486,959
Total CFP Estimated Cost			\$1,791,959			\$1,791,959

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year 4 FFY Grant:2007 PHA FY:2008			Activities for Year: 5 FFY Grant: 2008 PHA FY:2009		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
IL14-9	R/R Water Mains	400,000	IL14-1	Tuckpoint/Seal	100,000
IL14-10	R/R Domestic Boilers	20,000	IL14-9	R/R Gas Lines	200,000
IL14-11	R/R Domestic Boilers	20,000	IL14-10	R/R Drain&Vent	215,000
IL14-12	R/R Domestic Boilers	20,000	IL14-12	R/R Drain&vent	220,000
IL14-12	R/R Kitchens	360,000	IL14-12	R/R Roof	40,000
IL14-12	R/R Electric Ranges	22,000	IL14-15	R/R Drain&Vent	230,000
IL14-13	R/R Domestic Boilers	20,000	IL14-15	R/R Roof	40,000
IL14-15	R/R Domestic Boilers	20,000	IL14-17	R/R Bathrooms	280,000

Attachment N

IL14-15	R/R kitchens	342,000	HA WIDE	A&E, Administration,Etc.	476,959
IL14-15	R/R Electric Ranges	19,000			
IL14-16	R/R Domestic Boilers	20,000			
IL14-17	R/R Domestic Boilers	20,000			
IL14-17	R/R Trash Compactor	15,000			
IL14-26	R/R Domestic Boilers	20,000			
HA WIDE	A&E, Administration, Etc.	473,959			
Total CFP Estimated Cost		\$1,791,959			\$1,791,959